



Child Protection Policy

1. Context	3
2. Purpose	3
3. Benefits	3
4. Scope	3
5. Principles	4
6. Definitions	5
7. Policy	6
7.1 Trinity's Duties in Relation to Child Protection	6
7.1.1 Duties specific to College Support Services	7
7.2 Child Protection Officer	8
7.2.1 Role and Responsibilities of the Child Protection Officer	8
7.3 Mandated Persons	10
7.4 Obligation to Report Child Protection or Welfare Concerns	11
7.4.1 Reasonable Grounds for Concern	12
7.4.2 Internal Reporting Procedure	12
7.4.2.1 Procedure where reasonable grounds for concern are found to exist	13
7.4.2.2 Procedure where reasonable grounds for concern are found not to exist	13
7.4.3 Supports and Protections for Persons raising concerns	14
7.4.4 Deliberately making a false report	14
7.4.5 Duty of confidentiality	14
7.4.6 Anonymous Reporting	15
7.4.7 Duty to Trinity staff and students against whom an allegation of abuse is made	15
7.5 Obligation to Conduct a Risk Assessment	16
7.6 Obligation to Produce a Child Safeguarding Statement	16
7.6.1 Individual School/Unit Child Safeguarding Statements	17
7.7 Arrangements with Partner Organisations	18
7.8 Referral of Potential Volunteers to External Organisations	18
7.9 Provision of Child Protection Training	19
8. Policy Owner	19
9. Responsibility and Implementation	19
10. Related Documents	15
11. Document/version Control for New/Revised Policies	20
 Appendices: Table to Provide Guidance to Appendices	 22
Appendix A – Code of Behaviour for Trinity Personnel Working, Learning or Volunteering with Children	23
Appendix B – Safe Recruitment Practices for Employees	26
Appendix C.1 – Safe Recruitment Practices for Volunteers	27
Appendix C.2 – Registration form	29



Appendix C.3 – Volunteer reference form	31
Appendix D – Safe Recruitment Practices for Students on Placements or Students Undertaking Research with Children	33
Appendix E – Safe Management Practices and Policies with Regard to Children	34
Appendix F – Guidelines on How to Respond to Accidents Involving Children	36
Appendix G – Guidelines on Child Abuse, Neglect	37
Appendix H – Standard Reporting Procedure	40
Appendix I – Tusla Dublin Contact Details	41
Appendix J – Online Safety	42
Appendix K – Risk Assessment Template	43
Appendix L – Child Safeguarding Statement Template	44
Appendix M – Trinity College Dublin Child Safeguarding Statement	46



1. Context

Trinity College Dublin, the University of Dublin, hereafter referred to as Trinity, is committed to providing the best possible care for children under its care and supervision. To that end, it has adopted this Child Protection Policy which is designed to promote best practice in child protection within Trinity. This policy sets out the requirements and obligations of Trinity under the *Children First Act 2015*. It is based also on the recommendations contained in the following publications:

- Children First: National Guidance for the Protection and Welfare of Children (Department of Children and Youth Affairs, 2017) + Addendum (2019)
- Guidance on Developing a Child Safeguarding Statement (Tusla, 2017)
- Child Safeguarding: A Guide for Policy, Procedure and Practice (Tusla, 2024).

2. Purpose

The purpose of this policy is to ensure that Trinity meets its statutory obligations under the *Children First Act 2015* and to ensure as far as practicable that children and young people under its care and supervision are kept safe from harm. Its statutory obligations include the following:

- To report the actual or suspected harm of children above a defined threshold to Tusla;
- To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report;
- To keep children safe from harm while they are using Trinity's services or engaging with Trinity staff, students or volunteers as part of a programme of study or research;
- To carry out a risk assessment to identify whether a child or young person could be harmed while using Trinity's services;
- To develop a Child Safeguarding Statement that outlines the policies and procedures that are in place to manage the risks which have been identified;
- To appoint a relevant person to be the first point of contact in respect of Trinity's Child Safeguarding Statement (i.e., the University's Child Protection Officer).

The purpose of the policy is also to provide Trinity's procedures for the reporting of concerns for the protection and welfare of a child.

3. Benefits

The benefit of this policy is to ensure that a provider of a relevant service at Trinity shall ensure, as far as practicable, that each child availing of the service from the provider is safe from harm while availing of that service. Where harm does occur, this policy will ensure that the provider will know what action to take in response.

4. Scope

This policy applies to the following:

- All employees of the University (full-time, part-time and fixed term),
- All employees of Trinity's wholly-owned subsidiary companies,



- Researchers,
- Visiting staff,
- Adjunct appointments,
- Students (i.e., any registered student in Trinity, any student given permission by the Senior Lecturer/Dean of Undergraduate Studies either to intermit studies or to go off books, and any Students' Union sabbatical officer),
- Contractors,
- Suppliers,
- Volunteers,
- External agents (including an external agent's employees) who provide or provided services to Trinity through an official arrangement.

Where an activity involves a partner or external organisation, that organisation must take full responsibility for ensuring that appropriate child protection policies and practices complying with national legislation under the *Children First Act 2015* are in place and that the partner organisation will notify the University Child Protection Officer of any complaints of which the organisation is aware made against a Trinity student concerning child welfare issues, see section 7.8 of the policy.

This policy shall complement existing child protection policies and procedures adopted by individual academic and administrative units in the University and shall be reviewed at least once every three years by the University's Child Protection Officer and the Dean of Students. In the event of any conflict between this policy and existing child protection policies adopted by individual academic and administrative units in Trinity, Trinity shall apply whichever policy is considered by the Child Protection Officer to provide the best protection for children and where both policies provide equal measures of protection, the University's policy shall apply.

5. Principles

Trinity's Child Protection Policy is based on the following principles which were developed within the framework of the *Children First Act 2015* and the Tusla recommendations referred to in section 1 of this policy:

- In all matters relating to children, the best interests and welfare of children is of paramount importance.
- A proper balance must be struck between protecting children and respecting the rights and needs of parents/guardians/carers and families but where there is conflict, the child's welfare comes first.
- Children have a right to be heard, listened to and to be taken seriously and taking account of their age and understanding, they should be consulted and involved in all matters and decisions that may affect their lives.
- Within the context of this policy which is designed to protect children from abuse, parents/guardians/carers have a right to respect, and should be consulted and involved



in matters concerning their children. In particular, parents/guardians should be informed if the University's Child Protection Officer intends to report concerns of possible child abuse or neglect to the relevant authorities unless providing such information to the parents/guardians might place the child at risk.

- Actions taken to protect a child should not in themselves be abusive or cause the child unnecessary distress and every action and procedure should consider the overall needs of the child.
- The safety and well-being of the child must take priority over concerns about adults against whom an allegation may be made.
- Effective child protection requires familiarity with child protection legislation, guidelines and procedures and clarity of responsibility for staff, students and volunteers who have substantial unsupervised access to children as part of their work, formal studies or Trinity affiliated extra-curricular activities.
- All staff, students and volunteers have a responsibility to safeguard children and young people and to report any concerns they may have for the protection or welfare of a child.

6. Definitions

In this policy,

'abuse' refers to physical, sexual or emotional abuse or neglect and is further defined in section 1 of Appendix G of this policy;

'bullying' is repeated aggression, whether verbal, psychological or physical, that is conducted by an individual or group against others;

'child' is any person under the age of 18 other than a person under the age of 18 who is or has been married. The categories of children protected by this policy include:

- children with whom staff and students work in an academic, support or voluntary capacity;
- children who are the participants in academic research;
- children using Trinity facilities such as the Day Nursery and Trinity Sport's facilities;
- children attending summer schools or other programmes organised for children by Trinity;
- children attending Open Days;
- children (registered students) living in on-campus accommodation or accommodation at Trinity Hall and children staying in guest accommodation on campus and at Trinity Hall during the vacations;
- children on work experience placements in Trinity, e.g., Transition Year students;
- children visiting the University for any other reason;



- children at risk of whom members of the Trinity community, acting in their capacity as University employees, students or volunteers, become aware, e.g. siblings of Trinity students;
- children who are registered students under the age of 18.

A child is as defined in the *Child Care Act 1991* and cannot in any circumstances include persons over the age of 18 years.

‘Child Protection Officer’ means the person who acts as a resource to any staff member or volunteer who has a child protection concern. The Child Protection Officer is responsible for ensuring that reporting procedures are followed correctly and promptly and they act as liaison person with other agencies. The Child Protection Officer at Trinity will normally be the Secretary to the College/Director of Governance and the Deputy Child Protection Officer will be the Deputy College Secretary.

‘College support services’ means the College Health Service, the Student Counselling Service and the Disability Service (including occupational therapy supports);

‘Mandated Person’ means a class of person as specified in Schedule 2 of the *Children First Act 2015* as Mandated Persons for the purposes of the Act, see <https://www.irishstatutebook.ie/eli/2015/act/36/schedule/2/enacted/en/html#sched2>. A Mandated Person has a statutory obligation to report concerns of harm which meet or exceed the threshold set out in the *Children First Act 2015*¹ directly to Tusla.

‘risk’ means any potential for harm to a child while availing of a service at Trinity.

‘student’ means any registered student in Trinity, any student given permission by the Senior Lecturer/Dean of Undergraduate Studies either to intermit studies or to go off books, and any Students’ Union sabbatical officer;

‘volunteer’ means any student or member of staff or other person who engages in extra-curricular activity with any Trinity body or with any student club or society recognised by or affiliated to the University which entails or may entail access to children.

7. Policy

7.1 TRINITY’S DUTIES IN RELATION TO CHILD PROTECTION

In discharge of its duty to safeguard children, Trinity undertakes to:

- promote the general welfare, health, development and safety of children;

¹ As per Children First Act 2015, section 14(1)



- adopt a code of behaviour for employees/students working, learning or volunteering with children – see Appendix A;
- adopt and consistently apply safe and clearly defined methods of recruiting, selecting or assigning staff, volunteers and students on placements or undertaking research with children – see Appendices B, C and D respectively;
- adopt and consistently apply safe management policies and practices with regard to child protection – see Appendix E;
- raise awareness within Trinity about potential risks to children’s safety and welfare;
- develop effective procedures for responding to accidents and complaints involving children – see Appendix F;
- develop procedures to provide specific guidance to staff and volunteers who may have reasonable grounds for concern about the safety and welfare of children involved with the University;
- appoint a Child Protection Officer to act as a liaison with outside agencies and a resource person to any staff member or volunteer who has child protection concerns.

7.1.1 Duties specific to College support services

Staff in the College support services who are treating a person with a mental health and/or addiction problem must also consider the welfare and safety of any children in the person’s family. Where it is considered that a person’s mental health and/or addiction problems have serious implications for the safety and welfare of children, this information must be reported by the Mandated Person who has responsibility for contacting the relevant State agencies – see section 7.3 for the full reporting procedure.

Staff in the College support services professionally assessing a person with a known history of harming or abusing children must consider the potential risk to any children with whom this person may have contact. Where the individual concerned is deemed to present a current risk to children, the Mandated Person must report this information to the relevant State agencies – see section 7.3 for the full reporting procedure.

Where an adult makes a disclosure to staff in the College support services of abuse that occurred during their childhood, it is essential to establish whether there is any current risk to any child who may be in contact with the alleged abuser revealed in such disclosures. If any such risk is deemed to exist, this information must be reported by the Mandated Person who has responsibility for contacting the relevant State agencies without delay – see section 7.3 for the full reporting procedure.



7.2 CHILD PROTECTION OFFICER

The Child Protection Officer responsible for dealing with all child protection matters at Trinity is the Secretary to the College/Director of Governance. In the absence or unavailability of the Child Protection Officer, the Deputy Child Protection Officer responsible for dealing with child protection matters is the Deputy Secretary to the College.

