# – Safeguarding Policy

## 1. Introduction

is an unincorporated association established on a not-for-profit basis, specifically to support the integration of a refugee family or individual resettling in our community.

is committed to ensuring the safety and well-being of all children and vulnerable adults while they are in the care of or working with our group members and volunteers. This policy outlines how we will protect those individuals from abuse, harm, or neglect in line with Children First: National Guidance for the Protection and Welfare of Children (Ireland, 2017).

## 2. Purpose of the Policy

The purpose of this policy is to:

- Promote the welfare of children and vulnerable adults.
- Provide guidance to all volunteers and members on how to recognise and respond to safeguarding concerns.
- Outline the responsibilities of the Designated Liaison Person (DLP) and Deputy DLP (DDLP).

## 3. Scope

This policy applies to all members and volunteers of , including those involved in planning, supporting, or directly interacting with sponsored refugee beneficiaries.

## 4. Definitions

**Child**: Any person under the age of 18.
**Vulnerable Adult**: An adult who may be at greater risk of harm due to age, illness, disability, trauma, or social situation.
**Safeguarding**: Measures to protect children and vulnerable adults from abuse, harm, or neglect.

## 5. Designated Liaison Person (DLP)

The Designated Liaison Person is responsible for receiving concerns, assessing whether a report to Tusla is required, and ensuring appropriate action is taken.

The Deputy Designated Liaison Person is responsible for supporting the DLP.

**DLP**: **Contact:**
**Deputy DLP**: **Contact:**

## 6. Code of Behaviour for Volunteers

All volunteers and members agree to:

- Treat children and vulnerable adults with respect and dignity.
- Avoid one-on-one situations with a child or vulnerable adult where possible.
- Never use physical punishment or inappropriate language.
- Maintain appropriate physical and emotional boundaries.
- Report any concerns immediately to the DLP.

## 7. Reporting Procedure

If a child or vulnerable adult is at risk, or if you receive a disclosure:

1. **Listen carefully** and remain calm.
2. **Do not promise confidentiality** - explain you must pass on the concern.
3. **Record the concern** using a factual and objective approach.
4. **Report to the DLP** as soon as possible. In the absence of DLP, report to the DDLP.
5. **The DLP will assess** and, if necessary, report the concern to **Tusla** by one of the following methods:

Contact Local Social Work Duty Service: https://www.tusla.ie/children-first/contact-a-social-worker3/

Complete and submit a Child Protection and Welfare Report Form (CPWRF): https://www.tusla.ie/uploads/content/Child_Protection_and_Welfare_Report_Form_FINAL.pdf

**If there is an immediate risk, contact An Garda Síochána on 999/112.**

## 6. Training

All volunteers are required to complete:

**Tusla's Children First E-Learning Programme**: https://www.tusla.ie/children-first/children-first-e-learning-programme/

## 7. Confidentiality

Safeguarding concerns must be treated with care and shared only on a need-to-know basis. All records will be stored securely and handled in line with GDPR guidelines.

## 8. Policy Review

This policy will be reviewed bi-annually or sooner if required due to changes in legislation or best practice.

**Approved by:** **on:**

**Chairperson**:

Signed:

**Designated Liaison Person**:

Signed:

**Deputy Designated Liaison Person**:

Signed: