



# Camp Veritas CLG

## Safeguarding Policy and Procedures

Reviewed

May

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“Camp has helped me keep hold of my faith. In many times of question or doubt, I turn to the things I learned and/or experienced at camp. It has given me the idea of what a Catholic atmosphere should be and now makes me seek out settings like it.”

Nora, camper for 5 years - Camp Veritas 2021

**Relevant definitions for this document:**

- *‘Volunteer’ or ‘Group Leader’ is to be understood as a ‘Guardian’ for Campers who are under 18 years of age attending Camp. All of our volunteers are Garda-vetted, double-reference checked and trained to act as such.*
- *‘Camp’ is to be understood as interchangeable with ‘Retreat’; as it is not a full-week and has some activities that are religious in nature)*

**SECTION 1****POLICY STATEMENT**

Aims and Objectives

**CAMP VERITAS’ SAFEGUARDING STATEMENT:**

- To be actively involved in safeguarding children, young people, and volunteers*
- Providing consistency in how to respond to the issue of safeguarding.*

**GEOGRAPHICAL BOUNDARIES OF THE POLICY**

Wherever Camp Veritas volunteers come into contact with minors.

**KEY PRINCIPLE OF THIS POLICY**

The welfare of the child is paramount.

**WHO THE POLICY COVERS-TARGET AUDIENCE**

This policy covers Camp Veritas volunteers and young people who attend a week with Camp Veritas

**PROCEDURES TO BE FOLLOWED IN LINE WITH CHILDREN FIRST**

Camp Veritas’ Safeguarding Policy is consistent with the principles of Children First National Guidance for the Protection and Welfare of Children 2011.

Camp Veritas’ Safeguarding Policy is in line with Children First and offers further elaboration to ensure local relevance and applicability.

**ANNUAL REVIEW OF POLICY**

Camp Veritas’ Safeguarding Policy, Procedures and Practices is to be reviewed on an annual basis by the National Safeguarding Officer, and every three years by the Board of Camp Veritas CLG. The next annual review will be the 31st of March, 2023.

**LINKED TO OTHER RELATED POLICIES**

Camp Veritas’ Safeguarding Policy is linked where appropriate and relevant to other Camp Veritas organizational policies.

## **SECTION 2 - RECRUITMENT, VETTING AND SELECTION PROCEDURES**

### **RECRUITMENT VETTING AND SELECTION PROCEDURES FOR EMPLOYEE'S**

It is the responsibility of the Camp Veritas CLG Board to adhere to relevant employment legislation and procedures in respect of the advertising process, application process, job description, interviewing process and selection process for any employment position. *\*As of May 2022 Camp Veritas CLG is entirely Volunteer-run.*

### **GARDA VETTING PROCESS AND REFERENCE CHECKING SYSTEM**

The Camp Veritas National Safeguarding Officer is responsible for processing the Garda Vetting forms for any volunteer position through the Volunteer Centre which is the Garda Vetting consortium used by Camp Veritas.

The Camp Veritas National Safeguarding Officer is responsible for carrying out up to two reference checks in respect of the new volunteer.

### **VERIFICATION OF IDENTITY AND OF QUALIFICATIONS**

It is the responsibility of the Camp Veritas CLG Board to, at its sole discretion, ask for verification of identity and of qualifications of the newly chosen volunteer.

### **INDUCTION AND PROBATIONARY PERIOD**

It is the responsibility of the Camp Veritas CLG Board to decide the details of the induction program.

### **VOLUNTEER APPLICATIONS AND SELECTION PROCESS**

Volunteers who apply for a volunteer role or who are selected for a volunteer role are required to complete and submit an online Camp Veritas Volunteer Form. This form may be found at <https://www.campveritasireland.org/volunteer-registration>.

### **GARDA VETTING PROCESS AND REFERENCE CHECKING SYSTEM**

The Camp Veritas National Safeguarding Officer is responsible for processing the Garda Vetting forms for Camp Veritas volunteers through the Louth which is the Garda Vetting consortium used by Camp Veritas CLG.

The Camp Veritas National Safeguarding Officer is responsible for carrying out up to two reference checks in respect of the new volunteers. This may be completed by telephone and the information being stored securely (either as hard copy, electronically, or both).

## **SECTION 3 - SUPPORT AND TRAINING**

### **SUPERVISION AND SUPPORT PROCESSES FOR NEW AND EXISTING VOLUNTEERS**

It is the responsibility of the Camp Veritas Board, Core team and Senior Management Team of Camp Veritas to ensure the appropriate supervision and support is provided for new volunteers. This is completed through online training and Initial training day as well as one to one contact. Someone from Camp Veritas core team should directly contact all new volunteers and brief them verbally by telephone as well as opening this avenue for support of asking questions if needed.

### **INDUCTION TRAINING**

It is the responsibility of the Camp Veritas CLG Board, Core Team and Senior Management Team of Camp Veritas to ensure the appropriate training and Safeguarding policy is implemented with respect to new volunteers.

### **SIGNING OF SAFEGUARDING POLICY**

All volunteers will be required to sign up to the Safeguarding policy.

### **SAFEGUARDING TRAINING**

The Camp Veritas National Safeguarding Officer(s), Core Team and National Council have responsibility for co-coordinating the training needs of all volunteers and with specific regard to Safeguarding and welfare.

The Camp Veritas National Safeguarding Officer(s) and Core Team will coordinate any additional training should the need arise as well as communicating relevant information to all parties regarding any updated information concerning the organizations policies.

