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A Thank You from the Board

Dear Volunteer,

We are very pleased to welcome you to A.S.S.C (Accompaniment Support Service for Children).

Choosing to volunteer with A.S.S.C. will provide a vital and much needed support to the children and their families while they are negotiating through the different divisions of the Justice System.

We anticipate that your skills and experience will be of huge asset, and we look forward to working with you.

Section 1 – Overview of A.S.S.C.

A.S.S.C (Accompaniment Support Service for Children) was set up in 2020 to address the needs of young people as they negotiate their way through the Criminal Justice System. Our service provides accompaniment and advocacy for young people and their families at different stages through the justice system.

We are a charity that aims to ensure that all children who need our support receive it, in a timely and appropriate manner irrespective of their means.

Aims:

A.S.S.C. works with medical doctors, nurses, Tusla, An Garda Síochána, State Solicitors, D.P.P. (Director of Public Prosecutions), Barristers and professional from relevant supportive agencies. This multi-disciplinary and holistic approach allows positive changes in supporting the child/ren and their families, moving through different stages of the Criminal Justice System.

A.S.S.C.'s Objectives:

- To work in partnership with multi-disciplinary teams during a child's time within the Criminal Justice System.
- To provide a range of psychological, accompaniment support services to young people and families, adhering to the guidelines of Children's first Act, 2015.
- To ensure that volunteers and staff receive specialised and sufficient training, supervision, and support to enable them to provide quality services to young people and their families.

Vision and Missions:

The vision and mission of A.S.S.C is to provide all children/young people and families with accompaniment and support during their time within the Criminal Justice System. A.S.S.C provides advocacy and a voice for the rights and experiences of young people and their families, through the criminal justice system.

A.S.S.C. Service Provision:

A.S.S.C. core services are: Forensic Accompaniment & Court Accompaniment Support services.

Forensic Accompaniment:

A.S.S.C provides forensic accompaniment support to children and their families who attend for a forensic medical exam to the Willow Centre, Galway which is co-located with the Barnahus 'Childhouse', and to the Sexual Assault Treatment Unit (SATU) in the Rotunda Hospital, Dublin. The children/young people attend these units, due to a concern or a disclosure of child sexual abuse.

A.S.S.C's highly trained volunteers accompany children and their families/guardians, as a child/ren undergoes a forensic medical exam. The volunteer will offer emotional and practical support to the families while their child/ren are examined. This can be a difficult and often traumatic time for the whole family involved. The psychological support provided, can reduce the stress and trauma experienced.

In addition, A.S.S.C volunteers will also support and assist in coordinating A.S.S.C's Telephone Support, with the family's consent. This post-forensic medical support and phone service is provided by A.S.S.C.'s staff and/or more experienced volunteers. It is available to any adult/guardian involved in supporting a child through the forensic process. Phone support is a service that families can avail of, free of charge, that provides a client led empathic, supportive space. The phone support helps families from feeling isolated and allows a space for a parent/guardian to explore any common concerns or questions and provide a holding space, until the family is referred to the Barnahus therapeutic support services, or to other relevant long term therapeutic supports.

Court Accompaniment:

A.S.S.C provides court accompaniment support to any child/ren who are a witness in any criminal trial. At present, our accompaniment service is provided in the Dublin region.

A.S.S.C.'s highly trained volunteers accompany children and their families/guardians as the child/ren go through trial proceedings. The volunteer will offer emotional and

practical support to the child and family throughout the trial. This can be a difficult and often traumatic time for the whole family involved.

Currently the court system is designed and set up for adults, and the professionals involved are used to dealing with adult witnesses. In addition, the EU directive and Victims of Crime Act, the courts are making changes for child witnesses, however, it is still an alienating experience, and the court process can be a frightening, alienating and traumatic experience for the child. The psychological support provided, can reduce the stress and trauma experienced.

In addition, the accompaniment support is provided at three different stages of the criminal trial, pre-trial support, support during the trial and post-trial support.

Section 2 – A.S.S.C Process of Becoming a Volunteer

What Defines a Volunteer:

“Volunteering is the commitment of time and energy, for the benefit of society, local communities, and individuals outside the immediate family, the environment or other causes. Voluntary activities are undertaken of a person’s own free will, without payment.”

The White Paper Supporting Voluntary Activity (2000)

A.S.S.C. Volunteer Recruitment & Selection Process:



Open Night:

The Open Night is the first step in our volunteer recruitment drive. Members of A.S.S.C and forensic units from the relevant area, will present a background and overview of the services involved. It further provides the interested candidates with an overall insight into the process of becoming a forensic/court accompaniment officer, from training to attending the unit and offering the candidates an opportunity to clarify any questions. A schedule of the interview dates will be provided and training dates.

Application Process:

We invite those interested to complete and return an A.S.S.C. volunteer application form and interview dates are arranged.

Interview:

Interviews dates are confirmed with candidates. The candidate is informed by email of the interview outcome. If the candidate is successful, their next process is an

extensive training program. We do not award the position to an applicant until full completion of the training and a discussion of their progress in the closing/reflective interview.

Training Course:

Our training process for Galway Forensic accompaniment applicants, is completed over two weekends, a total of 8 modules.

Our training process for Dublin Forensic & Court accompaniment applicants, is completed over three weekends, a total of 12 modules. All Dublin candidates have to complete both forensic and court accompaniment training, to provide a more comprehensive insight into the accompaniment roles.

A.S.S.C. recognises the importance of ensuring that volunteers are trained and skilled to effectively carry out their role. Therefore, all volunteers are required to successfully complete the full modules, prior to commencing their work.

Closing Interview:

After the completion of the training weekends, each candidate has a closing/reflective interview. This gives a space for A.S.S.C. trainers and the candidate to reflect on positive aspects of their training and skills and, any concerns, questions or dynamics regarding the role that may have been raised at the training. If the candidates are deemed successful, they will then sign all A.S.S.C. volunteer consent forms.

