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Charity No: 19298 // Company Reg No: 481858 // CRA: 20075521

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## **i4Life: Travel Pack –Appendices:**

**Appendix-01: Protecting and Promoting Children’s Rights**

**Appendix-02: Definitions and Indicators of Child Abuse**

**Appendix-03: Incident / Accident Report Form**

**Appendix-04: Guidelines for Responding to a Disclosure**

**Appendix-05: Protections for Persons Reporting Act, 1998**

**Appendix-06: Declaration of Suitability to Work with Children**

**Appendix-07: Volunteer Reference Form (adapted from Our Duty to Care)**

**Appendix-08: Comment / Complaint Form**



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## **i4Life: Travel Pack –Appendices:**

### **Appendix-01: Protecting and Promoting Children’s Rights**

Staff and Volunteers in i4Life CHS have a responsibility to promote children’s rights by:

- Treating them with dignity, sensitivity and respect;
- Making time to listen, talk to and get to know the children;
- Making sure that children know the organisation’s rules about behaviour;
- Encouraging children to have an input into how things are run;
- Helping children to be safe, happy and having as much fun as possible;
- Never favouring one child or children over others;
- Enabling children to regard their bodies as their own property;
- Encouraging them to express feelings, fears and experiences openly;
- Giving written information about the organisation to children and their parents / carers;
- Knowing about the principles and practices of child protection including their legal duties;
- Never engaging in sexually provocative games or making suggestive comments, even in fun;
- Respecting children’s privacy in bathrooms and in changing rooms;
- Sensitively ensuring that children know about the child protection policy;
- Always responding to complaints or allegations;
- Helping children realise the difference between confidentiality and secrecy;
- Being sensitive to the fact that some children are more vulnerable and have special needs;
- Never using physical punishment with children.

*Our Duty to Care: Principles of Good Practice for the Protection of Children and Young People (2002) p.6.*

## **i4Life: Travel Pack –Appendices:**

### **Appendix-02: Definitions and Indicators of Child Abuse**

#### **1. NEGLECT**

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to, and affection from adults and / or medical care. Neglect generally becomes apparent in different ways over a period of time rather than at one specific point.

Harm can be defined as the ill-treatment or impairment of the health or development of a child. Whether it is significant is determined by the child's health and development as compared to that which could reasonably be expected of a child of similar age. The threshold of significant harm is reached when the child's needs are neglected to the extent that his / her well –being and / or development are severely affected.

#### **INDICATORS OF NEGLECT**

- Abandonment or desertion
- Children persistently being left alone without adequate care and supervision
- Malnourishment, lacking food, inappropriate food or erratic feeding
- Lack of warmth
- Lack of adequate clothing
- Inattention to basic hygiene
- Lack of protection and exposure to danger, including moral danger or lack of supervision appropriate to the child's age
- Persistent failure to attend school
- Non-organic failure to thrive i.e. child not gaining weight due not only to malnutrition but also to emotional deprivation
- Failure to provide adequate care for the child's medical and developmental problems
- Exploited, overworked
- Behavioural signs e.g. overactive, aggressive, poor coping skills, impulsive behaviour, indiscriminate friendliness, withdrawn, poor social skills development, bed wetting, soiling or destructive behaviours, substance misuse, running away, sexual promiscuity, self harm, offending behaviours.

Further detail available from: *Children First: National Guidance for the Protection and Welfare of Children*, Department of Children and Youth Affairs 2011 and *Child Protection and Welfare Practice Handbook*, HSE 2011.

#### **2. EMOTIONAL ABUSE**

Emotional abuse is normally to be found in the relationship between a parent / carer and a child rather than in a specific event or pattern of events. It occurs when a child's developmental need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or

symptoms.

Emotional abuse can be manifested in terms of the child's behavioural, cognitive, affective or physical functioning. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent / carer.