7.2.1 Role and Responsibilities of the Child Protection Officer

The Child Protection Officer is responsible for the implementation of Trinity's Child Protection Policy and the procedures should include the name of this person, their role and responsibilities and how they can be contacted. The Child Protection Officer is responsible, in particular, for ensuring that the standard reporting procedure is followed, so that child protection and welfare concerns are referred promptly to the designated person in Tusla – Child and Family Agency, hereinafter Tusla, or in the event of an emergency and the unavailability of Tusla, to An Garda Síochána.

The responsibilities of the Child Protection Officer are to:

- Establish contact with the senior member of the Tusla social work team responsible for child protection and welfare in Trinity's catchment area;
- Provide information and advice on child protection within the University;
- Be fully familiar with Trinity's responsibilities in relation to the safeguarding of children;
- Maintain a list of Mandated Persons at the University through an annual update from Heads of Area in which Mandated Persons are employed who will receive annual training where required, organised by the Child Protection Officer. Should there be a change of staff in the role of the Mandated Person during the year, the Head of the relevant area must notify the Child Protection Officer without delay;
- Ensure that Trinity's child protection policy and procedures are followed and reviewed at least once every three years;
- Receive reports of child protection and welfare concerns from Trinity staff, students and volunteers and consider if reasonable grounds for reporting to Tusla exist;
- Seek advice from such staff or external expertise as are deemed appropriate to advise the Child Protection Officer on, e.g. the assessment of an allegation of child abuse made against a student or member of staff and what steps, if any, to take to protect children apart from referring the allegation to Tusla/Gardaí, etc. Any persons providing such advice are to be bound by the requirements of this policy, specifically in relation to the duty of confidentiality;
- Consult informally with a Tusla Duty Social Worker through the Dedicated Contact Point, if necessary;



- Formally report reasonable allegations or suspicions of a child protection or welfare concern to Tusla, any other relevant statutory authority and/or An Garda Síochána and maintain Trinity records in relation to any such report (except in those cases where responsibility for reporting such allegations or suspicions and maintaining appropriate records rests with partner organisations as described in section 7.8 below).
- Where appropriate, jointly report with a mandated person (see section 7.3);
- In incidences of any reasonable suspicion or allegation of child abuse or neglect held or made against a Trinity staff member or student, in addition to reporting to Tusla, Trinity may also carry out an internal disciplinary process where it is deemed necessary (see section 7.4.7 for further details);
- Inform the parents/guardians of a child of concerns that their child may have been harmed or abused and that a report is to be submitted to Tusla or An Garda Síochána unless:
 - Informing the parents/guardians is likely to endanger the child or young person;
 - Informing the parents/guardians may place the Child Protection Officer as reporter at risk of harm from the family;
 - The family's knowledge of the report could impair Tusla's ability to carry out an assessment;
- Record in writing a decision not to inform the parents/guardians together with the reasons for not doing so and notify the relevant civil authorities that the parents/guardians have not been informed;
- Ensure appropriate information is available at the time of referral of child protection concerns to the appropriate authorities and that the referral is confirmed in writing, under confidential cover;
- Liaise with Tusla Social Work Services/An Garda Síochána and other agencies as appropriate;
- Ensure that an individual case record is maintained of the action taken by Trinity, the liaison with other agencies and the outcome;
- Ensure that any person reporting alleged child abuse is aware of the supports available to them from Trinity;
- Advise Trinity staff of child protection and welfare training needs to meet their child protection obligations under the Act;
- Ensure that clear procedures in relation to record keeping of child protection and welfare concerns are in place and are operating effectively, taking appropriate account of the need to ensure that such records are kept confidential and securely stored in compliance with data protection legislation, specifically the *EU General Data Protection Regulation 2016 (GDPR)* and *Data Protection Acts 1988-2018*. The



University's Records Management Policy and Data Protection Policy provide guidance on secure records management and data protection at Trinity.

7.3 MANDATED PERSONS

Mandated Persons have a statutory responsibility to report directly to Tusla concerns about a child that meet or exceed the threshold of harm². Mandated Persons may or may not work directly with children. Section 14(1) of the *Children First Act 2015* states:

"...where a mandated person knows, believes or has reasonable grounds to suspect, on the basis of information that he or she has received, acquired or becomes aware of in the course of his or her employment or profession as such a mandated person, that a child–

- (a) has been harmed,
- (b) is being harmed, or
- (c) is at risk of being harmed,

he or she shall, as soon as practicable, report that knowledge, belief or suspicion, as the case may be, to the Agency.'

Section 2 of the *Children First Act 2015* 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."

Such reports cannot be made by the Child Protection Officer on the behalf of a Mandated Person. A Mandated Person may make a report jointly with the Child Protection Officer. Where the Mandated Person reports directly, the Child Protection Officer must be informed and a copy of the report shared with the Child Protection Officer. In cases where Trinity, or the Child Protection Officer, does not wish to report to Tusla, the Mandated Person should proceed with making the report and the *Protections for Persons Reporting Child Abuse Act 1998* will apply.

If the Mandated Person is in doubt about whether their concern reaches the legal definition of harm for making a mandated report, Tusla's Dedicated Contact Point³ can provide advice and guidance in this regard. However, the decision to classify a report as a mandated report rests with the individual mandated person.

Where a Mandated Person has a concern about a child that they believe does not reach the threshold of harm for a mandated report, they should consider whether the concern

² As per Children First Act 2015, section 14(1)

³ <https://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/>



meets reasonable grounds for concern. If the Mandated Person thinks the concern does meet reasonable grounds for concern, they should report the concern to the Child Protection Officer. The Mandated Person has the right to report their concern independently, should the Child Protection Officer choose not to report the concern.

Information regarding past or current abuse of children (aged under 18) given to a Mandated Person must be reported to Tusla if there is a reasonable suspicion that there is a child (aged under 18) at risk at the time of reporting.

Further guidance for Mandated Persons is provided in Chapter 3 of [Children First: National Guidance for the Protection and Welfare of Children, 2017](#).

7.4 OBLIGATION TO REPORT CHILD PROTECTION OR WELFARE CONCERNS

In accordance with the national guidelines, everyone must be alert to the possibility that children with whom they are in contact may be being abused or neglected.

Tusla 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. The guiding principles in regard to reporting child abuse are as follows:

1. The safety and well-being of the child or young person must take priority over concerns about adults against whom an allegation may be made.
2. Reports should normally be made without delay to the University's Child Protection Officer or other Mandated Person at the University who will relay them promptly to Tusla and/or the Gardaí where there are reasonable grounds for concern. Where a person is concerned that a child may be at immediate risk or where such a person is dissatisfied with Trinity's response to an allegation of abuse or neglect, they should consult with or report to Tusla, contact details for which in the Dublin area are set out in Appendix I or the Gardaí at any Garda station. For contact details for Tusla child protection and welfare services nationally, see here - <https://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/>.
3. While the reasonable grounds for concern must be established as comprehensively as possible, it is not the role of the Child Protection Officer to investigate or interview relevant parties in relation to suspected child abuse or neglect.

Guidelines on defining, identifying and responding to child abuse or neglect are set out in Appendix G.



7.4.1 Reasonable grounds for concern

The following examples constitute reasonable grounds for concern:

- (i) specific indication from the child that they were abused;
- (ii) an account by a person who saw the child being abused;
- (iii) evidence, such as an injury or behaviour which is consistent with abuse and unlikely to be caused another way;
- (iv) an injury or behaviour which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour;
- (v) consistent indication, over a period of time, that a child is suffering from emotional or physical neglect.

A suspicion which is not supported by any objective indication of abuse or neglect would not constitute a reasonable suspicion or reasonable grounds for concern.

7.4.2 Internal Reporting Procedure

All Trinity staff, students and volunteers (including students on placement or work experience) have a responsibility to safeguard children and young people and to report any concerns they may have for the protection or welfare of a child.

It is important that Trinity staff, students and volunteers do not discuss disclosures or reports of abuse with others unless specifically authorised by the Child Protection Officer, by this policy, by the University's Garda Vetting policies or by the Child Protection Procedures. All Trinity staff, students and volunteers and all of those within the scope of this policy as set out in section 3, will act in accordance with this policy and in line with the Child Protection Procedures. Failure to do so may result in disciplinary action.

Regardless of how a concern comes to the attention of a Trinity staff member, student or volunteer, it should be reported to the University Child Protection Officer or relevant Mandated Person at Trinity either directly or through the child protection officer of the relevant College club, society, or unit. Where the concern arises in the context of an arrangement with a partner organisation as described in section 7.8 below, the concern should be reported to the Child Protection Officer of the partner organisation.

The University Child Protection Officer, or Mandated Person, in consultation with the person who raised the concern, will decide if reasonable grounds for concern exist. The University Child Protection Officer may seek advice from such staff or external expertise



as are deemed appropriate on matters relating to the safety, welfare, and protection of children and young people engaged in any College-related activity. The Child Protection Officer may also seek informal advice and guidance from the Tusla Dedicated Contact Point when they are unsure whether a report should be made.

7.4.2.1 Procedure where reasonable grounds for concern are found to exist

If reasonable grounds for concern are found to exist, the University Child Protection Officer will report to Tusla through either the Tusla Web Portal or relevant Dedicated Contact Point (see Appendix H). If the University's Child Protection Officer or Mandated Person considers that there are reasonable grounds for concern, they should promptly notify Tusla and/or the Gardaí.

Where the Child Protection Officer or Mandated Person has reasonable grounds for considering that a child is or has been abused, they should, where appropriate, inform the child's parents/guardians of their concerns and that a report is going to be made. However, the child's parents/guardians do not need to be informed that a report is being made if by doing so the child will be placed at further risk or if the family's knowledge of the report could impair Tusla's ability to carry out an assessment. Also, it is not necessary to inform the family if the Child Protection Officer or Mandated Person making the report reasonably believes it may place them at risk of harm from the family. Consideration should be given to who is the most appropriate person to talk to parents/guardians.

The person reporting a concern about child abuse to the Child Protection Officer or Mandated Person should be kept informed by the University's Child Protection Officer about the post-disclosure process, so that they can be reassured about what to expect.

7.4.2.2 Procedure where reasonable grounds for concern are not found to exist

Where the Child Protection Officer finds that reasonable grounds for the concern do not exist, and on that basis decides not to make a formal report to Tusla and/or An Garda Síochána, they shall keep a record of the concerns on file, shall record the reasons for not reporting the matter and if any actions are taken as a result of the concern, shall record these also. The Child Protection Officer shall give the person who made the initial report a clear written statement of the reasons why a formal report is not being made to Tusla. That person should also be advised that if they remain concerned about the situation, they are free as individuals to consult with, or report to, the State authorities and that the provisions of the [Protections for Persons Reporting Child Abuse Act 1998](#) (updated to 1 February 2019) apply once they communicate 'reasonably and in good faith'⁴.

⁴ As per Protections for Persons Reporting Child Abuse Act 1998, section 3(1)



7.4.3 Supports and Protections for Persons raising concerns

Any Trinity staff member or student who reports concerns for the protection or welfare of a child should be informed by the Child Protection Officer of the supports available to them through the College Health Service, Student Counselling Service or Employee Assistance Programme as appropriate. Any Trinity staff member or student making a report of suspected child abuse or neglect may also contact the Child Protection Officer for this information. The Trinity staff member or student who made the complaint should be reassured that the University management appreciates that the complaint was made in good faith.