Sign Volunteer Agreement:

On the closing interview all volunteers must sign several A.S.S.C. documents, agreeing to comply with A.S.S.C. policies on Child Protection, Data Protection, Confidentiality, Supervision, and ongoing training. (See appendix A. B. C. D.E.F.G.).

Photo is also required for I.D badges, which will be taken on the day of closing interview

Section 3 – Being an A.S.S.C. Volunteer

Galway Volunteer Forensic Accompaniment Officer - Job Description:

Job Purpose:

The post holder will provide on call, psychological support to children/young people (0-14yrs) and their families, who attends the Willow Centre, Galway for a medical forensic examination.

Main Duties & Responsibilities:

- All volunteers will be expected to undertake on call support and be available to attend the Unit within the determined time of the family's appointment.
- To engage with children, young people and their families/guardians considering their needs, background, rights, and current circumstances.
- To contribute to the support worker on call rota, providing initial support through the examination process.
- To participate in Child Protection case conference review when required.
- To participate in regular supervision.
- To participate in and promote the development of the service according to policies, protocols and guidelines as stated by the Management.
- To work as part of a team of counsellors, crisis workers, support workers and forensic examiners including physicians, paediatricians, and forensic nurses in the delivery of high standards of service.

- To liaise with the multidisciplinary team in the provision of support services.
- To follow Child Protection Policies and Procedures.
- This role requires the post holder to work in partnership with criminal justice agencies, children and families, forensic examiners (physicians, paediatricians, and forensic nurses) and designated liaison persons and requires highly developed communication and mediation skills.
- The post holder will be required to provide support and communication to children and families/guardians. To prioritize, assess, plan, evaluate and deliver all relevant aspects of care to an agreed and expected high standard, work closely with the multidisciplinary teams, and contribute to the clinical governance process.

Galway Volunteer Forensic Accompaniment Onsite Process:

The Galway CASATS/ SATU is contacted and arranges an appointment for a child to attend the Willow Centre for a forensic medical examination. The SATU manager, Forensic Clinical Nurse Specialist or Nursing Administration will contact the A.S.S.C. Accompaniment Officer, who is rostered.

The Accompaniment Officer will inform A.S.S.C. via the WhatsApp volunteer group, only informing the group that they have been called into the unit, not disclosing any identifying information. This allows for the A.S.S.C. support worker and volunteer to arrange an appropriate time for an accompaniment debriefing after the accompaniment is over. The volunteer then makes their way to the Willow Centre where they will liaise with the on- site Forensic Examiner who will introduce them, when appropriate to the child and family. Support is client lead, with a case-by-case approach. Support can range from, playing with the child/ren to distract them, giving the parent(s)/Guardians some space and allowing the parent(s)/guardian to complete a medical history report with the Forensic Examiner. Support can be as simple as making the family tea or coffee or providing a listening space and information. The accompaniment officer can offer valuable information to a family regarding post

examination services available to them. The volunteer's presence and support are guided by the forensic team of Nurses and Doctors. Overall, the Forensic Accompaniment volunteer is trained to recognize the needs of the family and meet these needs as they present. Sometimes it requires the skills and awareness of a volunteer to recognize the need to be less present in the room and give the child/young person and the family space.

Furthermore, A.S.S.C volunteers also support and assist in the referral of the family to A.S.S.C.'s Aftercare Support, phone services if they wish.

When the family leaves the unit, the Accompaniment Officer is then finished their shift and has no further contact with the family they have accompanied. In some cases, the child's sibling(s) may also be scheduled for a forensic medical examination and the nurse/doctor may ask the same the volunteer for their availability to allow continuity for the family.

The Accompaniment Officer is then debriefed by the A.S.S.C. care worker. Best practice is to hold a debrief call within one to two days after the accompaniment, unless there was a difficult case, or a child protection situation that requires immediate attention. The accompaniment officer also receives fortnightly Supervision, which is mandatory and continuous attendance is compulsory.

Recruitment Process:

Please note that attendance to all training weekends modules is mandatory. Candidates will be informed if they are successful in their application after the training and during the closing/reflective interview. The training is part of the recruitment process.

Time Commitment:

The Galway unit is a 24-hour service, 365 days a year

Shifts are as follows: **AM** – 8am - 4pm

PM – 4pm - 8am

Dublin Volunteer Forensic Accompaniment Officer - Job Description:

Job Purpose:

The post holder will provide on call, psychological support to young people (14 – 15 years) and their families, who attends the SATU (Sexual Assault Treatment Unit) Rotunda Hospital, Dublin for a forensic medical examination.

Main Duties & Responsibilities:

- All volunteers will be expected to undertake on call support and be available to attend the Unit within the determined time of the family's appointment.
- To engage with children, young people and their families/guardians considering their needs, background, rights and current circumstances.
- To contribute to the support worker on call rota, providing initial support through the examination process.
- To participate in Child Protection case conference review when required.
- To participate in regular supervision.
- To participate in and promote the development of the service according to policies, protocols and guidelines as stated by the Management.
- To work as part of a team of Forensic Examiners, (Rotunda don't have Paediatricians but do have a mix of doctors and nurses as Forensic examiners), and other support workers in the delivery of high standards of service.
- To liaise with the multidisciplinary team in the provision of support services.

- To follow Child Protection Policies and Procedures.
- This role requires the post holder to work in partnership with criminal justice agencies; children and families, forensic examiners, and designated liaison persons and requires highly developed communication and mediation skills.
- The post holder will be required to provide support and communication to children and families/guardians. To prioritize, assess, plan, evaluate and deliver all relevant aspects of care to an agreed and expected high standard, work closely with multidisciplinary teams, and contribute to the clinical governance process.

Dublin Volunteer Forensic Accompaniment Onsite Process:

SATU is contacted and arranges an appointment for a young person to attend the unit for a forensic medical examination. The forensic nurse on call will contact the Dublin Accompaniment Officer, who is rostered.