## **SECTION 4 - CODE OF BEHAVIOUR**

### **APPROPRIATE ADULT SUPERVISION AND RATIO'S**

- Camp Veritas is for children in 1<sup>st</sup> – 6<sup>th</sup> year. To attend Camp Veritas, express and explicit parental permission must be obtained in writing. This is obtained through our online camper application.
- Upon arrival campers are assigned to groups to be led by a number of group leaders, given separate sleeping quarters, divided into boys' and girls' areas. In the event that a camper is over 18, they will be given separate sleeping quarters apart from any U18s. These areas are supervised by vetted volunteers, who operate in pairs.
- This is enforced by 24-hour security run by our volunteers. In the daytime hours, the campers take part in a full programme of activities and follow the rules of the camp.
- They are with their group leaders for the majority of the day. In the couple of hours when their group leaders have a break, they are supervised appropriately by other volunteers and check back in with their group leader formally at the end of period that the group leaders are on a break.
- Campers are obliged to remain on the premises for the full duration of the retreat.

- Camp Veritas supervises Campers on the basis of a minimum of one adult per ten under 18's.

## **APPROPRIATE RELATIONSHIPS AND BOUNDARIES BETWEEN GROUP LEADERS AND YOUNG PEOPLE**

- No group leader or volunteer will be on their own with under 18's.
- No group leader or volunteer will communicate with under 18's outside of a Camp Veritas event except in a public forum.

## **APPROPRIATE PHYSICAL CONTACT**

There will be no physical contact between group leaders or volunteers and under 18's.

## **APPROPRIATE LANGUAGE**

All group leaders or volunteers must use appropriate language when communicating with under 18's and participants of a Camp Veritas event.

## **APPROPRIATE BEHAVIOUR WHEN ADDRESSING CHALLENGING BEHAVIOUR**

If any under 18 who is a participant of a Camp Veritas event displays challenging behavior, this must be brought to the attention of the Camp Veritas National Safeguarding Officer(s), core team or Senior Management. The Camp Veritas National Safeguarding Officer(s) will respond to and address challenging behavior in an appropriate manner.

If any Camp Veritas volunteer displays challenging behavior at Camp Veritas, this must be brought to the attention of the Camp Veritas Director. The Director will respond and address challenging behavior in an appropriate manner.

## **PROCEDURES FOR DEALING WITH BULLYING**

If any under 18 who is a participant at Camp Veritas displays bullying behavior or is subject to bullying behavior, this must be brought to the attention of the Camp Veritas National Safeguarding Officer(s). The Camp Veritas National Safeguarding Officer(s) will respond and address in an appropriate manner.

If any Camp Veritas volunteer or group leader displays bullying behavior or is subject to bullying behavior at a Camp Veritas event, this must be brought to the attention of the Camp Veritas Director. The Camp Veritas Director will respond and address as appropriate.

## **CONSIDERATIONS FOR OFF-SITE BEHAVIOUR AND OVERNIGHT TRIPS AWAY**

- Under 18's participating in a Camp Veritas event are not allowed offsite during Camp Veritas events unless for an organized day trip.
- Under 18's are allocated a Camp Veritas Volunteer who is trained, reference checked and Garda Vetted for the duration of a Camp Veritas event.
- Under 18's are with their volunteer throughout the majority of the day and check in with them after any free times.
- Under 18's are supervised at night.

- No Camp Veritas Volunteer to be on their own with an under 18 .

#### **CONSIDERATIONS FOR ONE-TO-ONE WORK**

- No Camp Veritas volunteer or group leader to be on their own with an under 18.
- All volunteers must have another adult present when with an under 18.

#### **SAFE USE OF TECHNOLOGY AND INTERNET**

- No Camp Veritas volunteer has permission to communicate with an under 18 directly outside of a Camp Veritas event or through the internet or phone without the permission of the legal guardian.
- No under 18 can be photographed without the permission of their legal volunteer.

#### **SAFE USE OF TRANSPORT**

- No Camp Veritas volunteer can transport an under 18 except in exceptional or extreme circumstances. In such an event an under 18 must not be alone with an adult. At least two adults must transport an under 18.
- In the case of a medical emergency, if an under 18 requires to be brought to the hospital or other medical services-an under 18 must not be alone with an adult. At least two adults must transport an under 18.

#### **CHILDREN SPECIAL NEEDS**

The Camp Veritas National Safeguarding Officer(s), Camp Veritas Director, National Council and Camp Veritas Core Team, and Group Leaders are to be informed of any children with special needs who attend.

The parties mentioned above must assess whether a child with special needs is able to appropriately participate in Camp Veritas.

If a child with special needs is not able to appropriately participate in Camp Veritas for health and safety reasons, the above listed parties must explain the reasons to the child with special needs, make contact with their legal guardian and explain these reasons and ask for them to be collected from the event.

Volunteers will be present and onsite for the full duration of any Camp Veritas event. They will not be present in rooms with their designated young people, and they must never be on their own with children. The volunteers must also sleep at the venue overnight. Males and females will sleep in separate accommodation, therefore both male and female volunteers must be available to sleep at the venue where male volunteers will be assigned to male attendants and vice versa for females.

Volunteers will not be permitted to sleep in the same rooms as children. It is a NECESSITY that all attendees, including children, disclose any medication they are taking and medical conditions they have. To not do so is considered severe negligence. It should be ticked on the Registration form that all children, where the parents are volunteers cannot be reached, give permission to the Regional Leader of the person in highest authority to give permission to medical staff to conduct medical activities and administer medicine as deemed necessary to help that child. It is also recognized that children who as fostered or in care must state so on the registration form. This is essential as permission to attend the event must also then be sought from Social Services that the child may attend. Not to declare this, or to declare deliberate inaccuracies on the registration form removes responsibility from Camp Veritas CLG and is considered a grave negligence. It is also necessary for any



vulnerable person to declare their vulnerability otherwise Camp Veritas cannot, and therefore cannot be held responsible for, put the necessary mitigations or procedures in place.