It is important to note that the *Protections for Persons Reporting Child Abuse Act, 1998 (updated to 1 February 2019)* provides that a person who reports child abuse "reasonably and in good faith" to an appropriate person, i.e., designated officers of Tusla, the Health Service Executive (HSE) or to members of the Gardaí (designated officers also include persons authorised by the Chief Executive Officer of Tusla to receive and acknowledge reports of mandated concerns about a child from mandated persons under the *Children First Act 2015*) or, in the case of a Trinity employee, to an appropriate person in Trinity, cannot be sued for damages. This means that, even if a reported suspicion of child abuse proves unfounded, the person accused of abuse who took legal proceedings would have to prove that the person reporting the abuse had acted unreasonably and in bad faith in making the report. In addition, a person who makes a report in good faith and in the child's best interests may also be protected at common law by the defence of qualified privilege.

7.4.4 Deliberately making a false report

Deliberately making a false report of child abuse to the authorities is an offence under the *Protections for Persons Reporting Child Abuse Act, 1998 (updated to 1 February 2019)*. Where it is found that a report of abuse was brought maliciously, the Trinity staff member or student who made the complaint will be dealt with under the relevant disciplinary procedures.

7.4.5 Duty of confidentiality

All information or allegations regarding a child protection concern should be shared only on "a need to know" basis in the best interests of the child. No undertakings regarding secrecy can be given. Those working with a child and family 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 (including the University's Records Management Policy and Data Protection Policy) provide general guidance. They are not intended to limit or prevent the exchange of information between different professional staff who have a responsibility for ensuring the protection 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 which is gathered for one purpose must not be used for another without consulting the person who provided that information.

The issue of confidentiality should be part of the general training of staff who work with children. All Trinity staff are required to successfully complete the College Data Protection Training Module.

7.4.6 Anonymous Reporting

While it is possible to report a concern anonymously, it may make it difficult for Tusla to assess the concern. All information provided 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.

A mandated person cannot submit a report of a mandated concern anonymously, as to do so will mean non-compliance with their obligations under the Act.

7.4.7 Duty to Trinity staff and students against whom an allegation of abuse is made

If an allegation against a Trinity staff member or student has been made the allegation will be dealt with in the same way as an allegation made against a third party.

The Child Protection Officer must be alerted to any allegation of abuse made against a Trinity staff member, student or volunteer.

The first priority is for the safety of the child; management must make sure no child or young person is exposed to unnecessary risk.

Parents/guardians should be informed of any action planned while having regard to the rights to confidentiality of others, such as the person against whom the allegation has been made.

Trinity staff and students against whom an allegation has been made may be subject to the University's disciplinary procedures. However any internal procedure or



investigation should not in any way prejudice the outcome of any external investigation conducted by, for example, Tusla or An Garda Síochána and may be paused until any external investigation has concluded.

Where it is found that there are no reasonable grounds for an allegation against any Trinity staff or students and where it is not referred on by the Child Protection Officer to Tusla and/or An Garda Síochána, Trinity will ensure that the reputation and career prospects of any Trinity staff or students concerned are not adversely affected by reason of the complaint having been brought against them. The Trinity staff member or student will be offered counselling and any other support necessary to restore their confidence and morale.

7.5 OBLIGATION TO CONDUCT A RISK ASSESSMENT

Under the *Children First Act 2015*, a risk assessment must be undertaken of any service being used by children or young people at Trinity. This assessment considers the potential for harm to come to children while they are in Trinity's care. The risk assessment should examine all aspects of the services being provided from a safeguarding perspective to establish whether there are any practices or features of the services that have the potential to put children at risk. It should be noted that risk in this context is the risk of abuse and not general health and safety risk. This risk assessment forms the basis for drafting a Child Safeguarding Statement as set out in section 7.6 to outline how these risks will be managed.

The risk assessment process should enable Trinity to:

- Identify potential risks;
- Develop policies and procedures to minimise risk by responding in a timely manner to potential risks;
- Review whether adequate precautions have been taken to eliminate or reduce these risks.

See Appendix K for a template to assist with the carrying out of a risk assessment.

7.6 OBLIGATION TO PRODUCE A CHILD SAFEGUARDING STATEMENT

Under section 11 of the *Children First Act 2015* Trinity is required to complete a Child Safeguarding Statement. This is a written statement that specifies the services being provided and the principles and procedures to be observed in order to ensure, as far as practicable, that a child availing of the service(s) is safe from harm. An overall Child Safeguarding Statement shall be provided by Trinity as well as individual Child Safeguarding Statements by individual schools and units providing services to children, see paragraph 7.6.1.



Under section 11(3) of the *Children First Act 2015*, a Child Safeguarding Statement is to be developed by Trinity that includes the written risk assessment and the procedures that are in place that will:

- Manage any risk identified;
- Investigate an allegation against any staff member about any act, omission or circumstance in respect of a child availing of the service at Trinity;
- Select and recruit staff who are suitable to work with children;
- Provide information and training to staff on child protection and safeguarding issues;
- Enable staff members, whether mandated persons or otherwise, to make a report to Tusla in accordance with the Act or any guidelines issued by the Minister for Children, Disability and Equality under section 6 of the Act;
- Maintain a list of persons in Trinity who are mandated persons under the Act;
- Appoint a University Child Projection Officer (acting as designated liaison person) for the purposes of the Act.

Trinity's Child Safeguarding Statement is to be made available to all staff members and to be displayed publicly and made available to parents and guardians, Tusla and members of the public upon request.

7.6.1 Individual School/Unit Child Safeguarding Statements

Under section 11 of the *Children First Act 2015*, and as a subsidiary to Trinity's overall Child Safeguarding Statement, each individual unit of service at Trinity where any service is being provided to children is required to complete a separate Child Safeguarding Statement. This is a written statement that specifies the services being provided and the principles and procedures to be observed in order to ensure, as far as practicable, that a child availing of the service(s) is safe from harm. A designated owner of the Statement should be identified who will be responsible for its development and review. The Statement must be displayed in a prominent space at the place where the service operates. The template in Appendix L should be used as the basis for developing this Statement.

The institutional and individual Child Safeguarding Statements must be reviewed every two years, or sooner by the Statement owner if there has been a material change in any of the issues to which it refers. Trinity's Child Safeguarding Statement is set out in Appendix M.



7.7 ARRANGEMENTS WITH PARTNER ORGANISATIONS

Any agreement or arrangement entered into by Trinity for the placement of Trinity students as part of their formal education in circumstances in which the students may encounter children must be subject to the conditions that the organisation providing the placement has full responsibility for ensuring that appropriate child protection policies and practices complying with national legislation under the *Children First Act 2015* are in place and that that organisation will notify the University Child Protection Officer of any complaints of which the organisation is aware made against a Trinity student concerning child welfare issues.

Where it is proposed that Trinity students organized through a College club or society should work with children as part of an arrangement with a partner organisation in the wider community, such an arrangement must be approved by the Central Societies Committee (CSC) or by Trinity Sport as appropriate and must be subject to the conditions that the partner organisation has full responsibility for ensuring that appropriate child protection policies and practices complying with national legislation under the *Children First Act 2015* are in place and that the partner organisation will notify the University Child Protection Officer of any complaints of which the organisation is aware made against a Trinity student concerning child welfare issues.

Where it is proposed that Trinity students organized through College programmes or services such as Trinity Access Programmes, Bridge to College, Civic Engagement for Societal Impact, etc., should work with children as part of an arrangement with a partner organisation in the wider community, such an arrangement must be subject to the conditions that the partner organisation has full responsibility for ensuring that appropriate child protection policies and practices complying with national legislation under the *Children First Act 2015* are in place and that the partner organisation will notify the University Child Protection Officer of any complaints of which the organisation is aware made against a Trinity student concerning child welfare issues.

7.8 REFERRAL OF POTENTIAL VOLUNTEERS TO EXTERNAL ORGANISATIONS

Where members of the Trinity community interested in volunteering are put in contact with external community voluntary organisations through any Trinity unit, club or society, the external community voluntary organisation has full responsibility for ensuring that appropriate child protection policies and practices complying with national legislation under the *Children First Act 2015* are in place. Screening, vetting or background checks will not be conducted by Trinity for this purpose and irrespective of any referral, it remains the responsibility of the community voluntary organisation to operate safe recruitment procedures and take all due care to ensure that any volunteers accepted are suited to the roles assigned, particularly where the volunteers have access to children.



Should a member of Trinity staff explicitly act as a referee in support of the application of a person to volunteer with an external community voluntary organisation, this reference should be understood as reflecting the referee's personal interactions with the applicant only and is not indicative of the position of Trinity College as a whole.

A member of Trinity staff asked to provide a reference for a Trinity staff member or student seeking to engage in voluntary work that may involve regular or ongoing unsupervised access to children must consult with the Child Protection Officer before providing such a reference.

7.9 PROVISION OF CHILD PROTECTION TRAINING

The Child Protection Officer and Deputy Child Protection Officer should undertake any training considered necessary to keep updated on new developments. In addition, where appropriate, Trinity staff, students and volunteers will be trained in child protection procedures. The Child Protection Officer will work with line management and appropriate bodies such as the Central Societies Committee (CSC), Trinity Sport Union and the Associate Dean of Civic Engagement for Societal Impact to identify specific groups of staff, students and volunteers who may require training.

New employees will be informed of the requirement to acquaint themselves with all university policies (which includes this policy) at induction and students will be informed of relevant student policies, including this policy, during Orientation Week.

Trinity staff who sanction the participation of volunteers in University activities involving children must inform such volunteers of this policy.

8. Policy Owner

The University's Child Protection Officer and the Dean of Students are the owners of this policy.

9. Responsibility and Implementation

The University's Child Protection Officer and the Dean of Students are responsible for monitoring the implementation of this policy at an institutional level. The Head of School/Unit/Division or Director of Trinity Research Institute is responsible for local implementation of the policy where any service is being provided to children.

10. Related Documents

Legislation

- [Children First Act 2015](#)
- [Child Care Act 1991](#)



- [Protections for Persons Reporting Child Abuse Act, 1998 \(updated to 1 February 2019\)](#)
- [Criminal Justice Act 2006](#)
- [Criminal Justice \(Withholding of Information on Offences against Children and Vulnerable Persons\) Act 2012](#)
- [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012-2016](#)
- [Criminal Law \(Sexual Offences\) Act 2017](#)

Guidance Documents:

- [Children First: National Guidance for the Protection and Welfare of Children \(Department of Children and Youth Affairs, 2017\) + Addendum \(DCYA, 2019\)](#)
- [Guidance on Developing a Child Safeguarding Statement \(Tusla, 2017\)](#)
- [Child Safeguarding: A Guide for Policy, Procedure and Practice \(Tusla, 2024\)](#)

A number of additional child protection and safeguarding information resources are available at: <https://www.tusla.ie/children-first/publications-and-forms/>

Statutes

- [The 2010 Consolidated Statutes of Trinity College Dublin and the University of Dublin](#)

Policies

- [Data Protection Policy](#)
- [Records Management Policy](#)
- [Dignity and Respect Policy](#)
- [Social Media Policy](#)
- [Student Mental Health Policy](#)
- [Student Garda Vetting Policy](#)
- [Vetting/Foreign Police Certification Policy for Staff](#)

11. Document/version Control for New Policies

The Child Protection Officer and the Dean of Students are responsible for reviewing this policy once every three years or as required.

The Child Safety Statement is to be reviewed once every two years.

Approved by: College Board

Date policy approved: 29 February 2012

Date of next review: 2028/29

Officer responsible for review: University Child Protection Officer and Dean of Students

Document Control for Revised Policies

11.1 Date of initial approval: 29 February 2012

11.2 Date revised policy approved: 25 March 2026



11.3 Date policy effective from: 25 March 2026

11.4 Date of next review: Academic Year 2028/2029



APPENDICES

Table to Provide Guidance to Appendices

The below table provides a summary of the Appendices and whether they are relevant to Staff, Students or Volunteers. This table is intended for guidance purposes only.