The Accompaniment Officer will inform A.S.S.C. via the WhatsApp volunteer group, only informing the group that they have been called into the unit, not disclosing any identifying information. This allows for the A.S.S.C. support worker and volunteer to arrange an appropriate time for an accompaniment debriefing.

The volunteer then makes their way to the unit and will be introduced by the SATU team to the child and family as a support person. This support is client lead, on a case-by-case approach, to support and be present for the young person and their parents/guardians. Support can be as simple as making the family tea or coffee or providing a listening space and being present for a family member(s) who are experiencing trauma and may need to offload. Also, the accompaniment officer can offer information to the family on post examination services available to them. The volunteer's presence and support are also guided by the team i.e., Forensic Nurses and doctors. Overall, the Forensic Accompaniment volunteer is trained to recognize the needs of the family and meet these needs as they present. Sometimes that need may be that the volunteer becomes less present in the room, giving the family and

child space. A.S.S.C volunteers also support and assist in referring the family to A.S.S.C's Aftercare Support phone services.

When the family leaves the unit, the Accompaniment Officer is then finished their shift and has no further contact with the family they have accompanied.

The Accompaniment Officer is then debriefed by the A.S.S.C. care worker. Best practice is to hold a debrief call within one to two days after the accompaniment, unless there was a difficult case or a child protection situation that requires immediate attention. The accompaniment officer also receives fortnightly Supervision, which is mandatory and continuous attendance is compulsory.

(Please refer to pg. 36 of A.S.S.C.'s COVID Health & Safety Guidelines)

Recruitment Process:

Please note that attendance to all training weekends modules is mandatory.

Candidates will be informed if they are successful in their application after the training and during the closing/reflective interview. The training is part of the recruitment process.

Time Commitment:

Dublin SATU is a 24-hour service, 365 days a year

Shifts are as follows: **AM** shift: 7am - 7pm

PM shift: 7pm - 7am

Successful candidates will be asked to offer a minimum of 6 shifts a month. This means that you are on call for that time, however you will only be called into the unit if there is a child/ren scheduled for a forensic exam. Candidates will be given a 3-month blank rota, whereby you will choose which shifts you would like to be on call for. Furthermore, it is very unlikely a volunteer would be called in for all their allocated shifts.

If you become aware you will be unavailable for your shift, it is important that you inform your line manager soon as possible. A volunteer can also check with their volunteer group if someone is available to cover their shift.

Dublin Volunteer Court Accompaniment Officer – Job Description:

Job Purpose:

The post holder will provide psychological and practical support to any child/young people (018yrs) and to their families, who are a witness in any criminal trial.

Main Duties & Responsibilities:

- All volunteers will be expected to undertake psychological onsite support and be available to attend the relevant criminal court trials within the determined time of the child/family's trial date.
- To engage with children, young people and their families/guardian considering their needs, background, rights and current circumstances.
- To contribute to the support worker on call rota, providing initial support through the trial process, from pre-trial support, during the trial and or post-trial support, including sentencings.
- To participate in Child Protection case conference review when required. To participate in regular supervision.
- To participate in and promote the development of the service according to policies, protocols and guidelines as stated by the Management.
- To work as part of a multi-disciplinary team, including State Solicitor's, Department of Public Prosecutions (DPP), Barristers, Social Workers, intermediary services and any other support workers aligned with the case and to deliver the highest standards of service.
- To liaise with the multidisciplinary team in the provision of support services.

- To follow Child Protection policies and procedures.
- This role requires the post holder to work in partnership with criminal justice agencies; children and families, legal teams, and designated Child Protection Liaison persons and requires highly developed communication and mediation skills.
- The post holder will be required to provide support and communication to children and families/guardians. To prioritize, assess, plan, evaluate and deliver all relevant aspects of care to an agreed and expected high standard, work closely with the multidisciplinary team, and contribute to the clinical governance process.

Dublin Volunteer Court Accompaniment Onsite Process:

A.S.S.C. Court Accompaniment officers will attend the court on their allocated shift from the pre-existing rota. When the volunteer arrives at the court, they will make their way to reception, and receive their victim room pass card. When the Volunteer arrives in the Victim support area, they will meet an A.S.S.C. line manager and will be guided through the case load. The volunteer will be allocated a family, which will be discussed prior to the volunteers shift. The family will be booked into one of the private waiting rooms, as child witnesses are prioritized. The volunteer will make their introductions to the family and will support the child and family throughout their shift.

This support is client lead, on a case-by-case approach, to support and be present for the young person and their parents/guardians. Support can be as simple as making the family tea or coffee or providing a listening space and being present for a family member(s) who are experiencing trauma and may need to offload. Accompaniment support can also include playing or chatting to the child/young person to give parents some space or, to allow the parents/guardian to speak with the legal team. Also, the court accompaniment officer can offer information to the family ranging from an

explanation of legal terms, to updating them on case progress, explaining how the video link room operates or liaising between the Gardai, solicitors or barristers. The volunteer's presence and support can also be guided by the legal team.

Overall, the Court Accompaniment volunteer is trained to recognize the needs of the family and meet these needs as it presents itself. Sometimes support may be that the volunteer becomes less present in the room, giving the family and child space.

The Court Accompaniment supports - 3 primary platforms:

- **Pre-trial support** – involves contacting the family and ascertaining what supports they have already and what they may need. The Pre-trial Support usually involves a visit to the courthouse, visiting a court room. This pre-trial meeting also involves a visit to the video link room (if required). The video link room is where the child will give testimony (give his/her story). This pre-trial support process can be very empowering for the child and family. Providing an opportunity to familiarize themselves with the building and process of the trial. It further demonstrates the reassurance of facilities like the victim support area, allowing less contact and view of the accused. It also offers a space for the child and family to ask any questions that they have before the trial.
- **Support during the trial** – this is support provide during the trial. When a trial is first heard, there may be legal arguments to be discussed in the court room, without the witnesses or family being present. This in turn can cause a delay at the beginning of the trial. When a trial begins, a jury is sworn in. Overall, a trial can take up to 5/7 days. The volunteer will support the child and family on their allocated shift. If a volunteer finds themselves available for extra shifts that week, the volunteer can be allocated to that specific family, to allow continuity for all.
- **Post-trial support** – If there is a guilty verdict, A.S.S.C. can provide accompaniment support at sentencing. Again, this can be a very emotional time for all involved, including other professionals who have been involved in the case over many years.