Male children will sleep in accommodation designated for them. Volunteers are never to be on their own with an U18. Female children will sleep in accommodation designated for them. Volunteers are never to be on their own with an U18. . Also, if this rule is broken all attendees are required to report this to their volunteer or group leader immediately. Volunteers or group leaders may enter an U18 bedroom but only in twos or more and are not permitted to sleep or loiter there and should be there with an intended purpose, i.e., to wake up attendees with noise (not touch) or to check that persons are in the room and where they are meant to be etc. This is the arrangement Camp Veritas has put in place, parents who send their children to Camp Veritas understand this to be the case.

Camp Veritas reserves the right to have volunteers sleeping in the same accommodation as U18s. This may be done where the intention is the safeguarding of other young people in the room from those who may break retreat rules. However, there must always be **at least two volunteers** in the room for this to take place and NEVER just one.

Disabled individuals are not recognized as vulnerable adults, as despite physical disabilities they are still capable of governing themselves. This is different where there is a mental disability and the person is in the guardianship of another adult.

Camp Veritas uses rented facilities for the annual camps, and currently uses Clongowes Wood College in Kildare for the 6-day duration of camp.

As Camp Veritas does not own this site or have access to all areas it is therefore not possible for Camp Veritas to ensure disabled access at all times. Camp Veritas will endeavor in every reasonable way possible that there is disabled access but this may simply not be possible. Therefore, all help will be given but Camp Veritas cannot accept responsibility for this, nor can they request their volunteers to lift, carry, accompany or make adjustments that might in any way cause them harm. Camp Veritas does not expect this from its volunteers. If volunteers do help then this is a kindness that is done via their own responsibility and they are not acting as Camp Veritas volunteers therefore the organization cannot accept responsibility for their well-being when engaged in such kindnesses. Therefore, Camp Veritas is not liable for making adjustments for disabled access or requests, volunteers may help of their own accord and disabled persons should make provision and bring help with them to overcome the obstacles they may encounter at a Camp Veritas event, e.g. that there are stairs and Camp Veritas does not have access to the part of the building where there is a stair lift meaning that that person may not be able to attend that part of the event, but all other reasonable provision as is possible will be made.

This is an unfortunate situation, but until such a time as Camp Veritas owns its own venue then this will have to be the case.

Furthermore, Camp Veritas operates a 'supervising system'. This means that only those volunteers who are vetted can be in regulated activity with children. Whilst volunteers are advised to never be on their own with a young person, an additional layer of security is in place whereas Camp Veritas will supervise other guests, Retreatants or attendees. For example, if a person is kindly helping Camp Veritas, they may do so but only if they are supervised by a vetted volunteer thus never placing them in regulated activity. Another example would be sacramental ministries like a priest hearing confession. This is done in a visible space and under the visible supervision of a vetted volunteer.

Camp Veritas also strives to meet the individual requirements of the Dioceses we work with regarding Priestly ministry at our events.

## **SECTION 5 - REPORTING PROCEDURES AND ROLE OF THE DLP**

### **A NAMED DESIGNATED LIAISON PERSON AND THEIR ROLE**

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### **ROLE OF NATIONAL SAFEGUARDING OFFICER**

The Safeguarding Officer is the title given to the designated person appointed within Camp Veritas to deal with Safeguarding concerns reported by volunteers or young people. *\*As of May 2022, Philomena Prendergast serves as both the National Safeguarding Officer and the DLP.*

The Safeguarding officer will:

- Operate within the Camp Veritas Safeguarding Policy and Government guidelines concerning Safeguarding.
- Report suspicions and allegations of abuse to the statutory authorities, i.e., the HealthBoard or An Garda Siochana.
- Liaise between Camp Veritas, young people and the statutory authorities where necessary.
- Create and maintain links with the statutory authorities and other relevant agencies and resource groups.
- Facilitate the provision of support to any victim or volunteer making a referral and also to the person against whom an allegation has been made (in the case of allegation against a Camp Veritas volunteer/event attendee).
- Advise the Director and at his/her discretion the National Council will be advised of a case or suspicion of abuse.
- Advise on good practice.
- Facilitate training on guidelines in Safeguarding to Leader Volunteers
- Maintain proper records on all cases referred to him/her in a secure and confidential manner.
- Keep up to date on current developments regarding provision, practice, support services, legal obligations/requirements and policy.

- The Safeguarding Officer should report immediately and directly to the camp director and senior management and keep them informed on any Safeguarding concerns which may arise.

### **ROLE OF DESIGNATED LIAISON PERSON**

As it may not be possible for the Camp Veritas Safeguarding Officer to be present at each Camp Veritas, it is essential that during every Camp Veritas event, there should be one Camp Veritas Safeguarding Designated Liaison Person.

All matters relating to the safety of the children should be dealt with through this person. He/she may consult with one Core Team member present at the event (or person of highest authority) to aid discernment in particular cases.

He/she should be familiar with the Camp Veritas Safeguarding Policy and pass on any referrals to the Camp Veritas National Safeguarding Officer(s) who will report as appropriate to the statutory bodies. It is also the responsibility of the Designated Liaison Person to ensure that all volunteers helping at an event are aware of the Safeguarding policy.