Where an activity involves a partner or external organisation, that organisation must take full responsibility for ensuring that appropriate child protection policies and practices complying with national legislation under the *Children First Act 2015* are in place and that the partner organisation will notify the University Child Protection Officer of any complaints of which the organisation is aware made against a Trinity student concerning child welfare issues, see section 7.7 of the policy.

	Appendix A – Code of Behaviour for Trinity Personnel Working, Learning or Volunteering with Children	Appendix B – Safe Recruitment Practices for Employees	Appendix C.1-3 – Safe Recruitment Practices for Volunteers	Appendix D – Safe Recruitment Practices for Students on Placements or Students Undertaking Research with Children	Appendix E – Safe Management Practices and Policies with Regard to Children	Appendix F – Guidelines on How to Respond to Accidents Involving Children	Appendix G – Guidelines on Child Abuse, Neglect	Appendix H – Standard Reporting Procedure	Appendix I – Tusla Dublin Contact Details	Appendix J – Online Safety	Appendix K – Risk Assessment Template	Appendix L – Child Safeguarding Statement Template	Appendix M – Trinity College Dublin Child Safeguarding Statement
Staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Student	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Volunteer	✓		✓			✓	✓	✓	✓	✓			✓



APPENDIX A - CODE OF BEHAVIOUR FOR TRINITY PERSONNEL WORKING, LEARNING OR VOLUNTEERING WITH CHILDREN

Trinity employees, students and volunteers in contact with children should:

- Be familiar with and follow the University's policies on child protection, dignity and respect, mental health, and social networking and social media, and the role of the statutory agencies Tusla and An Garda Síochána with primary responsibility for child protection and welfare, and participate in related induction and training programmes provided within the unit/activity.
- Treat all children fairly and as individuals.
- Treat all children equally and with dignity, sensitivity and respect.
- Be inclusive of children with special needs.
- Provide encouragement, support and praise (regardless of ability).
- Listen carefully to what children say and want to say.⁵
- Involve children in decision-making where appropriate and encourage feedback.
- Respect each child's boundaries, personal space and privacy and help them to develop their own sense of rights as well as helping them to know what they can do if they feel there is a problem.
- Physical contact of a comforting and reassuring nature is a valid way of expressing concern and care for children, where such contact is acceptable and comfortable to all persons concerned. Physical contact should be open (never secretive or hidden), occur for a good reason and should be initiated by the young person.
- Be sensitive to the risks involved in participating in some contact sports and exercise - particular caution in areas such as swimming pools, showers, etc.
- Be visible to others when working with children whenever possible.⁶
- Be sensitive to the possibility of becoming over involved or spending a great deal of time with any one young person.⁷
- Prepare a child with whom you have worked over a period of time for the conclusion of the interaction.
- Use age-appropriate activities, teaching aids and materials.
- Set an example of appropriate behaviour (use of language, appropriate dress, etc.).

⁵ If dealing with a disclosure of child abuse, ask questions only for the purpose of clarification. Be supportive but do not ask leading questions or seek intimate details beyond those volunteered by the child. Detailed investigative interviews will, if necessary, be carried out by Tusla staff or members of An Garda Síochána.

⁶ It is recognised that Trinity staff may, on occasion, have to meet on their own with registered students under the age of 18 in order to respect the student's right to privacy and confidentiality.

⁷ Any concerns in this regard should be discussed with a supervisor or experienced colleague. Similarly, any long term 'helping' or 'support' relationships that arise in one's work, learning or volunteering situation should also be reviewed on a regular basis.



- Agree boundaries on behaviour and related sanctions with children and their organisation leaders/primary carers from the outset.
- Challenge and report inappropriate or potentially abusive behaviour. Seek assistance when required.
- Encourage children to report cases of bullying and bring complaints of bullying to the attention of the appropriate line manager, activity coordinator or University Child Protection Officer.
- Record and report any incidents, accidents or child protection concerns to the appropriate person.
- **Avoid** using sarcasm, discrimination, negative criticism, or labeling.⁸
- **Avoid** using language or behaviour of a sexual, suggestive or inappropriate nature in front of children.
- **Avoid** doing things of a personal nature for children that they can do for themselves.
- **Avoid** being alone with a child where this is practicable. If necessary, consider leaving the door slightly ajar or informing another adult that you will be alone in the room with the individual in question.
- **Avoid** giving lifts to individual young people, especially for long car journeys.
- **Do not** single out a particular child for unfair favouritism, criticism, ridicule or unwelcome focus or attention.
- **Never** physically punish or verbally abuse a child or act in ways intended to shame, humiliate, belittle or degrade.
- **Do not** exchange personal contact details with children unless this is required by the activity.⁹
- **Do not** add a child with whom you are working as a friend on Facebook or other social network medium.
- **Do not** take a child to your own home or room, especially where they will be alone with you.
- **Do not** allow or engage in suggestive remarks, gestures or touching of a kind which could be misunderstood.
- **Do not** provide children with alcohol, cigarettes or illegal drugs.
- **Do not** permit abusive youth peer activities such as bullying.
- **Do not** allow any physically rough or sexually provocative games, or inappropriate talking or touching, by anyone in any group for which you have responsibility.
- **Do not** trivialise or exaggerate child abuse issues.
- **Do not** believe a disclosure “could never happen to me”.

⁸ If you think that something you said may have caused offence or upset, then try to address it in a sensitive manner.

⁹ Should your work, volunteering or learning activity require the exchange of contact details, use only a mobile phone number or e-mail address and, except where the child is a registered student under the age of 18, obtain the written consent of the child’s primary carer.



- **Do not** 'do nothing' in relation to a child protection concern and if you consider that a child is at immediate risk, contact Tusla or the Gardaí immediately (24 hours per day) (see Appendix I for contact details).
- **Do not** under any circumstances attempt to deal with any problems alone. Never promise to keep a secret in relation to a child protection concern.



APPENDIX B - SAFE RECRUITMENT PRACTICES FOR EMPLOYEES

Para. 1 - Trinity will provide a clear definition of the role of employees, clarifying and agreeing expectations regarding the role of a new worker and identifying the minimum level of personal qualities and skills required to fill the post.

Para. 2 - Trinity staff working with children shall be trained appropriately in child protection procedures and the University's Child Protection Officer shall work with appropriate bodies in the University to identify specific groups of staff who require such training.

Para. 3 - Trinity College Dublin commits to upholding the highest possible standards in recruitment of employees as laid out in the University Recruitment Procedures (available here - <https://www.tcd.ie/hr/resourcing/index.php>).

Para. 4 - In addition to the rigours of the recruitment process and verification of references, as mandated by the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016*, all job applicants who are intended to be employed in an area where they will have unsupervised access to children and/or vulnerable adults in the course of their employment/engagement must submit to vetting and be required to complete the e-vetting forms which are available from Trinity's Human Resources. The vetting process will be carried out by Trinity's Human Resources in accordance with the Vetting/Foreign Police Certification Policy for Staff, see <https://www.tcd.ie/media/tcd/about/policies/pdfs/hr/procedure07a-gardavetting.pdf>.

Para. 5 – The University will ensure that applicants for employment with Trinity that entails having unsupervised access to, or contact with, children or mentally impaired people are aware of section 26 of the *Sex Offenders Act 2001* which makes it an offence for a sex offender convicted of offences committed in Ireland or abroad to apply for work or to perform a service which involves having unsupervised access to, or contact with, children or mentally impaired people without telling the prospective employer or contractor that [s/he is] a sex offender. The term “mentally impaired” is defined in section 5 of the *Criminal Law (Sexual Offences) Act 1993* as “suffering from a disorder of the mind, whether through mental handicap or mental illness, which is of such a nature or degree as to render a person incapable of living an independent life or of guarding against serious exploitation.”



APPENDIX C.1 – SAFE RECRUITMENT PRACTICES FOR VOLUNTEERS

1 Volunteers who will have access to children (i.e. people under the age of 18) shall adhere to the child protection policies and practices in place and comply with the legislation under the *Children First Act 2015*. They will complete and submit a registration form, the information included on which shall be reviewed and stored in such a way as to respect the applicant's right to confidentiality. A sample registration form is set out in Appendix C.2.

It should also be noted that section 26 of the *Sex Offenders Act 2001* which makes it an offence for a sex offender convicted of offences committed in Ireland or abroad to apply for work or to perform a service which involves having unsupervised access to, or contact with, children or mentally impaired people without telling the prospective employer or contractor that [s/he is] a sex offender is applicable to voluntary work.

2 All candidates for voluntary work which entails regular or ongoing unsupervised access to children or any 'vulnerable person'¹⁰ shall be subject to Garda Vetting under the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016* which must be submitted in advance of commencing voluntary activity that includes access to children or vulnerable adults. Whether or not volunteers may work in a supervised capacity before their Garda Vetting has come through is at the discretion of the individual volunteer programme. Trinity is obliged to obtain vetting disclosures in relation to any volunteers carrying out relevant work with children or vulnerable adults. No volunteer may have regular or ongoing unsupervised access prior to the Garda Vetting coming through satisfactorily. No volunteer should be placed in the role of activity leader or supervisor or equivalent unless their Garda Vetting has come through satisfactorily.

If the information provided on the Garda Vetting form or the response from the National Vetting Bureau raises a concern in relation to the volunteer's suitability to work with children or vulnerable adults, the procedures outlined in the University's Vetting/Foreign Police Certification Policy for Staff will come into operation and in serious cases, the volunteer may be asked to withdraw from the volunteering programme or activity and/or undertake not to

¹⁰ A 'vulnerable person' in this context is defined in the legislation to mean 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) has an intellectual disability
- d) is suffering from a physical impairment, whether as a result of injury, illness or age, or
- e) 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.



volunteer with any other organisation or programme which would involve access to children or vulnerable persons.

3 The University affiliated volunteer-involving activity or programme, (which includes volunteering within Trinity Centres and administrative areas), shall ensure that before commencing any activity with children or vulnerable adults, all volunteers receive an induction appropriate to their role and are made familiar with the relevant child protection legislation, policies and procedures and the standards of conduct which are expected of them when working with children as per the Code of Behaviour (Appendix A).



Appendix C2 – Registration form
C o n f i d e n t i a l

Surname _____

Forename _____

Course and Year (if student) _____

School/Unit and Position (if staff) _____

*Address (if not a current student/staff member) _____

Date of Birth: _____

Tel. No. _____

College E-mail Address: _____

****Can you commit to this voluntary activity for (*specify commitment required e.g. two hours each week during Michaelmas term between 6pm and 8pm on a Monday*)? **Yes/No****

Under section 26 of the *Sex Offenders Act 2021 to 2023* it is an offence for a sex offender convicted of offences committed in Ireland or abroad to apply for work or to perform a service which involves having unsupervised access to, or contact with, children or vulnerable adults.

Can you confirm that this does not apply to you? **Yes/No**

Is there any reason why you cannot or should not work with children or vulnerable adults***? **Yes/No**

I, _____, am aware of my rights as a Trinity College Dublin Volunteer and agree to uphold my corresponding responsibilities as set out in the TCD Volunteer Charter**** when volunteering with _____ (NAME OF PROJECT/ORGANISATION).

To the best of my knowledge, all information within this application is accurate and correct.

Name

Date

[Use electronic signature if submitting online; written signature and date if submitting as a hard copy.]

*A letter from a referee must accompany your registration form if you are not a current student/staff member. Your referee must be your current employer or social worker or a current staff member of Trinity College.