Recruitment Process:

Please note that attendance to all training modules are mandatory.

Candidates will be informed if they are successful in their application after the training and during the closing/reflective interview. The training is part of the recruitment process.

Time Commitment

The Court hours are from Monday-Friday - 10am – 5pm (The courts are closed over different periods of the year and volunteers are not rostered for these dates).

Mondays demand more cover.

Court volunteer shifts are divided as follows: All day shift: 10am – 5pm

AM shift: 10am-1.30pm

PM shift: 1:30pm – 5pm

Successful candidates will be asked to offer a minimum of 6 shifts a month. This means that the volunteer is available to be onsite in the CCJ (Criminal Courts of Justice) for their allocated shifts. Candidates will be given a 3-month blank rota whereby they choose which shifts they are available for.

If unavailable for a shift, it is important that the volunteer informs the line manager as soon as possible. A volunteer can also check with their group if someone else is available to cover their shift.

Volunteer Screening Procedures:

Reference checks:

All successful applicants must provide details of two responsible adults to act as their referees. References should not be provided by friends or family. Where possible, we look for references from a current/most recent employer, academic institution, or

volunteering organisation. A.S.S.C. take references of those successful at closing interview.

Garda Vetting:

All volunteers who work with young people or vulnerable adults will be subject to Garda Vetting through the National Vetting Bureau before they begin accompaniment. A.S.S.C. will administer this process.

Where a Volunteer has lived abroad for more than six months since the age of sixteen, they will be subject to overseas vetting. While A.S.S.C. will offer support and guidance for overseas vetting, it is the responsibility of the applicant to manage and complete this process.

Failure to declare any pending charges, charges or convictions will result in disengagement. Additionally, 'soft information' and some spent convictions must also be declared, as these may be disclosed to A.S.S.C. by the National Vetting Bureau.

If any applicant wishes to dispute the detail in the vetting disclosure, they should write to A.S.S.C.'s Liaison Person with a summary of the basis for their dispute. The Liaison Person will then send the complete application file to the National Vetting Bureau to be re-checked. (Refer to ASSC website)

Re-vetting:

A.S.S.C. operates a three-year re-vetting policy and reserves the right to re-vet volunteers who have been on a break for more than 6 months. We also operate spot checks and volunteers may be re-vetted at any time.

Disclosure of Behaviours while Volunteering:

Volunteers undertake to act in a law-abiding manner and to be a positive support to the child and their families with whom they come into contact with.

(Please refer to pg. 34, A.S.S.C.'s "Criminal Charges and Convictions" section for further information)

Volunteer Recognition:

A.S.S.C. acknowledges and values the contribution that our volunteers make. We attempt to show our gratitude by a series of social events, award applications, free training, and ongoing support throughout the year.

It is A.S.S.C.'s professional approach and attitude to continuously demonstrate and recognise that our volunteers are made aware of the significance of their role within the organisation and that they feel valued and appreciated for the work they do, at all times.

On-going Training:

A.S.S.C recognises that ongoing training is an important aspect of the personal and professional development of all volunteers. Several relevant training opportunities are offered to volunteers throughout the year. This is to maintain and upskill their knowledge regarding issues and topics relevant to the role and provide a space for reflective learning and personal development. Volunteers will have an opportunity to suggest relevant training that is of interest to them, and all volunteers are expected to attend at least two training sessions per year. These sessions usually take place during an evening or at the weekends. Training calendar modules are generally organised at the beginning of the year and emailed to all, to give plenty of notice. This calendar will also include group supervision dates.

Date Protection Policy Regarding Volunteers:

A volunteer is not allowed to keep case notes about their clients. This includes notes or telephone numbers secured on their person, in their car, in their home or at any other venue.

The uploading of the accompaniment online report is covered in the training modules. After training, if there are further questions or confusion about IT the supervisor will always be able to guide the volunteer. The inputting of information regarding an accompaniment, is uploaded onto a security layered software, Salesforce App. This information is for statistical purposes only and no identifying information will be included (Refer to training power points for step-by-step instructions).

Freedom of Information Act 1997, 2003 and 2018:

Where A.S.S.C. obtains a volunteer's personal information, we will not use the data for any purpose other than the reason for which it is obtained. All A.S.S.C. volunteers have a right to access to their personnel files.

A.S.S.C. has in place a Data Protection Policy, a copy of which is available to all volunteers and service users. (Refer to A.S.S.C. website)

Out of Pocket Expenses:

Currently A.S.S.C. has not yet secured funding for reimbursement of volunteers for travel etc. However, if a volunteer finds themselves out of pocket while in the role as an A.S.S.C. volunteer, the volunteer will inform their supervisor and once a decision is made, the volunteer will complete an expense form and forward to the line manager, and the volunteer will be fully reimbursed.

Volunteers Moving Between Roles:

At the discretion of the executive team, volunteers may move from one accompaniment service to another. Where this happens, volunteers must complete any necessary training for the new service they are entering.

Volunteers in non-accompaniment roles may apply for a volunteer position but will be required to go through the full recruitment and selection procedure. An executive decision may believe a volunteer administrator's duties gave them access to other volunteer's details or case files making a move to another role inappropriate. This will be a case-by-case decision.