### **INFORMATION ON DEFINITIONS OF ABUSE AS PER CHILDREN FIRST**

**Abuse can be categorized into four different types: neglect, emotional abuse, physical abuse and sexual abuse. A child or vulnerable adult may be subjected to one or more forms of abuse at any given time:**

#### **NEGLECT**

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and/or medical care.

#### **EMOTIONAL ABUSE**

Emotional abuse is normally to be found in the relationship between a parent/carer and a child rather than in a specific event or pattern of events. It occurs when a child'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.

## **PHYSICAL ABUSE**

Physical abuse of a child 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.

## **SEXUAL ABUSE**

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

\*Please refer to **Appendix One** for more detailed definitions of abuse as per Children First. \*

## **INFORMATION ON REASONABLE GROUNDS FOR CONCERN**

The HSE Children and Family Services 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.

## **PROCEDURE FOR SEEKING ADVICE FROM HSE WHEN UNCLEAR WHETHER TO REPORT**

The HSE Children and Family Services should always be contacted to advise of concerns for a child.

## **REPORTING PROCEDURES WITH CLEAR ROLE AND RESPONSIBILITIES FOR ALL INVOLVED**

The Camp Veritas Designated Safeguarding Liaison Person at a Camp Veritas event is to report any concerns or disclosures regarding an under 18 to the Camp Veritas National Safeguarding Officer(s).

The National Safeguarding Officer(s) then reports these concerns or disclosures to the local Duty Social Work Department of the under 18. The Camp Veritas National Safeguarding Officer(s) are the designated liaison people who are responsible for ensuring that the standard reporting procedure is followed, so that suspected cases of child neglect or abuse are referred promptly to the HSE Children and Family Services' Duty Social Worker. In the event of an emergency where you think a child is in immediate danger and you cannot get in contact with the HSE Children and Family Services' Duty Social Worker, you should contact An Garda Síochána.

## **GUIDELINES IN RELATION TO DEALING WITH A DISCLOSURE**

If a person, including third parties, reports suspected abuse to the Camp Veritas National Safeguarding Officer(s), it is their responsibility to;

- To establish, in consultation with the individual who has raised the concern, if reasonable grounds for concern exist.
- The information given should be forwarded to the HSE Children and Family Services' Duty Social Worker if reasonable grounds for concern exist, regardless of whether the source wishes to be identified or not. The source should be made aware that Camp Veritas National Safeguarding Officer(s) will be reporting the information.
- If the Camp Veritas National Safeguarding Officer(s) are unsure whether the concern constitutes reasonable grounds for concern, they may consult informally with the Duty Social Worker.
- Where they decide not to pass on the concern brought to their attention, they must inform the person of this and also tell them that they may report directly to Children and Family Services and that the provisions of the Protection for Persons Reporting Child Abuse Act would pertain.
- Any professional who suspects abuse or neglect should inform the parents/carers if a report is to be submitted to the HSE Children and Family Services or to An Garda Síochána, unless doing so is likely to endanger the child. This decision will be made under the direction of the relevant authorities.

#### **REFERENCE TO VERBAL & WRITTEN REPORTS BEING MADE TO THE HSE WITHOUT DELAY**

If you identify a child as being at risk of harm – you must act. Paragraph 3.7.3 of Children First:

National Guidance (2011) states that 'It is the responsibility of all agencies working with children [or vulnerable adults] and for the public to recognize Safeguarding concerns and share those with the agencies responsible for assessing or investigating them, not to determine whether the Safeguarding concerns are evidenced or not'. In the first instance, The Camp Veritas Designated Liaison Person where possible, make telephone contact with the Duty Social Worker, or if out-of hours or in an emergency with the Gardaí.

#### **THE FOLLOWING PROCEDURE SHOULD BE FOLLOWED:**

Camp Veritas Designated Liaison Person (Camp Veritas National Safeguarding Officer(s)) should make a referral to the HSE Children and Family Services' Social Work Service by using the Standard Report Form (See Appendix Section for Standard Report Form).

If the concern is urgent and that there is an imminent risk to a child, make the report by telephone and then follow it up with the completed form. The quality of the information you provide will influence the ability of the Social Work Service to respond.

The completed Standard Report Form must contain as much of the following as possible:  
 Accurate identifying information – including all known full names and surnames, addresses, date of birth, age, disability if applicable, ethnicity, first language (need for interpreter, if known) of the

child and all the known members of his or her family and other adults living in the household. In cases of suspected abuse and neglect, family members should not be used as interpreters.

Details of the concern, allegation or incident – outline exact nature of concern; include dates, times and names of persons present. It is important to describe any observed injuries or behaviors that may be linked to the incident. In cases where neglect or abuse is indicated over time, the reporter should be encouraged to provide a chronology of the evidence or symptoms in the child that give rise to the concern.

Views of the parent/carer and views of the child (where age-appropriate) – the reporter must provide any accounts of the parents' or child views about the concern that are known to them.

Keep a copy for your own records and send original to Social Work Service.

### **INFORMING PARENTS/VOLUNTEERS THAT A REPORT IS BEING MADE TO THE HSE**

If child abuse or neglect is suspected, the Camp Veritas National Safeguarding Officer(s) should inform the parents/carers if a report is to be submitted to the HSE Children and Family Services or to An Garda Síochána, unless doing so is likely to endanger the child. This decision will be guided by the relevant authorities.

Camp Veritas Designated Liaison Person to discuss with the HSE Children and Family Services' Social Work Service if unsure.