**Optional.

***A 'vulnerable person' in this context is defined in the legislation to mean 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) has an intellectual disability
- d) is suffering from a physical impairment, whether as a result of injury, illness or age, or
- e) 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.

*** <https://www.tcd.ie/civicengagement/assets/pdf/volunteer-guides/TCD-Volunteer-Charter2018.pdf>

Personal data will be processed in compliance with data protection legislation. Further information is available at www.tcd.ie/privacy.



Appendix C.3 – Volunteer reference form

Confidential

(Insert name of applicant seeking to become a volunteer)

has expressed an interest in becoming a volunteer with this club/organisation and has given your name as a referee.

This post involves substantial access to children and / or vulnerable adults*. As an organisation committed to the welfare and protection of children and vulnerable adults, do you have any reason at all to be concerned about this applicant being in contact with children or young people?

	(please tick✓)
Yes	
No	

If you have answered **yes**, we will contact you in confidence.

If you are happy to complete this reference, all information contained on the form will remain confidential, subject to compliance with statutory obligations and will only be shared with the applicant's immediate supervisor, should they be offered a volunteer position. We would appreciate you being extremely candid in your evaluation of this person. **Please note that information provided by you is liable to be released to the subject of the reference, where a request is made under relevant legislation, including the *Freedom of Information Act 2014* and the *EU General Data Protection Regulation 2016 (GDPR)*.**

How long have you known this person?

In what capacity?



What attributes does this person have which you would consider makes them a suitable volunteer?

How would you describe their personality?

Signed: _____

Date: _____

Occupation: _____

* A 'vulnerable person' in this context is defined in the legislation to 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) has an intellectual disability
- d) is suffering from a physical impairment, whether as a result of injury, illness or age, or
- e) 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.

Personal data will be processed in compliance with data protection legislation. Further information is available at www.tcd.ie/privacy.



APPENDIX D - SAFE RECRUITMENT PRACTICES FOR STUDENTS ON PLACEMENTS OR STUDENTS UNDERTAKING RESEARCH WITH CHILDREN

Para.1 - Any student offered a place on a course that requires students to undertake placements with external agencies which will bring them into contact with children or vulnerable adults and in which they will assume positions of trust shall be required to undergo garda vetting in accordance with the legislative requirements of the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016* and the Student Garda Vetting Policy.

Para.2 - Any student undertaking research with children shall likewise be required to undergo garda vetting in accordance with the legislative requirements of the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016* and the Student Garda Vetting Policy.

Para.3 - All applicants for placements or research positions that entail work with children shall be required to complete the online NBVO form found at <https://www.tcd.ie/academicregistry/student-registration/garda-vetting/> to begin the process. If a student has lived outside of Ireland for a cumulative period of more than six months since the age of 18 they must provide Police Certificates for all such countries. Hard copy forms and original identity documents must be brought in person to the Academic Registry for validation. This initiates the process with the National Vetting Bureau (NVB) on the student's behalf. The student will be required to engage in the e-vetting process via the NVB portal. On completion of the process, the Academic Registry will issue the Garda Vetting Disclosure to the student and will inform the School of the outcome.

Para.4 - In the event that a student fails to complete the Garda Vetting Procedure, or the University deems the student unfit for a placement or for undertaking research with children based on information provided through the vetting process, the offer of the place on the programme or the offer to undertake research with children will no longer be valid and will be withdrawn.

Para.5 - A student will not be permitted to participate on any placements or in any research with children until the student receives the Vetting Disclosure.



APPENDIX E - SAFE MANAGEMENT PRACTICES AND POLICIES WITH REGARD TO CHILDREN

1 - Where Trinity students organized through a University club or society work with children as part of an arrangement with a partner organisation in the wider community, responsibility for compliance with the legislation and for ensuring safe management practices and policies with regard to children lies with the partner organisation. In all other cases where staff and/or students engage with children, responsibility for ensuring such compliance with the legislation and safe management practices and policies rests with Trinity.

2 - Insofar as is possible, Trinity staff, clubs and societies shall keep a record of relevant medical details, any special needs and emergency contact telephone numbers, for each child with whom they are working. Records shall also be kept of attendance, accidents, consent forms and any complaints or grievances relating to such children. Appropriate care shall be taken of such records having regard to safeguarding the privacy of the children and maintaining the security of confidential personal data. Processing of personal data (i.e. data which relates to an individual who can be directly or indirectly identified from the data) should be carried out in compliance with data protection legislation and in accordance with the University's Records Management Policy and Data Protection Policy.

3 - Health and safety: College must ensure that premises being used by children comply with prescribed health and safety standards. In particular, there must be sufficient heating and ventilation; all toilets, shower areas and washing facilities being used must be up to standard; fire precautions must be in place; there must be adequate first aid facilities and equipment and access to a phone; equipment must be checked regularly and insurance cover must be adequate.

4 - Supervision of children (other than students): Children must be properly supervised in all activities. In particular, children should not normally be left unattended; insofar as is possible, adequate numbers of Trinity personnel of both sexes should be available to supervise activities; such personnel must know at all times where children are and what they are doing; any activity using potentially dangerous equipment must have constant adult supervision; and dangerous behaviour must not be tolerated. Written parental consent must be obtained before children may use potentially dangerous equipment. If the activities involve travelling, safe methods of transport must be used; adequate insurance covering all aspects of the trip must be provided and written parental consent for each individual trip must be obtained. If the activities involve staying away from home overnight, Trinity personnel must obtain any information about the children that may be relevant to staying away overnight, such as allergies, medical problems or special needs; appropriate and well supervised sleeping arrangements must be provided; and such personnel must ensure respect for the privacy of children in dormitories, changing rooms, showers and toilets.



5 – Discipline: The use of discipline with children should, as far as possible, be in the form of positive reinforcement and should comply with the University’s policy on Dignity and Respect. Sanctions should be implemented fairly and firmly and not used as threats, and children should be helped to understand why they are being imposed. Trinity personnel should be trained for coping with disruptive and challenging behaviour and more than one worker or volunteer should be present when such behaviour is being dealt with. In relation to challenging behaviour, a record should be kept in an incident book describing what happened, the circumstances, who was involved, any injury to person or property and how the situation was resolved.

6 - Supervision and support of Trinity personnel: Staff and volunteers should be consulted by managers or club/society leaders at least once a year about the operation of child protection practices and a brief, written record should be kept of the outcome of the discussion. The University should also maintain a system of written review of Trinity personnel so that they can be given recognition for the good work they are doing and be helped to develop their skills further.

7 - Children as research participants: Parental consent or the consent of a legal guardian must be obtained before any research activity is conducted with children. Any research activity must respect the child’s right to confidentiality and comply with any relevant code of ethics applicable to the type of research being conducted. Researchers must undergo Garda vetting where they may be working alone with children. Information provided to participants or the guardians of participants in research involving children should state that the researcher(s) operate under the University’s Child Protection Policy.

8 - Photographs and images: Where Trinity personnel wish to use photographs, film or video of children, the consent of the children and their parents/guardians/carers must be obtained and all such media must be stored safely. Trinity personnel should be aware of the risk of people taking inappropriate images of children in vulnerable positions, particularly at sporting events, and should immediately report any concerns to the Child Protection Officer.



APPENDIX F - GUIDELINES ON HOW TO RESPOND TO ACCIDENTS INVOLVING CHILDREN

Procedures for dealing with accidents and complaints involving children should ensure that:

- Emergency numbers are prominently displayed.
- Everyone knows where the nearest phone is.
- Someone has knowledge and/or training to deal with foreseeable medical and accidental incidents.
- The first aid box is easy to find.
- There is access for Trinity Staff or a Safety Officer to report incidents on IProtectU (see <https://iprotectu.tcd.ie/dashboard>).
- There is a formal complaints procedure for children and parents/guardians.
- Trinity personnel know what information will be needed.

Emergency Response Plan procedures are outlined here:

<https://www.tcd.ie/estatesandfacilities/services/facilities-and-services/campus-services/emergency-response-plan/>



APPENDIX G - GUIDELINES ON CHILD ABUSE, NEGLECT

1 - Defining abuse and neglect

Abuse may consist of physical, sexual or emotional abuse or neglect.

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. The threshold of harm, at which you must report to Tusla under the *Children First Act 2015*, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being assaulted and that as a result the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

Emotional abuse is normally to be found in the *relationship* between a care-giver and a child rather than in a specific event or pattern of events. It occurs when a child's need for attention, affection, approval, consistency and security are not met. The *threshold of significant harm* is reached when abusive interactions dominate and become *typical* of the relationship between the child and the parent/carer. The threshold of harm, at which you must report to Tusla under the *Children First Act 2015*, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being assaulted and that as a result the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others. (In this context, it should be noted that the age of consent to sexual intercourse is 17.)

It is worth noting that child abuse may occur over the internet. The internet may be used in such a way as to inflict emotional abuse and may also, in some circumstances, lead to physical and/or sexual abuse.

Sexual abuse to be reported under the *Children First Act 2015* (as amended by section 55 of the *Criminal Law (Sexual Offences) Act 2017*) is defined as an offence against the child, as listed in Schedule 3 of the *Children First Act 2015*.

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



or development of a child. A reasonable concern for the child's welfare would exist when neglect becomes typical of the relationship between the child and the parent or carer. This may become apparent where you see the child over a period of time, or the effects of neglect may be obvious based on having seen the child once. The threshold of harm, at which you must report to Tusla under the *Children First Act 2015*, is reached when you know, believe or have reasonable grounds to suspect that a child's needs have been neglected, are being neglected, or are at risk of being neglected to the point where the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

2 - Guidelines on how to respond to suspected child abuse

When abuse is disclosed to a member of staff, student or volunteer engaged in Trinity activity or in activity recognised by or affiliated to Trinity, they must:

- React calmly, as over-reacting may alarm the young person and compound feelings of anxiety and guilt.
- Listen carefully and attentively; take the young person seriously.
- Reassure the young person that they have taken the right action in talking to you.
- Do not promise to keep anything secret.
- Inform whoever has made the disclosure that the information cannot be kept completely confidential as it will have to be passed on to the appropriate authorities.
- Do not ask the young person to repeat the story unnecessarily.
- Ask questions only for the purpose of clarification. Be supportive, but do not ask leading questions or seek intimate details beyond those volunteered by the child. Detailed investigative interviews will, if necessary, be carried out by Tusla staff or members of An Garda Síochána.
- Check with the young person to ensure that what has been heard and understood by you is accurate.
- Do not express any opinions about the alleged abuser.
- Record the conversation as soon as possible, in as much detail as possible (use the child's own words – do not synopsis).
- Sign and date the record.
- Explain and ensure that the young person understands the procedures which will follow (explanation should be age-appropriate).
- Inform the Child Protection Officer of the relevant College club, society or unit or the University Child Protection Officer about the disclosure immediately (not more than 24 hours afterwards). The Child Protection Officer of a club, society, or unit should treat the matter as an urgent priority and liaise with the University's Child Protection Officer. Where the disclosure is made in the context of an approved arrangement with a partner organisation in the wider community whereby Trinity students work with children as part of a formal placement or volunteer with children as part of the student's extra-



curricular activity, the Child Protection Officer of the partner organisation should be informed immediately.

- Treat the information confidentially, subject to the requirements of the legislation.
- Do not take any further action or discuss the matter further with anyone else unless advised otherwise.

3 – Signs and symptoms of child abuse, neglect

Guidance in relation to the signs and symptoms of child abuse or neglect may be found in Chapter 2 of *Children First National Guidance for the Protection and Welfare of Children (2017)* available here - <https://www.tusla.ie/children-first/children-first-guidance-and-legislation/>.