Taking a Break from Volunteering:

A.S.S.C. understands that for personal or work-related reasons some volunteers may need to take time off. To facilitate this A.S.S.C may offer the volunteer the option of taking a break from volunteering for a defined period of time.

A.S.S.C line manager will contact the volunteer after the agreed time. Where there is no response, the volunteer will be presumed to have left A.S.S.C. volunteer role

Volunteers who take a break for longer than 6 months will be re-vetted, this is compulsory for volunteers who have taken a break for a year, but A.S.S.C feels best

practice is to hold a 6-month time limit, rather than 1 year for all our volunteers who have broken their service agreement. Volunteers must meet with their supervisor after a break for a re-induction session.

Exiting A.S.S.C:

A.S.S.C requires a minimum volunteer commitment of one year. It is the responsibility of the Volunteer to notify their line manager as soon as possible if they intend to leave. A.S.S.C requires, when possible, to have some notification of the volunteer's plan to exit. This is to allow for support to be put in place for the volunteer and to facilitate an amicable and constructive end to the relationship. Volunteers should aim to allow time to have a final group supervision with their colleagues.

On leaving A.S.S.C. the volunteer will be forwarded an exit questionnaire. This gives the volunteer an opportunity to provide feedback about their experience, that will ultimately allow A.S.S.C to review, develop and improve volunteering experiences.

The Confidentiality Agreement form that is signed at the beginning of the volunteer acceptance interview, does not cease on exiting the project.

Debrief Support Calls:

All volunteer accompaniment officers will receive adequate training in the process of an accompaniment meeting and the protocols involved before and after the accompaniment. One of the mandatory processes after an accompaniment, is to have a debrief support call by their supervisor. It is not always possible to have a debrief call directly after the accompaniment, but a call will be carried out as soon as possible, no later than one to two days from the accompaniment. If something has occurred that needs immediate discussion and debriefing the volunteer will text/email the line manager, to arrange a call as soon as possible.

Group Supervision:

Group Supervision is provided to all volunteers. Attendance at group supervision is mandatory. All volunteer is strongly encouraged to attend group supervision, even if they haven't attended the sexual assault unit/court for an accompaniment. All

volunteers can provide support, advice and reassurance to their group. In addition, those volunteers who may not yet have attended the unit, can benefit from listening to the experiences of the more experienced volunteers. Group supervision provides an opportunity for learning and may enhance a volunteer's own experience when they are called for an accompaniment. A supervision consent form is signed by all volunteers, which lays out specific compliance to supervision attendance. A full comprehensive outline of A.S.S.C. Supervision Policy Document can be found on the link below. (Refer to A.S.S.C. website).

Case Paperwork:

Galway Forensic Accompaniment Paperwork:

There is an A.S.S.C. Accompaniment Aftercare support form in the unit. The nurse or unit manager will have a copy. This form is only required and completed if a family consents to A.S.S.C. Aftercare support service. The parent/guardian's details are taken i.e. name, contact details and preferred times to call.

You do not take the form or any information with you from the unit. The form is returned to the doctor, nurse or manager on duty. The Volunteer informs the A.S.S.C. supervisor during debrief, if the family is seeking Aftercare support, or not. The A.S.S.C. aftercare support worker will phone the unit and retrieve the parent/guardian's contact details if aftercare support is sought.

There will also be A.S.S.C. leaflets available in the unit for the family, which provides more information on our services, including the Aftercare support and A.S.S.C. contact details.

A record of the accompaniment will be inputted online by the A.S.S.C. volunteer, into A.S.S.C.'s server, via Salesforce. This is inputted as soon as possible after each accompaniment, once the accompaniment meeting is over. Each volunteer will have their own unique password and will be able to log on via an App or their laptop. The information uploaded to the system is a series of generic questions, which has no identifying information and collates statistical information and themes that can arise during the accompaniment.

Dublin Forensic Accompaniment Paperwork:

There is no paperwork to be complete in SATU. Unlike the Galway unit, paperwork for Aftercare is not required, as due to Rotunda Hospitals confidentiality policy, A.S.S.C does not contact the family, it is up to the family to make the first contact.

Volunteers can inform the family of A.S.S.C. Aftercare support services, if, and when, deemed appropriate.

There will also be A.S.S.C. leaflets available in the unit for the family, which provide more information on our services, including the Aftercare support and A.S.S.C. contact details.

The volunteer can inform the Aftercare support worker during the debrief if the family intend to be in contact with the Aftercare service.

A record of the accompaniment will be inputted online by the A.S.S.C. volunteer, into A.S.S.C.'s server, via Salesforce. This is inputted as soon as possible after each accompaniment, once the accompaniment meeting is over. Each volunteer will have their own unique password and will be able to log on via an App or their laptop. The information uploaded to the system is a series of generic question, which has no identifying information and collates statistical information and themes that can arise during the accompaniment.

Dublin Court Accompaniment Paperwork:

There is no paperwork involved for Court Accompaniment support meetings. Volunteers will keep a record of their accompaniment meetings and calls by logging into A.S.S.C.'s server, Salesforce. This is completed as soon as possible after each accompaniment. Each volunteer will have their own unique password and will be able to log on via an App or their laptop. The information uploaded to the system is a series of generic question, which has no identifying information and collates statistical information and themes that can arise during the accompaniment.

SECTION 4 – A.S.S.C. Volunteering Guidelines

Volunteer Code of Practice:

The A.S.S.C code of practice has been put in place as a general code of practice which should be used as a guide when working with A.S.S.C. and all related persons and agencies.

Commitment:

A.S.S.C. is asking for a 1-year commitment as a Volunteer and up to 6 shifts a month. Each am or pm shift will consist of 4 hours. Alternatively, a full day in court would constitute 2 shifts.

In addition, the volunteer will be asked to attend group supervision every 2 weeks, and throughout the year. A.S.S.C. provides their volunteers with ongoing training.