### **RELEVANT DOCUMENTATION IN APPENDIX SECTION**

- Please find a copy of Standard Reporting Form to the HSE in Appendix.
- Please find relevant contact details for the local HSE Duty Social Work Departments and an Garda Síochána.

### **OUT OF HOURS DUTY SOCIAL WORK DEPARTMENT AND EMERGENCY SITUATIONS**

The Camp Veritas National Safeguarding Officer(s) are to be aware of local area Emergency Services arrangements since different arrangements are in place across HSE health areas.

In the event of an emergency where a child is in immediate danger and cannot get in contact with the HSE Children and Family Services' Duty Social Worker, the Camp Veritas Designated Liaison Person should contact the Gardaí.

Under no circumstances should a child be left in a situation that exposes him or her to harm.

### **PROCEDURE FOR REPORTING RETROSPECTIVE DISCLOSURES OF CHILD ABUSE BY AN ADULT**

Any information given to the Camp Veritas National Safeguarding Officer(s) regarding retrospective disclosures of abuse should be forwarded to the HSE Children and Family Services' Duty Social Worker through using the Standard Report Form.

The source should be made aware that you will be reporting the information.

#### **PROCEDURE FOR REPORTING CONCERNS THAT MAY NOT NEED TO BE REPORTED TO THE HSE**

Where the Camp Veritas National Safeguarding Officer(s) decide not to pass on the concern brought to their attention, they must inform the person of this and also tell them that they may report directly to Children and Family Services and that the provisions of the Protection for Persons Reporting Child Abuse Act would pertain.

### **SECTION 6 - DEALING WITH ALLEGATIONS**

#### **PROCEDURE FOR RESPONDING TO ALLEGATIONS**

Any allegations against Camp Veritas volunteers are to be reported to the Camp Veritas Safeguarding Officer(s).

The Camp Veritas Safeguarding Officer(s) will respond to the allegations in an appropriate manner and make a referral to the relevant HSE Duty Social Work Department where necessary.

The Camp Veritas National Safeguarding Officer(s) along with the Camp Veritas CLG Board will implement a proportionate response in relation to protective action/supervision/suspension of worker/volunteer pending assessment and investigation allegation.

The Camp Veritas Safeguarding Officer(s) will inform the person whom the allegation is made against of the allegation and enable them the right to respond.

Where appropriate the Camp Veritas National Safeguarding Officer(s) will inform parents/volunteers and young people of actions planned and taken.

The Camp Veritas National Safeguarding Officer(s) along with the Camp Veritas Director will provide the appropriate support measures for volunteers/staff/young people against whom an allegation has been made.

### **SECTION 7 - RECORD KEEPING, ACCESS AND STORAGE OF INFORMATION**

All Camp Veritas records are regularly reviewed to monitor concerns and all information is monitored to ensure it is up to date.

The HSE Standard Reporting Form is used to record any Safeguarding concerns which are then submitted to the relevant local HSE Duty Social Work Department area.

Any actions to be followed up will be detailed. Outcome of concerns/situation recorded. This is then



filed and locked away.

Recording systems are safe and confidential. They are securely locked away with only the National Safeguarding Officer(s) and the Senior Management having access to them. This includes both hard and electronic copies.

Information is stored in the Camp Veritas Office and securely locked away or securely stored electronically.

Only the National Safeguarding Officer(s) and the Director are permitted to access information.

Procedure in place for archiving old information. Old information is stored and locked away in National Camp Veritas office. This will then be destroyed. The suggested period is seven years.

## **SECTION 8 – CONFIDENTIALITY AND SHARING OF INFORMATION**

Limits of confidentiality are communicated to Camp Veritas staff, volunteers and attendees.

Limits of confidentiality are communicated to Camp Veritas staff and volunteers through the Safeguarding training that is delivered to them for their roles.

Limits of confidentiality are communicated to attendees at the start of a Camp Veritas retreat. Limits of confidentiality are also communicated to attendees if they start to share personal information to a Camp Veritas volunteer.

Where Safeguarding concerns arise, information is shared on a 'need to know' basis.

Camp Veritas volunteers are aware that sharing information re Safeguarding confidentiality is not a breach of confidentiality.

Parents/volunteer and under 18's have a right to know if personal information is being shared or a report is being made to the HSE unless doing so could put the young person at further risk.

The National Safeguarding Officer(s) shares with parents and under 18's any information that they need to know.

Systems of communication involve the Camp Veritas Safeguarding Officer(s) liaising with parents, under 18's, and volunteers involved with under 18's and the local HSE Duty Social Work Departments where the needs arise.

## **SECTION 9 - INTERAGENCY WORKING**

The Camp Veritas National Safeguarding Policy covers;

- the welfare of under 18's at Camp Veritas events

As mentioned in other parts of this Safeguarding Policy, it is the Camp Veritas National Safeguarding Officer(s) who liaises with other agencies relating to Safeguarding issues.

Similarly, as mentioned in other parts of this Safeguarding Policy, it is the Camp Veritas National Safeguarding Officer(s) who completes the HSE Stand Reporting Form and submits to the local HSE Duty Social Work Department of the minor involved.

The sharing of information with other agencies is only done on a 'need to know basis'.

## **SECTION 10 - ACCIDENTS AND INCIDENTS**

The accident and incident procedure for under 18's involves the recording of the incident/accident and following it up as necessary.

The Camp Veritas National Safeguarding Officer(s) informs the parents/volunteer of any accident/incident that their child under 18 is involved in.

At a Camp Veritas event, there is a designated First Aid person with access to a First Aid. No emergency numbers are displayed as there is a continuous presence of volunteers and group leaders during a Camp Veritas event although emergency services are available for contact. Participants at a Camp Veritas retreat are advised to speak to a volunteer or a member of the core team if there is anything they need.