Guidance on the reporting of mandated concerns, and the criteria for reporting may be found in Chapter 3 of *Children First National Guidance for the Protection and Welfare of Children (2017)*.



APPENDIX H – STANDARD REPORTING PROCEDURE

A Report Form for the reporting of child protection and welfare concerns to Tusla can be completed online using the [Tusla Web Portal](https://www.tusla.ie/services/child-protection-welfare/concerns/), or downloaded from <https://www.tusla.ie/services/child-protection-welfare/concerns/>.

In cases of emergency, or outside office hours, reports should be made directly to An Garda Síochána.

Tusla Web Portal – The web portal has been developed to allow professionals to securely submit Child Protection and Welfare Report Forms to Tusla. To use the portal, you will need to create an account. You can print off a copy of the report you submit via the portal for your records. The web portal can be accessed to create an account or make a report through the Tusla website at <https://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/>.

The Tusla Web Portal is Tusla's preferred pathway for receiving child protection or welfare concerns and retrospective abuse reports.



APPENDIX I – TUSLA DUBLIN CONTACT DETAILS

Also listed on the Tusla website (www.tusla.ie).

You can report your concern in person, by telephone or in writing — including by email — 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 the Tusla website (www.tusla.ie). **However, the Tusla Web Portal is Tusla's preferred pathway for receiving child protection or welfare concerns and retrospective abuse reports – see Appendix H.**

If you think a child is in immediate danger of harm and you are unable to contact Tusla, you should contact the Gardaí.

A full list of Dublin social work teams is listed at <https://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/dublin/>. See also below some contact details:

Dublin South City Dedicated Contact Point

Carnegie Centre, 21-25 Lord Edward Street, Dublin 2

Tel: 01 6400650

Dublin South East Dedicated Contact Point

Churchtown Primary Care Centre, Churchtown, Dublin 14, D14NT35

Tel: 01 9213400

Dublin South West Dedicated Contact Point

Chamber House, 3rd Floor, Chamber Square, Tallaght, Dublin 24, D24 VRC0

Tel: 01 4686289

Dublin North City Dedicated Contact Point

1 Northwood Ave, Northwood, Dublin, D09 V2F7

Tel: 01 7719740

Dublin North Dedicated Contact Point

180-189 Lakeshore Drive, Airside Business Park, Swords, Co. Dublin, K67 Y5C6.

Tel: 01 8708000

Dublin North West Dedicated Contact Point

Wellmount Health Centre, Wellmount Park, Finglas, D11 RH76.

Tel: 01 7718670



APPENDIX J – ONLINE SAFETY

For information on Online Safety: Technology, Internet and Social Media: Safe Use for Children and Young People, see Appendix 7 of the Tusla publication Child Safeguarding: A Guide for Policy, Procedure and Practice.

See <https://www.tusla.ie/uploads/content/Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice.pdf>



APPENDIX K – RISK ASSESSMENT TEMPLATE

As part of the risk assessment process, the service provider should reflect on what specific risks arise as a result of the service they provide and how these risks can be managed. The following steps in the template are a guide to help providers at Trinity to consider where the potential for risk lies and how these risks can be managed. After the risk assessment has been completed, a Child Safeguarding Statement is required to be developed that outlines the policies and procedures which are in place to manage the risks that have been identified.

1. Identity potential risks

Who or what might cause harm to children or young people using your service?
Make sure all persons in the service, including children, are involved in this process.
Different people will have different perceptions of what is a risk.

2. Rank each risk

Rank each risk in terms of low, medium and high risks. To help rank each risk, consider the likelihood of the risk occurring and how serious the consequences could be.

3. Control and manage the risks

Who owns the risk? Assign risk owners. What current controls are in place to reduce the risk? What future actions must be done to reduce the risk? What else do you need to do about the risk?

4. Monitor and review

Are the controls effective? Are the actions effective?



APPENDIX L: CHILD SAFEGUARDING STATEMENT TEMPLATE

Based on the Child Safeguarding Statement template provided in the Tusla Guidance on Developing a Child Safeguarding Statement.

1. Name of service being provided							
2. Nature of service and principles to safeguard children from harm <i>(Briefly outline what your service is, what you do and your commitment to safeguard children. Specify the principles that you will observe to keep children safe from harm while they are availing of your service.)</i>							
3. Risk assessment <i>(Confirm that you have carried out an assessment of any potential for harm to a child while availing of your services. List below the areas of risk identified and the list of procedures for managing these risks.)</i>							
<table border="1"><thead><tr><th>Risk identified</th><th>Procedure in place to manage risk identified</th></tr></thead><tbody><tr><td>1.</td><td></td></tr><tr><td>2.</td><td></td></tr></tbody></table>		Risk identified	Procedure in place to manage risk identified	1.		2.	
Risk identified	Procedure in place to manage risk identified						
1.							
2.							
4. Procedures <i>(This section to contain the following text. As this is only a sample list, you will need to add to this list as appropriate, based on the outcome of your risk assessment.)</i> Our Child Safeguarding Statement has been developed in line with requirements under the <i>Children First Act 2015</i> , the <i>Children First: National Guidance</i> , and <i>Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice</i> . In addition to the procedures listed in our risk assessment, the procedures listed in the University's Child Safeguarding Statement apply.							
5. Implementation <i>(At a minimum, reviews must be carried out every 24 months. The provider is the individual with overall responsibility for the service.)</i> We recognise that implementation is an ongoing process. Our service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service. This Child Safeguarding Statement will be reviewed on _____, or as soon as practicable after there has been a material change in any matter to which the statement refers.							



Signed: _____
(Provider)

Provider's name and contact details

For queries, please contact _____ (*provide name of Relevant Person, first point of contact regarding the Child Safeguarding Statement*).



APPENDIX M: TRINITY COLLEGE DUBLIN CHILD SAFEGUARDING STATEMENT

Trinity College Dublin

CHILD SAFEGUARDING STATEMENT

1. Introduction

The purpose of this Child Safeguarding Statement is to ensure that Trinity College Dublin meets its statutory obligations under the *Children First Act 2015* and ensures as far as practicable that children and young people under its care and supervision are kept safe from harm. It is to be read in conjunction with Trinity's Child Protection Policy.

2. Name of service being provided

Trinity College Dublin, hereinafter Trinity, is a community of scholars, made up of students, academic staff, administrative and professional staff. It is the provider of undergraduate and postgraduate education and is recognised as one of Europe's leading research-intensive universities and its research continues to address issues of global societal and economic importance.

3. Nature of service and principles to safeguard children from harm

Trinity is a Relevant Service as set out in Schedule 1 of the *Children First Act 2015*. Trinity admits students who may be aged under 18. Trinity also provides services to children through its day nursery, sporting activities, holiday camps, cultural activities, work placements and many other activities, which permit children to remain on campus for periods without their parents.

Trinity adheres to the following principles to safeguard children in its care from harm:

- In all matters relating to children, the best interests and welfare of children is of paramount importance.
- A proper balance must be struck between protecting children and respecting the rights and needs of parents/guardians/carers and families but where there is conflict, the child's welfare comes first.
- Children have a right to be heard, listened to and to be taken seriously and taking account of their age and understanding, they should be consulted and involved in all matters and decisions that may affect their lives.
- Within the context of the Child Protection Policy which is designed to protect children from abuse, parents/guardians/carers have a right to respect, and should be consulted and involved in matters concerning their children. In particular, parents/guardians should be informed if the University's Child Protection Officer



intends to report concerns of possible child abuse or neglect to the relevant authorities unless providing such information to the parents/guardians might place the child at risk.

- Actions taken to protect a child should not in themselves be abusive or cause the child unnecessary distress and every action and procedure should consider the overall needs of the child.
- The safety and well-being of the child must take priority over concerns about adults against whom an allegation may be made.
- Effective child protection requires familiarity with child protection legislation, guidelines and procedures and clarity of responsibility for staff and students who have substantial unsupervised access to children as part of their work, formal studies or Trinity affiliated extra-curricular activities.



4. Risk assessment

A high-level risk assessment has been conducted of all activities at the university that pose a risk of potential for harm to a child while availing of the University's services/activities. Below is a list of risks identified and the list of procedures for managing these risks.

Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
Teaching involving children, e.g. transition year programmes. It is recognised that there is a small percentage of students that may be under 18 years of age on starting first year.	Risk of a child being harmed by a member of Trinity staff due to insufficient safeguarding measures in place.	1. The Vetting/Foreign Police Certification Policy for Staff sets out Trinity's commitment to ensuring that only suitable candidates are appointed to positions which involve contact, which is not merely incidental to the candidate role, with children or vulnerable adults. The policy applies to anyone who is employed and/or engaged by or acts on behalf of the University, or employed by contractors or sub-contractors who will have access to children and/or vulnerable adults in the course of their duties in a manner which is not merely incidental to the role. Such persons will be required to undergo the vetting/clearance process in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016. The policy allows for retrospective vetting and re-vetting of employees or third parties already employed and/or engaged by the University in certain positions and/or undertaking certain work activities. 2. Child Protection Policy is in place, including a Code of Behaviour for Trinity Personnel Working, Learning or Volunteering with Children. 3. Reference is made to the Child Protection Policy in all student offer letters issued by the Applications and Admissions team, as follows: "Please find all of the University's policies and procedures, including Trinity's Child Protection Policy and Child Safeguarding	1. Instigate annually at the start of the academic year an all-staff email from the Secretary's Office that references the Child Protection Policy and Child Safeguarding Statement, and that includes a request to contact the Secretary's Office if there are any perceived child protection training needs to be completed by any staff, volunteers or students in accordance with the policy.	Vice-Provost/CAO	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
		Statement, at the following link: https://www.tcd.ie/about/policies/			
		4. At both Central Induction and Academic Induction, new employees are advised of the requirement to acquaint themselves with all of the university policies, and the link to the Policies Hub is in the New Employee Hub (which hosts the Child Protection Policy and Safeguarding Statement), and is encompassed by the clause in the contract of employment on University Policies and Procedures that is issued to all new hires.			
Teaching involving children, e.g. transition year programmes. It is recognised that there is a small percentage of students that may be under 18 years of age on starting first year.	Risk of indicators of harm not being recognised by Trinity staff due to lack of awareness of information contained in the Child Protection Policy and lack of training.	1. At both Central Induction and Academic Induction, new employees are advised of the requirement to acquaint themselves with all of the university policies, and the link to the Policies Hub is in the New Employee Hub (which hosts the Child Protection Policy and Safeguarding Statement), and is encompassed by the clause in the contract of employment on University Policies and Procedures that is issued to all new hires. 2. Trinity staff working with children are trained appropriately in child protection procedures and this is managed and monitored by the Secretary's Office. The University's Child Protection Officer works with appropriate bodies in the University to identify specific groups of staff who require such training.	1. Instigate annually at the start of the academic year an all-staff email from the Secretary's Office that references the Child Protection Policy and Child Safeguarding Statement, and that includes a request to contact the Secretary's Office if there are any perceived child protection training needs to be completed by any staff, volunteers or students in accordance with the policy.	Vice-Provost/CAO	Low
Teaching involving children, e.g. transition year programmes. It is recognised that there is a small percentage of students that may be under 18 years of	Risk of harm not being reported properly by Trinity staff due to lack of awareness of reporting procedures.	1. Child Protection Policy is in place which includes robust procedures for the reporting of abuse and there is a designated University Child Protection Officer appointed in accordance with the policy. 2. At both Central Induction and Academic Induction, new employees are advised of the requirement to acquaint themselves with all of the university policies, and the link to the Policies Hub is in the New Employee Hub (which hosts the Child Protection Policy and	1. Instigate annually at the start of the academic year an all-staff email from the Secretary's Office that references the Child Protection Policy and Child Safeguarding Statement, and that includes a request to contact the Secretary's Office if there are any perceived child protection training needs to be completed by any staff, volunteers or students in accordance with the policy.	Vice-Provost/CAO	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
age on starting first year.		Safeguarding Statement), and is encompassed by the clause in the contract of employment on University Policies and Procedures that is issued to all new hires. 3. Trinity staff working with children are trained appropriately in child protection procedures and this is managed and monitored by the Secretary's Office. The University's Child Protection Officer works with appropriate bodies in the University to identify specific groups of staff who require such training.			
Research involving children.	Risk of a child being harmed by a member of Trinity staff or research student conducting research that involves children due to insufficient safeguarding measures in place.	1. Researchers (staff and students) must undergo Garda vetting where they may be working alone with children as mandated by the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016 and in accordance with the Vetting/Foreign Police Certification Policy for Staff and Garda Vetting Procedures for Students. 2. The Child Protection Policy includes an Appendix on "Safe Recruitment Practices for Students on Placements or Students undertaking Research with Children". 3. Parental consent or the consent of a legal guardian must be obtained before any research activity is conducted with children. Any research activity must respect the child's right to confidentiality and comply with any relevant code of ethics applicable to the type of research being conducted.		Dean of Research	Low
Research involving children.	Risk of indicators of harm not being recognised by Trinity staff due to lack of awareness of information contained in the Child Protection Policy and lack of training.	1. Trinity staff working with children are trained appropriately in child protection procedures and this is managed and monitored by the Secretary's Office. The University's Child Protection Officer works with appropriate bodies in the University to identify specific groups of staff who require such training.	1. Instigate annually at the start of the academic year an all-staff email from the Secretary's Office that references the Child Protection Policy and Child Safeguarding Statement, and that includes a request to contact the Secretary's Office if there are any perceived child protection training	Dean of Research	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
		2. At both Central Induction and Academic Induction, new employees are advised of the requirement to acquaint themselves with all of the university policies, and the link to the Policies Hub is in the New Employee Hub (which hosts the Child Protection Policy and Safeguarding Statement), and is encompassed by the clause in the contract of employment on University Policies and Procedures that is issued to all new hires.	needs to be completed by any staff, volunteers or students in accordance with the policy.		
Research involving children.	Risk of harm not being reported properly by Trinity staff due to lack of awareness of reporting procedures.	1. Child Protection Policy is in place which includes robust procedures for the reporting of abuse and there is a designated University Child Protection Officer appointed in accordance with the policy. 2. At both Central Induction and Academic Induction, new employees are advised of the requirement to acquaint themselves with all of the university policies, and the link to the Policies Hub is in the New Employee Hub (which hosts the Child Protection Policy and Safeguarding Statement), and is encompassed by the clause in the contract of employment on University Policies and Procedures that is issued to all new hires.	1. Instigate annually at the start of the academic year an all-staff email from the Secretary's Office that references the Child Protection Policy and Child Safeguarding Statement, and that includes a request to contact the Secretary's Office if there are any perceived child protection training needs to be completed by any staff, volunteers or students in accordance with the policy.	Dean of Research	Low
Student work placements that involve children.	Risk of a child being harmed by a Trinity student on a work placement due to insufficient safeguarding measures in place.	1. Any student offered a place on a programme of study that requires students to undertake placements with external agencies which will bring them into contact with children and in which they will assume positions of trust will be required to undergo Garda vetting in accordance with the legislative requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016 and with the Student Garda Vetting Policy. 2. All students on courses who may come into contact with children and / or vulnerable adults must complete the Garda Vetting process before they can register.		Heads of Schools whose programmes facilitate and require student work placements involving children	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
		3. Reference is made to the Child Protection Policy in all student offer letters issued by the Applications and Admissions team, as follows: "Please find all of the University's policies and procedures, including Trinity's Child Protection Policy and Child Safeguarding Statement, at the following link: https://www.tcd.ie/about/policies/."			
Children's holiday camps (e.g. Trinity Sport) and clubs (e.g. Walton Club)	Risk of a child being harmed by a member of Trinity staff or volunteer participating in summer camps due to insufficient safeguarding measures in place.	1. The Vetting/Foreign Police Certification Policy for Staff sets out Trinity's commitment to ensuring that only suitable candidates are appointed to positions which involve contact, which is not merely incidental to the candidate role, with children or vulnerable adults. The policy applies to anyone who is employed and/or engaged by or acts on behalf of the University, or employed by contractors or sub-contractors who will have access to children and/or vulnerable adults in the course of their duties in a manner which is not merely incidental to the role. Such persons will be required to undergo the vetting/clearance process in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016. The policy allows for retrospective vetting and re-vetting of employees or third parties already employed and/or engaged by the University in certain positions and/or undertaking certain work activities. 2. Guidelines on defining, identifying and responding to child abuse or neglect are set out in the University's Child Protection Policy. Procedures are in place regarding the supervision of children, with the University Child Protection Policy setting out that children must be properly supervised in all activities. In particular, children should not normally be left unattended; in so far as is possible, adequate numbers of Trinity employees of both sexes should be available to supervise activities; such employees must know at	1. Instigate annually at the start of the academic year an all-staff email from the Secretary's Office that references the Child Protection Policy and Child Safeguarding Statement, and that includes a request to contact the Secretary's Office if there are any perceived child protection training needs to be completed by any staff, volunteers or students in accordance with the policy.	Director of Sport and Physical Activity Heads of School where programmes are run that involve children outside of the normal curriculum Heads of Unit where programmes are run that involve children outside of the normal curriculum	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
		all times where children are and what they are doing. Local child protection safeguarding measures in place in e.g. Trinity Sports, with its own Child Liaison Officer. 3. Trinity staff working with children are trained appropriately in child protection procedures and this is managed and monitored by the Secretary's Office. The University's Child Protection Officer works with appropriate bodies in the University to identify specific groups of staff who require such training.			
Children's holiday camps (e.g. Trinity Sport) and clubs (e.g. Walton Club)	Risk of indicators of harm not being recognised by Trinity staff or volunteers due to lack of awareness of information contained in the Child Protection Policy and lack of training.	1. Guidelines on defining, identifying and responding to child abuse or neglect are set out in the University's Child Protection Policy. 2. Trinity staff working with children are trained appropriately in child protection procedures and this is managed and monitored by the Secretary's Office. The University's Child Protection Officer works with appropriate bodies in the University to identify specific groups of staff who require such training. 3. At both Central Induction and Academic Induction, new employees are advised of the requirement to acquaint themselves with all of the university policies, and the link to the Policies Hub is in the New Employee Hub (which hosts the Child Protection Policy and Safeguarding Statement), and is encompassed by the clause in the contract of employment on University Policies and Procedures that is issued to all new hires.	1. Instigate annually at the start of the academic year an all-staff email from the Secretary's Office that references the Child Protection Policy and Child Safeguarding Statement, and that includes a request to contact the Secretary's Office if there are any perceived child protection training needs to be completed by any staff, volunteers or students in accordance with the policy.	Director of Sport and Physical Activity Heads of School where programmes are run that involve children outside of the normal curriculum Heads of Unit where programmes are run that involve children outside of the normal curriculum	Low
Children's holiday camps (e.g. Trinity Sport) and clubs (e.g. Walton Club)	Risk of harm not being reported properly by Trinity staff or volunteers due to lack of awareness of reporting procedures.	1. Child Protection Policy is in place which includes robust procedures for the reporting of abuse and there is a designated University Child Protection Officer appointed in accordance with the policy.	1. Instigate annually at the start of the academic year an all-staff email from the Secretary's Office that references the Child Protection Policy and Child Safeguarding Statement, and that includes a request to contact the Secretary's Office if there are	Director of Sport and Physical Activity Heads of School where	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
		2. Trinity staff working with children are trained appropriately in child protection procedures and this is managed and monitored by the Secretary's Office. The University's Child Protection Officer works with appropriate bodies in the University to identify specific groups of staff who require such training. 3. At both Central Induction and Academic Induction, new employees are advised of the requirement to acquaint themselves with all of the university policies, and the link to the Policies Hub is in the New Employee Hub (which hosts the Child Protection Policy and Safeguarding Statement), and is encompassed by the clause in the contract of employment on University Policies and Procedures that is issued to all new hires.	any perceived child protection training needs to be completed by any staff, volunteers or students in accordance with the policy.	programmes are run that involve children outside of the normal curriculum Heads of Unit where programmes are run that involve children outside of the normal curriculum	
Work placements at Trinity that involve children (e.g. transition year students, school visits)	Risk of a child being harmed by a member of Trinity staff while participating in a work placement at Trinity due to insufficient safeguarding measures in place.	1. Children attending the University as part of a school visit are accompanied by teacher(s) or a guardian. 2. The Vetting/Foreign Police Certification Policy for Staff sets out Trinity's commitment to ensuring that only suitable candidates are appointed to positions which involve contact, which is not merely incidental to the candidate role, with children or vulnerable adults. The policy applies to anyone who is employed and/or engaged by or acts on behalf of the University, or employed by contractors or sub-contractors who will have access to children and/or vulnerable adults in the course of their duties in a manner which is not merely incidental to the role. Such persons will be required to undergo the vetting/clearance process in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016. The policy allows for retrospective vetting and re-vetting of employees or third parties already employed and/or engaged by the University in certain positions and/or undertaking certain work activities.	1. Instigate annually at the start of the academic year an all-staff email from the Secretary's Office that references the Child Protection Policy and Child Safeguarding Statement, and that includes a request to contact the Secretary's Office if there are any perceived child protection training needs to be completed by any staff, volunteers or students in accordance with the policy.	Heads of School where work placements are run that involve children outside of the normal curriculum Heads of Unit where work placements are run that involve children outside of the normal curriculum	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
Work placements at Trinity that involve children (e.g. transition year students, school visits)	Risk of indicators of harm not being recognised by Trinity staff due to lack of awareness of information contained in the Child Protection Policy and lack of training.	1. Guidelines on defining, identifying and responding to child abuse or neglect are set out in the University's Child Protection Policy. 2. Trinity staff working with children are trained appropriately in child protection procedures and this is managed and monitored by the Secretary's Office. The University's Child Protection Officer works with appropriate bodies in the University to identify specific groups of staff who require such training. 3. At both Central Induction and Academic Induction, new employees are advised of the requirement to acquaint themselves with all of the university policies, and the link to the Policies Hub is in the New Employee Hub (which hosts the Child Protection Policy and Safeguarding Statement), and is encompassed by the clause in the contract of employment on University Policies and Procedures that is issued to all new hires.	1. Instigate annually at the start of the academic year an all-staff email from the Secretary's Office that references the Child Protection Policy and Child Safeguarding Statement, and that includes a request to contact the Secretary's Office if there are any perceived child protection training needs to be completed by any staff, volunteers or students in accordance with the policy.	Heads of School where work placements are run that involve children outside of the normal curriculum Heads of Unit where work placements are run that involve children outside of the normal curriculum	Low
Work placements at Trinity that involve children (e.g. transition year students, school visits)	Risk of harm not being reported properly by Trinity staff due to lack of awareness of reporting procedures.	1. Guidelines on defining, identifying and responding to child abuse or neglect are set out in the University's Child Protection Policy. 2. Trinity staff working with children are trained appropriately in child protection procedures and this is managed and monitored by the Secretary's Office. The University's Child Protection Officer works with appropriate bodies in the University to identify specific groups of staff who require such training. 3. At both Central Induction and Academic Induction, new employees are advised of the requirement to acquaint themselves with all of the university policies, and the link to the Policies Hub is in the New Employee Hub (which hosts the Child Protection Policy and Safeguarding Statement), and is encompassed by the	1. Instigate annually at the start of the academic year an all-staff email from the Secretary's Office that references the Child Protection Policy and Child Safeguarding Statement, and that includes a request to contact the Secretary's Office if there are any perceived child protection training needs to be completed by any staff, volunteers or students in accordance with the policy.	Heads of School where work placements are run that involve children outside of the normal curriculum Heads of Unit where work placements are run that involve children outside of the normal curriculum	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
On-campus Accommodation and Accommodation in Trinity Hall used by Children (e.g. in the summer months).	Risk of a child being harmed by a member of Trinity staff while staying in on-campus accommodation or accommodation at Trinity Hall due to insufficient safeguarding measures in place.	clause in the contract of employment on University Policies and Procedures that is issued to all new hires. 1. All under 18s staying in on-campus accommodation during the summer months must be accompanied by a parent or guardian / Group Leader. 2. Regarding under 18s staying in Trinity Hall both during the academic term (mainly from the US) and from language schools over the summer period, all Assistant Wardens are Garda vetted as mandated by the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016 and in accordance with the Vetting/Foreign Police Certification Policy for Staff . 3. Security and Estates and Facilities staff coming on site at Trinity Hall are Garda vetted. Many accommodation staff have also been Garda vetted prior to taking up employment.		Head of Accommodation and Warden of Trinity Hall	Low
On-campus Accommodation and Accommodation in Trinity Hall used by Children (e.g. in the summer months).	Risk of indicators of harm not being recognised by Trinity staff due to lack of awareness of information contained in the Child Protection Policy and lack of training.	1. Guidelines on defining, identifying and responding to child abuse or neglect are set out in the University's Child Protection Policy. 2. Trinity staff working with children are trained appropriately in child protection procedures and this is managed and monitored by the Secretary's Office. The University's Child Protection Officer works with appropriate bodies in the University to identify specific groups of staff who require such training. 3. At both Central Induction and Academic Induction, new employees are advised of the requirement to acquaint themselves with all of the university policies, and the link to the Policies Hub is in the New Employee Hub (which hosts the Child Protection Policy and Safeguarding Statement), and is encompassed by the		Head of Accommodation and Warden of Trinity Hall	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
On-campus Accommodation and Accommodation in Trinity Hall used by Children (e.g. in the summer months).	Risk of harm not being reported properly by Trinity staff due to lack of awareness of reporting procedures.	clause in the contract of employment on University Policies and Procedures that is issued to all new hires. - Guidelines on defining, identifying and responding to child abuse or neglect are set out in the University's Child Protection Policy. - Trinity staff working with children are trained appropriately in child protection procedures and this is managed and monitored by the Secretary's Office. The University's Child Protection Officer works with appropriate bodies in the University to identify specific groups of staff who require such training. - At both Central Induction and Academic Induction, new employees are advised of the requirement to acquaint themselves with all of the university policies, and the link to the Policies Hub is in the New Employee Hub (which hosts the Child Protection Policy and Safeguarding Statement), and is encompassed by the clause in the contract of employment on University Policies and Procedures that is issued to all new hires.		Head of Accommodation and Warden of Trinity Hall	Low
Day Nursery	Risk of a child being harmed by a member of Day Nursery staff due to insufficient safeguarding measures in place.	- Robust recruitment procedures in place for Day Nursery Staff including mandatory vetting as mandated by the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016 and in accordance with the Vetting/Foreign Policy Certification Policy for Staff. - Child Safeguarding Statement and risk assessment in place at Day Nursery. - Procedure in place for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm.		Day Nursery Manager	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
		4. The risk assessment references policies in place that mitigate the risks related to the Day Nursery such as: Recruitment and selection procedures; Complaints procedure; Behaviours management policy; Staff training policy; Staff induction policy; Reporting procedure; Child Safeguarding Training; Garda Vetting Procedure/Policy; Staff/volunteer Code of Behaviour; Allegation of Abuse Against Staff/Students/Volunteers; Mobile phone policy; Supervision of Children Procedure/Policy; Visitor Signing in Procedure/Policy; Safety Statement Procedure/Policy.			
Day Nursery	Risk of harm from unannounced visitors to services (e.g. maintenance/repairs/deliveries) due to insufficient safeguarding measures in place.	1. Child Safeguarding Statement and risk assessment in place at Day Nursery. 2. The risk assessment references policies and procedures in place that mitigate the risk related to unannounced visitors to services to the Day Nursery such as: • Staff Absences Procedure/Policy • Risk Management Procedure/Policy • Supervision of Children Procedure/Policy • Visitor Signing in Procedure/Policy • Safety Statement Procedure/Policy.		Day Nursery Manager	Low
Day Nursery	Risk of indicators of harm not being recognised by Day Nursery due to insufficient Child Protection Training and information.	1. Procedure in place for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm. 2. Robust recruitment procedures in place for Day Nursery Staff including mandatory vetting as mandated by the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016. 3. Child Safeguarding Statement and risk assessment in place at Day Nursery.		Day Nursery Manager	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
		4. The risk assessment references policies in place that mitigate the risks related to the Day Nursery such as: Recruitment and selection procedures; Complaints procedure; Behaviours management policy; Staff training policy; Staff induction policy; Reporting procedure; Child Safeguarding Training; Garda Vetting Procedure/Policy; Staff/volunteer Code of Behaviour; Allegation of Abuse Against Staff/Students/Volunteers; Mobile phone policy; Supervision of Children Procedure/Policy; Visitor Signing in Procedure/Policy; Safety Statement Procedure/Policy.			
Day Nursery	Risk of harm not being reported properly by Day Nursery staff due to lack of awareness of reporting procedures.	1. Robust recruitment procedures in place for Day Nursery Staff including mandatory vetting as mandated by the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016. 2. Child Safeguarding Statement and risk assessment in place at Day Nursery. 3. The risk assessment references policies in place that mitigate the risks related to the Day Nursery such as: Recruitment and selection procedures; Complaints procedure; Behaviours management policy; Staff training policy; Staff induction policy; Reporting procedure; Child Safeguarding Training; Garda Vetting Procedure/Policy; Staff/volunteer Code of Behaviour; Allegation of Abuse Against Staff/Students/Volunteers; Mobile phone policy; Supervision of Children Procedure/Policy; Visitor Signing in Procedure/Policy; Safety Statement Procedure/Policy.		Day Nursery Manager	Low
Counselling services availed of by those under 18 years of age.	Risk of a child being harmed by a member of Counselling Service staff due to insufficient safeguarding measures in place.	1. Child Safeguarding Statement and risk assessment in place at Counselling Service. 2. Garda vetting completed by Counselling staff before start date as mandated by the National Vetting Bureau		Director of Counselling	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
		(Children and Vulnerable Persons) Acts 2012 and 2016 and confidentiality agreement signed. 3. Counselling Service policy is to ensure at least 2 clinicians are on-site at all times while clients are present.			
Counselling services availed of by those under 18 years of age.	Risk of indicators of harm not being recognised by Counselling Service staff due to insufficient Child Protection Training and information.	1. Tusla Online Child protection training completed by staff of Counselling Service (including trainees & volunteers). 2. All staff undergo induction re policy and procedures. 3. All core clinical staff attend weekly team meetings where child protection issues are discussed. 4. All clinicians are required to attend regular clinical supervision.		Director of Counselling	Low
Counselling services availed of by those under 18 years of age.	Risk of harm not being reported properly by Counselling Service staff due to lack of awareness of reporting procedures.	1. Tusla Online Child protection training completed by staff of Counselling Service (including trainees & volunteers). 2. All staff undergo induction re policy and procedures. 3. All core clinical staff attend weekly team meetings where child protection issues are discussed. 4. All clinicians are required to attend regular clinical supervision.		Director of Counselling	Low
Health services availed of by those under 18 years of age.	Risk of a child being harmed by a member of Health Service staff due to insufficient safeguarding measures in place.	1. Child Safeguarding Statement and risk assessment in place at Health Service. 2. Garda vetting completed by Health Service staff before start date as mandated by the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016 and confidentiality agreement signed.		Director of College Health	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
Health services availed of by those under 18 years of age.	Risk of indicators of harm not being recognised by Health Service staff due to insufficient Child Protection Training and information.	1. Tusla Online Child protection training completed by staff of Health Service (trainees & volunteers).		Director of College Health	Low
Health services availed of by those under 18 years of age.	Risk of harm not being reported properly by Health Service staff due to lack of awareness of reporting procedures.	1. All staff undergo induction re policy and procedures.		Director of College Health	Low
Events involving the public including children (e.g. Trinity week, public lectures and exhibitions) and campus visits (e.g. campus tours, Book of Kells/Old Library)	Risk of a child being harmed by a member of the Trinity community due to insufficient safeguarding measures in place.	1. 24-hour College Security on campus. 2. School groups of children accompanied by teacher(s)/guardians. 3. Risk assessment of events is required. 4. Section is included on the University's Event Safety Management Plan template seeking information on whether under 18s are likely to attend events and that if so, confirmation that a risk assessment has been conducted to assess if there is any risk of harm to them and mitigations in place to address these. Includes link to Child Protection Policy on the template.		Faculty Deans or Heads of Schools running events Heads of Units running events	Low
Communications involving children (photos, social media, videos, etc.)	Risk of Trinity employees, or photographers/videographers on behalf of Trinity, inappropriately taking images of children without parental/guardian consent due to lack of understanding of consent procedures and Code of Behaviour.	1. Where Trinity employees wish to use photographs, film or video of children, the consent of the children and their parents/guardians/carers must be obtained and all such media must be stored safely. 2. Code of behaviour set out in the University's Child Protection Policy.		Director of Trinity Communications	Low