It is important that a candidate volunteer thinks seriously about this commitment before beginning work with A.S.S.C. If there is any problem with this, a volunteer should please discuss it with the line manager.

A.S.S.C. recognises that circumstances can arise out of a volunteer's control which may necessitate leaving the project early. A.S.S.C. will always attempt to accommodate volunteers in the best interest for all involved.

Reliability & Punctuality:

- It is vital to turn up on your shift on time. For the Forensic and Court Accompaniment volunteers, it is important to be punctual, so you are prepared before the family arrives.
- For the Forensic Accompaniment volunteers, as you are on call, it is vital you have continued access to your mobile, on your rostered days, just in case you receive a call into the unit.

- We ask all the volunteers to be mindful of the shifts they are rostered for. It can help if you write your shifts down somewhere, visible to you, and at the start of your week, familiarise yourself with them.
- Turning up late can cause inconvenience to the child/young or family, and to other professionals who are depending on your arrival.
- If you are going to be delayed, or if you need to cancel an appointment please try to give as much notice as possible to your line manager.

Approach:

A.S.S.C. operates a non-judgemental, non-biased service and it is crucial that all volunteers adhere to this practice. Volunteers should always attempt to treat people with dignity and respect irrespective of their gender, sexual orientation, values, religion, age, disability, or ethnic background.

Child Centered Practice:

A.S.S.C. is a child-centred service. This means that the child/young person is central to the accompaniment support service. The child's needs determine the focus and support provided during the accompaniment. Much of the time supporting the child/young person, involves supporting the parents/guardians who arrive with the child/ren. In keeping with this, volunteers should not overly disclose personal information that may shift the focus away from the young person or their family.

Limitations of the Accompaniment Role and Maintaining Boundaries:

The volunteer accompaniment role is defined by the Forensic/ Court accompaniment role descriptions (pages 14,17 & 19). Each volunteer will receive a copy during the initial stages of the application process. This role description clearly outlines the duties and tasks of the accompaniment officer. You should not undertake anything above and beyond the tasks detailed, even if asked to do so by a child/young person or parent/guardian, without prior discussion with your line manager.

Volunteers should be constantly aware of their own strengths and limitations and should not offer advice or information they are not qualified to pass on. Limitations and boundaries are covered through A.S.S.C's training modules.

Support and Supervision:

You will be required to attend and engage in group supervision every 2 weeks. However, if you require additional support or supervision, please do not hesitate to contact your line manager and this can be discussed.

It is the volunteer's responsibility to respond in a timely manner to queries from their line manager, in order that both A.S.S.C. and other partner agencies can manage the case effectively.

It is a cause for concern where the volunteer fails to respond or provide updates on their accompaniment meetings.

Where there is a concern regarding child protection, you must immediately make the Professionals in SATU or Court aware and then report this to your line manager. For Forensic accompaniment volunteers, the child protection concern must be reported before you leave SATU/ the Willow Centre.

Anyone who recognises or has been informed of a child protection concern and fails to report, will result in disengagement.

Medical Conditions:

If you are on medication or have any health problems or disabilities (physical or mental impairments), you must inform your line manager as soon as possible. Please be aware of any health limitations and act accordingly. This is important for your own safety and the safety of the child/young person and parents who you will be supporting.

Criminal Charges and Convictions:

One of the roles of an accompaniment officer is to be a support to a child/young person and their family and to act in a respectful and in a law-abiding manner. You

must therefore notify your line manager immediately if you are charged with, or convicted of, any offence during your time with A.S.S.C.

The line manager will discuss the circumstances with their own line management team/ Directors and/or the Board of Management, which may result in you being asked to take a break from the accompaniment service for a period, or in serious cases your disengagement from A.S.S.C. will be sought.

In the event of any allegation being made against a Volunteer concerning bullying, harassment, or abuse, both in the course of volunteering or in their studies or workplace, the volunteer must make their line manager aware of this as soon as possible. The volunteer will be suspended from volunteering until the allegation has been resolved satisfactorily.

Failure to disclose such allegations, charges or convictions will result in disengagement from A.S.S.C.

A.S.S.C. operates a three-year re-vetting policy and reserves the right to re-vet volunteers who have taken a break for more than one year. A.S.S.C. will seek a Garda re-vetting if there is a 6-month break of service. We also operate spot checks and volunteers may be re-vetted at any time.

If an applicant wishes to dispute the detail in the vetting disclosure, they should write to the Liaison Person in A.S.S.C with a summary of the basis for their dispute. The Liaison Person will then send the complete application file to the National Vetting Bureau to be re-checked.

Leaving the Service:

A.S.S.C. requests that Volunteers give as much notice as possible if they intend to leave A.S.S.C. (Please see pg. 32 of this handbook for further information on leaving the service or taking a break)

Section 5 – Policy Guidelines

Guidelines on Health and Safety:

The health and safety of all our volunteers, staff, other agency professional and our clients is paramount and should not be compromised at any time.

In line with the Health and Safety Policy, volunteers have a legal duty to ensure, in so far as is reasonably practicable, that they protect their own health and safety, and that any act or omission on their part does not put any other person at risk.

General Principles of Health and Safety Obligations for Volunteer and clients during working hours:

Codes of practice must be abided, always, by both parties.

Volunteers must take steps to minimise the possibility of a false allegations being made against them.

Volunteer modes of transport going to and from the service is their own choice and responsibility.

When volunteers are leaving the units or court building, they must inform the line manager or staff member.

Volunteers must report all injuries, incidents (including near misses or dangerous occurrences that could result in injury no matter how slight they appear) They need to complete an Accident/Incident Report Form and inform their line manger as soon as possible. The reporting form must be forwarded to their line manager.

For a Forensic accompaniment officer, they will also need to complete an accident/incident report form, from the relevant unit.

Volunteers must not be under the influence of any alcohol or other substance use before or during the accompaniment.

Volunteers should not be alone with child/young person or family members who are suspected of being violent, who are being aggressive or where there is clear tension between family members or siblings.