When an under 18 attends a Camp Veritas event, they submit a booking form that is signed by their parent/volunteer with their parent/volunteer details included.

Camp Veritas has its own insurance policy.

## **SECTION 11 - COMPLAINTS (NOT RELATED TO SAFEGUARDING ISSUES)**

All Camp Veritas complaints that are not related to Safeguarding issues are dealt with by the Camp Veritas Director and Senior management who respond to complaints.

## **APPENDIX ONE-DEFINITIONS OF ABUSE AS PER CHILDREN FIRST**

Abuse can be categorized into four different types: neglect, emotional abuse, physical abuse and sexual abuse. A child may be subjected to one or more forms of abuse at any given time. More detail on each type of abuse is given in Appendix 1.

2.1.2 In the Children First: National Guidance, 'a child' means a person under the age of 18 years, excluding a person who is or has been married.

### **2.2 Definition of 'neglect'**

2.2.1 Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and/or medical care.

2.2.2 Harm can be defined as the ill-treatment or the impairment of the health or development of a child. Whether it is significant is determined by the child's health and development as compared to that which could reasonably be expected of a child of similar age.

2.2.3 Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. For example, a child who suffers a series of minor injuries may not be having his or her needs met in terms of necessary supervision and safety. A child whose height or weight is significantly below average may be being deprived of adequate nutrition. A child who consistently misses school may be being deprived of intellectual stimulation.

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

### **2.3 Definition of 'emotional abuse'**

2.3.1 Emotional abuse is normally to be found in the relationship between a parent/carer and a child rather than in a specific event or pattern of events. It occurs when a child 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:

- (i) the imposition of negative attributes on a child, expressed by persistent criticism, sarcasm, hostility or blaming;
- (ii) conditional parenting in which the level of care shown to a child is made contingent on his or her behaviors or actions;
- (iii) emotional unavailability of the child's parent/carer;
- (iv) unresponsiveness of the parent/carer and/or inconsistent or inappropriate expectations of the child;
- (v) premature imposition of responsibility on the child;
- (vi) unrealistic or inappropriate expectations of the child's capacity to understand something or to behave and control himself or herself in a certain way;
- (vii) under- or over-protection of the child;
- (viii) Failure to show interest in, or provide age-appropriate opportunities for, the child's cognitive and emotional development;
- (ix) Use of unreasonable or over-harsh disciplinary measures;
- (x) Exposure to domestic violence;
- (i) Exposure to inappropriate or abusive material through new technology.

2.3.2 Emotional abuse can be manifested in terms of the child behavioral, cognitive, affective or physical functioning. Examples of these include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, and oppositional behavior. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/carer.

## **2.4 Definition of 'physical abuse'**

2.4.1 Physical abuse of a child 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 abuse can involve:**

- (i) severe physical punishment;
- (ii) beating, slapping, hitting or kicking;
- (iii) pushing, shaking or throwing;
- (iv) pinching, biting, choking or hair-pulling;
- (v) terrorizing with threats;
- (vi) observing violence;
- (vii) use of excessive force in handling;
- (viii) deliberate poisoning;
- (ix) suffocation;
- (x) fabricated/induced illness (see Appendix 1 for details);

(xi) allowing or creating a substantial risk of significant harm to a child.

## **2.5 Definition of 'sexual abuse'**

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

- (i) exposure of the sexual organs or any sexual act intentionally performed in the presence of the child;
- (ii) intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification;
- (iii) masturbation in the presence of the child or the involvement of the child in an act of masturbation;
- (iv) sexual intercourse with the child, whether oral, vaginal or anal;
- (v) Sexual exploitation of a child, which includes inciting, encouraging, propositioning, requiring or permitting a child to solicit for, or to engage in, prostitution or other sexual acts. Sexual exploitation also occurs when a child 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. It may also include showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse;

**Chapter 2:** Definition and Recognition of Child Abuse (VI) consensual sexual activity involving an adult and an underage person. In relation to child sexual abuse, it should be noted that, for the purposes of the criminal law, the age of consent to sexual intercourse is 17 years for both boys and girls. An Garda Síochána will deal with the criminal aspects of the case under the relevant legislation.

2.5.2 It should be noted that the definition of child sexual abuse presented in this section is not a legal definition and is not intended to be a description of the criminal offence of sexual assault.

## **APPENDIX TWO - CONTACT PHONE NUMBERS OF HEALTH BOARD CHILD CARE MANAGERS**

These contact numbers may be updated from time to time. Please check HSE website for latest information.

### **HSE AREAS ADDRESSES AND TELEPHONE NUMBERS**

#### **DUBLIN NORTH**

Health Centre, Cromcastle, Coolock, Dublin 5 (01) 816 4200  
(01) 816 4244

#### **DUBLIN NORTH CENTRAL**

Social Work Office, 22 Mountjoy Square, Dublin 1 (01) 877 2300  
Social Work Office, Ballymun Health Centre, Dublin 11 (01) 846 7236

#### **DUBLIN NORTH WEST**

Health Centre, Wellmount Park, Finglas, Dublin 11 (01) 856 7704  
Social Work Department, Rathdown Road, Dublin 7 (01) 882 5000

#### **DUBLIN SOUTH EAST**

Social Work Department, Vergemount Hall, Clonskeagh, Dublin 6 (01) 268 0320  
(01) 268 0333