5. Procedures

Trinity's Child Safeguarding Statement has been developed in line with requirements under the *Children First Act 2015*, the *Children First: National Guidance*, and *Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice*. In addition to the procedures listed in our risk assessment, the following procedures support Trinity's intention to safeguard children while they are availing of our activities and services:

- The procedures for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our activities/services as set out in the Child Protection Policy, section 7.3.
- The procedures for the safe recruitment and selection of workers and volunteers to work with children as set out in the Child Protection Policy, Appendices B, C.1, C.2 and C.3.
- The procedures for the safe recruitment of students on placements or undertaking research with children as set out in Appendix D of the Child Protection Policy.
- The procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm as set out in the Child Protection Policy, section 7.8. Guidelines on identifying child abuse and neglect are provided in Appendix G of the policy.
- The procedure for the reporting of child protection or welfare concerns to Tusla as set out in the Child Protection Policy, section 7.3.1 and guidelines on defining, identifying and responding to child abuse or neglect as set out in Appendix G of the policy.
- The Child Protection Officer will keep a list of Mandated Persons at the University in accordance with the legislation. An operating procedure is in place to ensure this list is maintained.
- The University has appointed the Child Protection Officer (Designated Liaison Person) and Relevant Person to be the first point of contact in respect of this Child Safeguarding Statement. The role and responsibilities of the Child Protection Officer are set out in section 7.2 of the policy.

6. Implementation

We recognise that implementation is an ongoing process. Trinity is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our activities and services. This Child Safeguarding Statement will be reviewed on a bi-annual basis or as soon as



practicable after there has been a material change in any matter to which the statement refers.

The Provost as head of the University has overall responsibility for the implementation of this Child Safeguarding Statement.

Signed:

Dr Linda Doyle
Provost and President

Date: 25 March 2026

For queries, please contact Victoria Butler, University Child Protection Officer, butlerv@tcd.ie or Anne Marie O'Mullane, Deputy University Child Protection Officer, annemarie.omullane@tcd.ie.