All health and safety risks must be reported to A.S.S.C line manger immediately during normal working hours.

For forensics accompaniment officers they will need to report the health and safety risks to the relevant unit staff before they leave the unit.

In relation to new Health and safety risks with COVID 19:

A.S.S.C adheres to government policy and safety protocols during COVID or any future pandemic outbreaks.

A.S.S.C will further adhere to and be guided by other stakeholder's Health and Safety decisions, policies, and protocols, put in place during such times.

Safety & Supervision of Child(ren)/Young person & their Families during an Accompaniment:

Volunteers have supervisory responsibility for a child/ren or young person during the accompaniment. This means that you should not leave a child/young person unsupervised. If a Volunteer must leave a child/young person due to an emergency or a risk to personal safety, they must notify their line manager, or another staff member or volunteer. In some cases, it may be necessary to notify the Gardaí also.

In the case of an accident or injury occurring during the accompaniment, the volunteer must ensure that the child/young person receives appropriate care and attention, including medical attention if required. The young person's emergency contact person must be notified as soon as possible. The volunteer must remain with the child/young person until another appropriate adult arrives. The line manager should be informed at the earliest opportunity and an Accident/Incident Form completed as soon as possible after the event.

Physical & Verbal Assault/Aggression:

The use of offensive or inappropriate language or aggressive behaviour is not tolerated during an accompaniment.

Should an individual become aggressive to the point where they may put themselves or others at risk, the volunteer must remove themselves from the situation and or seek assistance from another staff member or the Gardaí. In the event of an act of verbal or physical assault or aggression, volunteers must complete an Accident/Incident Report Form and inform their line manager as soon as possible.

Volunteer Safety:

Volunteers have a responsibility to take sensible precautions to minimise risk to themselves during an accompaniment. If a volunteer is in a situation where they feel uncomfortable, threatened, or unsafe, they should leave the situation or location immediately and inform their line manager as soon as possible.

Volunteers should never try to lift or move heavy objects in the course of their voluntary work. Any accident or injury occurring due to doing so must be reported to their line manager and recorded on an Accident/Incident Report Form and returned to your line manager.

Section 6 – Guidelines on Confidentiality Recording and Sharing Information

A.S.S.C Confidentiality Policy:

The information shared by the child/young person or parent is confidential. However, in the course of your voluntary work, you may have access to either verbal or written sensitive details about other people's lives. In addition, you may hear or be part of conversations relating to a service user and/or their family. It is important to maintain confidentiality and deal with any personal information with utmost discretion. Please respect the privacy and dignity of the client. Volunteers are not permitted to discuss any cases with people outside the project.

Volunteers will keep all one-to-one conversations with the child/young person, parents/guardians confidential and within A.S.S.C. unless the health and safety of the young person/parent is at risk, or if it is in the best interests of the child to share information with other managing Professionals.

A volunteer should never promise a young person or parent that they will not pass on information. To this end, never state that everything said will stay between you and the young person/parent but assure them that all information will be passed on in a respectful way.

Volunteers are never permitted to take sensitive written information off-site. All confidential information must be kept at the forensic units. Volunteers and Court accompaniment officers must upload anonymised statistical information on a

password protected online software. (Please see pg. 29 Case paperwork for more information)

All volunteers are required to sign a confidentiality agreement form on becoming a volunteer (Appendix C).

Information Which Must be Shared:

The health and safety of a young person or parent is of paramount importance and anything that threatens this must be reported. Privileged information should be shared on a need to-know basis in a sensitive way. If you hear information which may concern you, such as the young person getting involved in situations which may be of risk to them, (self-harm, suicidal ideation, or disclosing abuse etc.) all volunteers have a responsibility to report any issues to the managing Professionals involved with the case before you leave the premises and to their line manager. You should explain the reasons for disclosing relevant information to the child/young person or parent/guardian, if you recognise a situation is presenting itself, or when there is a clear disclosure of abuse or potential for harm. Withholding information is a serious issue and a Volunteer may be disengaged if a line manager has reasonable grounds to believe that this is the case.

A.S.S.C. policy about how we share information, what information must be shared and with whom, applies to all people that you accompany.

You must inform your line manager immediately where:

- You receive information that the child/young person/parent may be in danger or at risk.
- You receive information that the child/young person/parent may be a danger to him/herself or to others.
- A child/young person/parent discloses, or you have serious concerns about, abuse whether sexual, emotional, or physical.
- You are aware that a child/young person under the age of 17 is engaging in sexual relations with another person or persons. Additionally, where the young person/parent is 17 and older, it must be reported when they disclose a sexual relationship with someone under 17 years old.

- A child/young person discloses, or the Volunteer has concerns about the young person's/parent's mental health, including issues around self-harm.
- In any of these circumstances the line manager and unit staff should be informed. They will then decide on whether to inform other appropriate agencies or authorities, depending on the details of the situation. The child/young person, parent/guardian should be informed of the need to breach confidentiality prior to it happening. Where this is not possible (in an emergency) the child/young person, parent/guardian will be informed of the breach at the earliest possible opportunity.
- It is vital that the volunteer keep in contact with their line manager. It is a serious issue where there is no contact or updates from the volunteer. Where the line manager has not been able to contact the volunteer, they will be sent a letter informing them of being suspended until the situation has been resolved.

Sharing Concerns about Children & Young Person:

A.S.S.C. has a written child protection policy which will guide all actions in relation to a disclosure of child abuse. Where there is a concern or disclosure of abuse you should inform the line manager and unit staff immediately, so that Child Protection Procedures can be followed. A.S.S.C. operates a policy of mandatory reporting – this means that if you believe a young person to be at risk of abuse this information will be passed on to the relevant authorities (Doctors, Nurses, An Gardaí Síochána, TUSLA, etc.) where appropriate. This is explained to the child/young person and their families by the volunteer and service provider.