#### **INDICATORS OF EMOTIONAL ABUSE**

- Rejection
- Lack of comfort and love
- Lack of attachment
- Lack of proper stimulation e.g. fun and play
- Lack of continuity of care e.g. frequent moves, particularly unplanned
- Continuous lack of praise and encouragement
- Serious over-protectiveness
- Inappropriate non-physical punishment e.g. locking in rooms
- Family conflicts and / or violence
- Every child who is abused sexually, physically or neglected is also emotionally abused
- Inappropriate expectations of a child relative to his / her age and stage of development.

Further detail available from: *Children First: National Guidance for the Protection and Welfare of Children*, Department of Children and Youth Affairs 2011 and *Child Protection and Welfare Practice Handbook*, HSE 2011.

### **3. PHYSICAL ABUSE**

Physical abuse of a child is that which results in actual or potential physical harm from an interaction or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.

#### **INDICATORS OF PHYSICAL ABUSE**

- Bruises
- Fractures
- Swollen joints
- Burns / scalds
- Abrasions / lacerations
- Haemorrhages
- Damage to body organs
- Poisonings – repeated (prescribed drugs, alcohol)
- Failure to thrive
- Coma / unconsciousness
- Death.

Further detail available from: *Children First: National Guidance for the Protection and Welfare of Children*, Department of Children and Youth Affairs 2011 and *Child Protection and Welfare Practice Handbook*, HSE 2011.

#### **4. SEXUAL ABUSE**

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

##### **INDICATORS OF SEXUAL ABUSE**

- Bleeding from the vagina / anus
- Difficulty / pain in passing urine / faeces
- An infection may occur secondary to sexual abuse which may or may not be a definitive sexually transmitted disease. Professionals should be informed if a child has persistent vaginal discharge or warts / rash in the genital area
- Noticeable and uncharacteristic change in behaviour
- Hints about sexual activity
- Age-inappropriate understanding of sexual behaviour
- Inappropriate seductive behaviour
- Sexually aggressive behaviour with others
- Uncharacteristic sexual play with peers / toys
- Unusual reluctance to join in normal activities that involve undressing e.g. games / swimming

Further detail available from: *Children First: National Guidance for the Protection and Welfare of Children*, Department of Children and Youth Affairs 2011 and *Child Protection and Welfare Practice Handbook*, HSE 2011.

## **Guidance Notes**

The Immunisation4Life CHS has a statutory responsibility under the Child Care Act, 1991, to promote the welfare and protection of children in their area of work in Lusaka, Zambia. Immunisation4Life CHS therefore has an obligation to receive information about any child who is not receiving adequate care and/or protection.

This reporting form is for use by:

- Any professional, volunteer involved in services to children, including Immunisation4Life CHS medical team, who becomes aware of a child protection or welfare concern, or to whom a child protection or welfare concern is reported.

Please fill in as much information and detail as is known to you. This will assist the Social Work Department in assessing the level of risk to the child, or the support services required. If the information requested is not known to you, please indicate this by putting a line through the question. It is likely that a social worker will contact you to discuss your report.



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**i4Life: Travel Pack –Appendices:**

**Appendix-03: Incident / Accident Report Form**

Event / where the incident / accident occurred\_\_\_\_\_

Date\_\_\_\_\_

Location\_\_\_\_\_

Brief description of what happened\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Who was involved?\_\_\_\_\_

Name and contact details for any witnesses\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Any injury sustained / damage done to property? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Who dealt with the situation?\_\_\_\_\_

How was it resolved / dealt with?\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Any follow up required?\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



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Additional information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Name (Block letters) \_\_\_\_\_



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### **Appendix-04: Guidelines for Responding to a Disclosure**