#### **DUBLIN SOUTH CITY**

Duty Social Work Carnegie Centre, 21-25 Lord Edward Street, Dublin 2 (01) 648 6555  
Public Health Nursing, 21-25 Lord Edward Street, Dublin 2 (01) 648 6730  
Family Support Service, 78B Church House, Donore Avenue, Dublin 8 (01) 416 4441

#### **DUBLIN SOUTH WEST**

Milbrook Lawn, Tallaght, Dublin 24 (01) 452 0666

#### **DUBLIN WEST**

Social Work Department, Bridge House, Cherry Orchard  
Hospital, Ballyfermot, Dublin 10 (01) 427 5000  
(01) 620 6387

#### **DUBLIN SOUTH**

Social Work Department, Our Lady's Clinic, Patrick Street,  
Dun Laoghaire, Co. Dublin (01) 663 7300

#### **CARLOW**

Carlow Social Work Office, Ground Floor, St. Dymphna's Hospital,  
Athy Road, Co. Carlow (059) 913 6587

**CAVAN**

HSE Community Child and Family Services, Drumalee Cross, Co. Cavan (049) 437 7305  
(049) 437 7306

**CLARE**

Clare Duty Social Worker, River House, Gort Road, Ennis, Co. Clare (065) 686 3935

Social Work Department, Shannon Health Centre, Shannon, Co. Clare (061) 718 400

Social Work Department, Kilrush Health Centre, Kilrush, Co. Clare (065) 905 4200

**CORK**

North Cork Social Work Department, 134 Bank Place, Mallow, Co. Cork (022) 54100  
North Lee Child Lee Social Work Department, (adjacent to Shopping

Centre), Blackpool, Co. Cork (021) 492 7000

South Lee Social Work Department, St. Finbarr's Hospital, Douglas Road, Cork (021) 492 3001  
West Cork Social Work Department, Coolnagarrane, Skibbereen, Co. Cork (028) 40447

**DONEGAL**

Links Business Centre, Lisfannon, Buncrana, Co. Donegal (East Team) (074) 932 0420

Euro House, Killybegs Road, Donegal, Co. Donegal (West Team) (074) 972 3540

Social Work Department, Millennium Court, Pearse Road, Letterkenny, (074) 912 3672

Co. Donegal (East Central Team and West Central Team) (074) 912 3770

**GALWAY**



Galway City, Social Work Department, Local Health Office, 25 Newcastle Road, Galway, Co. Galway (091) 546366

Galway County, Tuam Social Work Department, Health Centre, Vicar Street, Tuam, Co. Galway. (093) 37200

Loughrea Social Work Department, Health Centre, Loughrea, Co. Galway. (091) 847820

Ballinasloe Social Work Department, Health Centre, Brackernagh, Ballinasloe Co. Galway. (090) 964 6200

Oughterard Social Work Department, Health Centre, Oughterard, Co. Galway (091) 552 20076

### **KERRY**

Social Work Department, HSE Community Services, Rathass, Tralee, Co. Kerry (066) 712 1566

Killarney Social Work Department, St. Margaret's Road, Killarney, Co. Kerry (064) 663 6030

### **KILDARE**

Social Work Department, St Mary's Craddockstown Road, Naas, Co.Kildare (045) 873200  
(045) 882 400

### **KILKENNY**

Social Work Office – Child Care Department, Child Youth and Families, Carlow/Kilkenny, HSE South, St. Canice's Hospital, Dublin Road, Kilkenny, (056) 778 4057  
(056) 778 4532  
Co. Kilkenny

### **LIMERICK**

Social Work Department, Ballynanty Health Centre, Ballynanty, Limerick (East Team), Co. Limerick (061) 457 100

Social Work Department Rixtown Health Centre, Rixtown Terrace,  
Old Clare Street, Limerick (East Team) , Co. Limerick (061) 417 622  
(061) 483 091

Parkbeg Social Work Department, Parkbeg House, 2 Elm Drive, (061) 206 820  
Caherdavin Lawns, Ennis Road, Limerick, Co. Limerick

Social Work Department, Southill Health Centre, O'Malley Park, (061) 209 985  
Southill, Limerick, Co. Limerick

Newcastlewest Social Work Department, Newcastlewest Health Centre, (069) 621 55  
Newcastle West, Co. Limerick.

#### **LAOIS**

Social Work Department, Child and Family Centre, Portlaoise, Co. Laois (057) 869 2567  
(057) 869 2568

#### **LEITRIM**

Social Work Department, Community Care Office, Leitrim Road, (071) 965 0324  
Carrick on Shannon, Co. Leitrim

#### **LONGFORD**

Social Work Department, Tivoli House, Dublin Road, Co. Longford (043) 335 0584

#### **LOUTH**

Social Work Department, Local Health Care Unit, Wilton House, (042) 939 2200  
Stapleton Place, Dundalk, Co. Louth.

