

Child Protection Policy

Momentum Marketing Services

Momentum Marketing Services is committed to ensuring the safety and wellbeing of all children and young people who participate in our activities, services, and platforms. This policy has been developed in accordance with the Keeping Children Safe Child Safeguarding Standards as outlined in the report "Child safeguarding standards and how to implement them" by the European Commission. Our policy follows the four key areas of child safeguarding: policy, people, procedures, and accountability, to ensure a comprehensive and effective approach to child protection.

The purpose of this policy is to:

- Ensure the safety and wellbeing of children and young people in our care.
- Provide guidance to staff, contractors, and volunteers on recognising and responding to child protection concerns.
- Outline procedures for reporting and responding to child protection concerns.

This policy is informed by the following legislation and guidelines:

- Children First Act 2015 (Ireland)
- National Guidance for the Protection and Welfare of Children (2017)
- UN Convention on the Rights of the Child
- General Data Protection Regulation (GDPR)
- European Commission Child Safeguarding Standards (2022)

This policy applies to all employees, contractors, volunteers, and any individual working on behalf of Momentum Marketing Services.

Definitions:

- **Child:** Any person under the age of 18 years.
- **Child Protection:** The process of protecting individual children identified as either suffering, or at risk of suffering, significant harm as a result of abuse or neglect.
- **Abuse:** Can be physical, emotional, sexual, or due to neglect.
- **Mandated Person:** A person legally required under the Children First Act to report child protection concerns.

Policy Statement

Momentum is committed to

- **Providing a safe and nurturing environment for all children and young people.** We ensure that our programs and activities create a positive and supportive atmosphere where children feel valued, respected, and protected. All our facilities and online platforms are designed to be safe spaces free from any form of abuse or neglect.
- **Taking all necessary steps to protect children from harm.** We have robust systems in place to prevent, identify, and respond to any potential risks to children. This includes comprehensive background checks for all staff, regular safety audits of our facilities, and stringent online safety measures. We also engage with children and young people to empower them to recognise and report any concerns they may have.
- **Ensuring that all staff are aware of their responsibilities in relation to child protection.** We provide ongoing training and development opportunities to ensure that all staff, contractors, and volunteers understand their roles and responsibilities regarding child protection and are fully aware of their responsibilities in recognising, responding to, and reporting concerns.. This includes recognising signs of abuse, understanding the legal and organisational procedures for reporting concerns, and promoting a culture of vigilance and accountability. We foster a culture of openness, accountability, and vigilance.

Responsibilities

- **Management:** Management is responsible for the implementation and regular review of this policy. This involves ensuring that all procedures and guidelines are up-to-date, effective, and aligned with current legislation and best practices. Management must also ensure that sufficient resources are allocated for the training and development of staff and that there are clear reporting lines and accountability structures in place. Regular audits and assessments should be conducted to identify any gaps or areas for improvement in the child protection framework.
- **Staff and Volunteers:** All staff and volunteers must adhere to this policy and actively participate in training and development opportunities related to child protection. This includes attending mandatory training sessions, including the Children First e-learning programme, staying informed about updates and changes to the policy, and applying the principles of child protection in their daily interactions with children and young people. In terms of maintaining professional boundaries and protection of children's rights, staff and volunteers will also be vigilant and proactive in identifying potential risks or concerns and reporting them according to the established procedures.
- **Designated Liaison Person (DLP):** The DLP acts as the first point of contact for safeguarding concerns within the organisation. This role involves receiving reports of child protection concerns, documenting them accurately, and taking appropriate action, which may include reporting to the relevant authorities ((e.g. referral to Tusla or An Garda Síochána). The DLP must maintain confidentiality as far as possible while ensuring that the welfare of the child is the priority. The DLP also plays a key role in supporting and advising staff on child protection matters and ensuring that all concerns are handled promptly and effectively.

DLP Contact:

Name: Grace Roche

Phone: 086 828 1355

Email: grace@momentumconsulting.ie

Code of Conduct

All staff, contractors, and volunteers are expected to:

- **Treat all children with respect and dignity.** All interactions with children should be conducted in a manner that respects their rights, privacy, and dignity. Staff, contractors, and volunteers should listen to children, value their perspectives, and respond to their needs in a caring and compassionate way.
- **Ensure that interactions with children are appropriate and professional.** Maintain professional boundaries at all times and avoid any behaviour that could be misinterpreted as inappropriate. This includes being mindful of physical contact, language, and the sharing of personal information.
- **Avoid situations where they are alone with a child unless necessary and appropriate.** Whenever possible, avoid one-on-one situations with children. If one-on-one interaction is necessary, ensure it is conducted in an open and visible environment where others are present or can observe.
- **Report any concerns or suspicions of abuse immediately.** Any concerns or suspicions of abuse, neglect, or any other child protection issues must be reported to the Designated Liaison Person (DLP) without delay. This ensures that appropriate actions can be taken to protect the child and address the concern according to established procedures.

Procedures for Reporting Concerns

- **Step 1: Immediate Reporting.** Any concerns regarding the safety or wellbeing of a child should be reported immediately to the Designated Liaison Person (DLP). This prompt reporting is crucial to ensure timely and effective intervention.
- **Step 2: Documentation.** The DLP will document the concern in detail, including the nature of the concern, any observations, and actions taken.
- **Step 3: Action.** Appropriate action may include reporting the concern to the relevant authorities such as the Child and Family Agency (Tusla) or the Gardaí (Irish police). This step ensures that concerns are addressed by the appropriate child protection services.
- **Step 4: Feedback and Support.** The DLP may provide feedback to the reporter. Support is offered to staff and children as needed.

Confidentiality and Data Protection

- Confidentiality will be maintained as far as possible to protect the privacy of all parties involved. However, the welfare of the child will always take precedence over confidentiality. Information will be shared only with those who need to know in order to protect the child, ensuring that the child's safety and wellbeing are prioritised.
- All records relating to child protection concerns will be kept securely and confidentially.
- Records will be maintained in accordance with GDPR requirements

Training

All staff, contractors, and volunteers will receive training on:

- The Children First e-Learning Programme (<https://www.tusla.ie/children-first/children-first-e-learning-programme/>)
- Recognising signs of abuse and neglect.
- Understanding the procedures for reporting concerns.
- Their responsibilities under this policy and relevant legislation.
- Annual refresher sessions

Whistleblowing and Protection

Momentum encourages staff and volunteers to speak up about concerns. We ensure:

- Those who report concerns in good faith will be supported and protected.
- No adverse action will be taken against anyone raising a legitimate concern.

Record Keeping

- All reports, concerns, and follow-up actions are recorded securely.
- Access is restricted to the DLP and relevant authorised personnel only.
- Records are stored in line with GDPR requirements.

Child Safeguarding Statement

In accordance with Section 11 of the Children First Act, a **Child Safeguarding Statement** has been developed and is publicly available. It includes a risk assessment and outlines measures to mitigate potential harm to children using our services

Review and Approval

This policy is reviewed **every two years**, or sooner if there are significant changes in law or practice. Feedback from staff and stakeholders is considered in each review.

- **Approved on:** 05 June 2024
- **Next Review:** 05 June 2026

Signed:



Orla Casey
Managing Director
Momentum Marketing Services

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