- Be as calm and natural as possible;
- Remember that you have been approached because you are trusted and possibly liked. Do not panic;
- Be aware that disclosures can be very difficult for the child; A translator may be required.
- Remember, the child may initially be testing your reactions and may only fully open up over a period of time;
- Listen to what the child has to say. Give them the time and opportunity to tell as much as they are able and wish to;
- Do not pressurise the child. Allow him / her to disclose in their own language and at their own pace;
- Conceal any signs of disgust, anger or disbelief;
- Accept what the child has to say – false disclosures are very rare;
- It is important to differentiate between the person who carried out the abuse and the act of abuse itself. The child quite possibly may love or strongly like the alleged abuser while also disliking what was done to them. It is important therefore to avoid expressing any judgement on, or anger towards, the alleged perpetrator while talking with the child;
- It may be necessary to reassure the child that your feelings towards him / her have not been affected in a negative way as a result of what they have disclosed.





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## **i4Life: Travel Pack –Appendices:**

### **Appendix-05: Protections for Persons Reporting Act, 1998**

**The Protection for Persons Reporting Child Abuse Act, 1998** provides immunity from civil liability to persons who report child abuse “reasonably and in good faith” to the HSE or and Garda Síochána. This means that, even if a reported suspicion of child abuse proves unfounded, a plaintiff who took an action would have to prove that the reporter had not acted reasonably and in good faith in making the report.

Its main provisions are:

1. The provision of immunity from civil liability to any person who reports child abuse “reasonably and in good faith” to designated officers of Health Boards or any member of the Garda Síochána;
2. The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including, dismissal;
3. The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities “knowing that statement to be false”. This is a new criminal offence designed to protect innocent persons from malicious reports.

However, where a person reports abuse or makes a complaint their anonymity cannot be guaranteed and their identity may be revealed as part of investigations and considerations by the HSE, an Garda Síochána and the Courts.



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### **i4Life: Travel Pack –Appendices:**

#### **Appendix-06: Declaration of Suitability to Work with Children**

##### **DECLARATION OF SUITABILITY TO WORK WITH CHILDREN / YOUNG PEOPLE**

I \_\_\_\_\_ hereby declare that there is no reason known to me and there are no convictions, claims or complaints (past or pending) against me relating to children or young people that would deem me to be unsuitable to work with children / young people and carry out my role within Immunisation4Life CHS.

Should any criminal charges be made against me, whilst I am associated with Immunisation4Life CHS, I undertake to immediately inform the Chairperson.

I understand that making a false declaration would be grounds for terminating my voluntary work with Immunisation4Life CHS.

I give permission to Immunisation4Life CHS to vet me with the Garda Central Vetting Unit.

Signed:

Date:



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## **i4Life: Travel Pack –Appendices:**

### **Appendix-07: Volunteer Reference Form (adapted from Our Duty to Care)**

Name of Volunteer: \_\_\_\_\_

has expressed an interest in becoming a volunteer with Immunisation4Life CHS and has given your name as a referee.

- I enclose information on the Immunisation4Life CHS and volunteer job description
- This post involves substantial access to children.
- Do you have any reason at all to be concerned about this volunteer being in contact with children or young people?

Yes  No

If you have answered yes, we will contact you by phone or in writing.

If you are happy to complete this reference, all information other than for reasons of child protection and court order, will remain confidential. Information will only be shared with the applicant's supervisor, should they be offered a volunteer position.

How long have you known this person?

In what capacity?

What attributes do you think that this person has which makes them a suitable volunteer for the post outlined above? Please consider attributes like sense of responsibility, maturity, trustworthiness and reliability in your response.

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

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

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



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**Appendix-08: Comment / Complaint Form**

**YOUR DETAILS**

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

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

You do not have to provide us with your telephone number but it will be easier for us to get in touch if you do.

**NATURE OF YOUR COMMENT / COMPLAINT**

**What is your comment / complaint about?**

\_\_\_\_\_  
\_\_\_\_\_

**When did what you are commenting on / complaining about take place?**

\_\_\_\_\_  
\_\_\_\_\_

**Give details of your comment / complaint**

e.g. Background / what you think Immunisation4Life CHS failed to do or did wrongly / how you suffered as a result

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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