Ballsgrove Health Centre, Ballsgrove, Drogheda, Co. Louth (041) 983 8574  
(041) 983 3163

**MAYO**

Ballina Social Work Team, Ballina Health Centre, Mercy Road, Ballina, (096) 21511  
Co. Mayo (096) 248 41  
Castlebar Social Work Team, St. Mary's Headquarters, Castlebar, Co. Mayo (094) 902 2283  
Swinford Social Work Team, Swinford Health Centre, Aras Attracta, (094) 905 0133  
Swinford, Co. Mayo

**MEATH**

Community Social Work Services, Enterprise Centre, Navan, Co. Meath (046) 909 7817  
Community Social Work Services, Child and Family Centre, Navan, Co. Meath (046) 907 8830  
Community Social Work Services, Dunshaughlin Health Care Unit (01) 802 4102  
Dunshaughlin, Co. Meath

**MONAGHAN**

Social Work Department, Local Health Care Unit, Rooskey, Co. Monaghan (047) 30426  
(047) 30427

**OFFALY**

Social Work Department, Derry Suite, Castlebuildings, Tara Street, (057) 937 0700  
Tullamore, Co. Offaly

**ROSCOMMON**

Social Work Team, Abbeytown House, Abbey Street, Roscommon, (090) 662 6732  
Co. Roscommon  
Social Work Team, Roscommon PCCC, Lanesboro' Road, Roscommon, (090) 663 7529  
Co. Roscommon (Roscommon Area) (090) 663 7528  
Social Work Team, Health Centre, Elphin Street, Boyle, Co. (071) 966 2087  
Roscommon (Boyle Area)

Social Work Team, New HSE Offices, Knockroe, Castlerea, Co. Roscommon (090) 663 7851  
(Castlerea Area) (090) 663 784277

### **SLIGO**

Sligo Town and surrounding areas: Markievicz House, Barrack Street, Sligo, (071) 915 5133  
Co. Sligo

South County Sligo: One Stop Shop, Teach Laighne, Humbert Street, (071) 912 0062  
Tubercurry, Co. Sligo

### **NORTH TIPPERARY**

North Tipperary Duty Social Work Team, Civic Offices, Limerick Road, (067) 46 636  
Nenagh, Co. Tipperary

North Tipperary Safeguarding Services: Social Work Department, (067) 41 934  
Annbrook, Nenagh, Co. Tipperary

St. Mary's Health Centre, Parnell Street, Thurles, Co. Tipperary (0504) 24 609

### **SOUTH TIPPERARY**

South Tipperary Safeguarding Services: Social Work Team, (052) 617 7302  
South Tipperary

Community Care Services, Western Road, Clonmel, Co. Tipperary (052) 617 7303

### **WATERFORD**

Waterford: Social Work Service, Waterford Community Services, (051) 842827

Cork Road, Co. Waterford

Dungarvan and surrounding areas: Social Work Department, Dungarvan (058) 20906  
Community Services, St. Joseph's Hospital, Dungarvan, Co. Waterford

### **WESTMEATH**

Social Work Department, Athlone Health Centre, Coosan Road, (090) 648 3106  
Athlone, Co. Westmeath

Social Work Department, Child and Family Centre, St. Loman's, (044) 934 4877  
Springfield, Mullingar, Co. Westmeath

### **WEXFORD**

Gorey Health Centre, Hospital Grounds, Gorey, Co. Wexford (053) 943 0100

Enniscorthy Health Centre, Millpark Road, Enniscorthy,  
Co. Wexford

(053) 923 3465

New Ross Health Centre, Hospital Grounds, New Ross, Co. Wexford

(053) 912 3522 Ext. 201

Social Work Department, Ely House, Ferrybank, Co. Wexford

**WICKLOW**

Social Work Department, HSE Glenside Road, Wicklow Town,  
Co. Wicklow

(0404) 60800

Bray: Social Work Department, The Civic Centre, Main Street, Bray,

(01) 274 4180

(01) 274 4100

Delgany: Social Work Department, Delgany Health Centre, Delgany,  
Co. Wicklow

(01) 287 1482

**APPENDIX**

**ING SAFEGUARDING AND / OR**

**3:**

**WELFARE CONCERNS**

**F**

**O**

THIS FORM IS TO BE COMPLETED BY THE CAMP VERITAS CLG DESIGNATED  
Safeguarding OFFICER FOLLOWING THE REPORTING OF A Safeguarding CONCERN  
AT CAMP VERITAS.

**R**

**M**

**PRIVATE AND CONFIDENTIAL**

**F**

In case of emergency or outside Social Service hours, contact should be made with  
the PSNI.

**O**

**Details of Child:**

**R**

**Name: \_**

**R**

**E**

**Male**  **Female**  **(Please tick)**

**P**

**Address: \_**

**O**

**R**

**T**

**Age/D.O.B: \_**

**1a. Name of Parent with parental responsibility (and relationship):**

**School:** \_\_\_\_\_

**Address of Parent with parental responsibility:**

**Telephone Number of Parent with parental responsibility:**

\_\_\_\_\_  
**Name of Second Parent with parental responsibility (and relationship):**

\_\_\_\_\_  
**Address of Second Parent with parental responsibility: (if different to Child):**

\_\_\_\_\_  
**Telephone Number of Second Parent with parental responsibility::**

\_\_\_\_\_  
**1b. Care and custody arrangements regarding child if known:**

**Details of concern(s), allegation(s) or incident(s) dates, times, those present, description of any observed injuries, parents' view(s), child's view(s) if known.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Details of person(s) allegedly causing concern in relation to the child:**

**Name:**

**Age\_**

**Male**

**Female**

**(Please tick)**

Address: \_

---

Relationship to Child \_

Occupation: \_

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

---

Social Services:

---

School – Name and Address

---

PSNI / Gardai:

---

G.P- Name and Address

---

Youth Clubs

---

Hospital\_

Other (specify)

---

Are Parents/ legal Volunteers aware of this referral to the Social Work Department?

Yes

No

**DETAILS OF PERSON REPORTING CONCERNS:**

Name: \_

Address:

---

Occupation:

---

Address: \_

---

Telephone Number: \_

**Nature and extent of contact with child family:**

**Details of Person completing form:**

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

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

**Occupation:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

(Following referral this form will be kept in locked and secure cabinet with access only by designated persons)