Keeping Accurate Records:

Forensic Accompaniment Officers:

You will not have or hold any written notes, hard copies, or files. You will be required to make an online password protected anonymised record of accompaniment meetings for collation of statistical data.

This is inputted as soon as possible after each accompaniment, once the accompaniment meeting is over. Each volunteer will have their own unique password and will be able to log on via an App or their laptop. The information uploaded to the system is a series of generic questions, which will hold no identifying information and collates statistical information and themes that can arise during the accompaniment.

For the Willow Centre, Galway there is an A.S.S.C. Accompaniment Aftercare support form held in the unit. The nurse or unit manager will have a copy. This form is only required and completed if a family consents to A.S.S.C. Aftercare support service. The parent/guardian's details are taken i.e., name, contact details and preferred times to call.

You do not take the form or any information with you from the unit. The form is returned to the doctor, nurse or manager on duty. The Volunteer informs the A.S.S.C. line manager during the debrief if the family is seeking Aftercare support, or not.

The A.S.S.C. line manager will phone the unit and retrieve their contact details if aftercare support is sought.

Court Accompaniment Officers:

You will not have or hold any written notes, hard copies, or files. You will be required to make an online password protected anonymised record of accompaniment meetings for collation of statistical data, which is the same as the Forensic accompaniment process above.

In addition, under Data Protection regulations, a person can apply for any information held on them; therefore, it is important to keep accurate and true records.

If it is a case where you need to take notes, for example if there is a disclosure and you need to note language or words used by the child/ young persons, do not refer to a young person or a parent by name, or with any other identifying information when making notes. Care must be taken to always keep notes securely and confidential, and they must be given to the appropriate bodies, i.e., line manager, Gardai, or unit staff. No written hard copy notes are taken with you.

Guidance on Confidentiality and Sharing Information:

Volunteers should regard all information they have access to or are given because of their volunteering as being confidential unless advised otherwise. No information should be released to a third party without first seeking the agreement of the unit staff members and line manager.

Volunteers should not disclose personal details (home or work address, home telephone number etc.) to the children or families whom they accompany. It is not appropriate to socialise with the child/young person on social networks or to 'friend' them online.

Reasonable care must be taken to make sure that all discussions/conversations and telephone calls, debriefing calls relating to accompaniment cannot be overheard by others. Do not discuss cases on social networks. If texting, to confirm court times with family, do not use client's names. Any breaches need to be immediately passed on to your line manager

Records of meetings and other information relating to your client must be stored securely prior to being submitted to A.S.S.C., such as a security layered mobile to prevent accidental or intentional viewing by anyone who is not an A.S.S.C. volunteer or staff member.

Volunteers may not disclose information to, or participate in, interviews for media, academic or any other purpose without prior approval from their line manager, Directors, or A.S.S.C.'s Board

Volunteers have a right to access their own personal records including application form, vetting disclosure, supervision reports etc. This can be arranged through the line manager.

A.S.S.C. endeavours to comply with enacted National and European Data Protection legislation, namely the Irish Data Protection Act 2018 and the EU General Data Protection Regulation (GDPR), which entered into force across member states on 25th May 2019.

Section 7 – Good Practice Guidelines

Appropriate Dress and Language:

When volunteering, it is important to dress appropriately, smart, and casual. In Court, it is favourable not to wear runners or jeans.

In addition, you should avoid using bad or inappropriate language or behaviour. It is important to always maintain the boundaries of a professional relationship.

Appropriate Behaviour:

Avoid any rough physical games including horseplay, as such contact could result in a child/young person being hurt or feeling exploited. Dangerous behaviour by children or adults should be actively discouraged and sexually provocative games and language should never be used. Any allegations made by a child or adults should be challenged and recorded immediately to your line manager.

Volunteers should never touch a young person or parent inappropriately. If this ever happens accidentally, either through activities or reaction (for instance, if a young person falls), acknowledge the touch and apologise if appropriate. The incident should be reported to your line manager and an incident form should be filled out.

A volunteer can be disengaged for inappropriate behaviour or for making a young person or parent feel uncomfortable or exploited.

Volunteers should be aware that they are acting in a position of support and as a positive role model for a child/young person, for as long as the accompaniment takes. Self-disclosure of a volunteer's own intimate relations, current illegal activities, or personal stories of past abuse will end the volunteer agreement immediately.

Personal Care:

Volunteers should never do things of a personal nature for a child/young person or adult, that they can do for themselves. Such tasks should only be carried out for the individual if they are very young, or disabled, and with the permission and full understanding of the person, and their parent/guardian or family member.

Administration of Medication Food or Drinks:

During accompaniment it is important to be aware any food allergies that a child/young person or adults may have, so that precautions and a plan can be put into place. e.g., nut allergies. Make sure you, or other volunteers/staff, are informed and refrain from contact with any nut-based foods during the duration of the accompaniment, to prevent any allergy triggers for the individual. You may need to be aware of medication which has been brought with the family. However, overall, it is not appropriate for you to give medication to a child/ young person, or adults. In rare cases where a young person under 18 years may need medication, during your accompaniment, you need to mention this to the parent/guardian of the child, forensic unit Nurse or Doctor and your line manager.

Within the Willow Centre, Galway, there are treats and drinks available for the child/young person and their families. Do make sure to check with the Nurse or Doctor, and parents/guardians first before you offer a child food or drinks. A child may need a mouth swab before eating or drinking. Also, a urine sample is usually required during the examination. This is useful information to know in case the child/young person needs to visit the toilet, in which case you need to inform the unit nurse/doctor. A child may need encouragement with fluid intake to enable passage of urine.

Boundaries of Contact:

- At all times you should show respect for the person whom you are supporting. It is not good practice for volunteers to become over familiar or personally involved with a child/young person or their family. This leads to boundaries been broken, difficulty in setting goals, losing your impartiality, problems in challenging them and becoming over-protective. This can disempower the child/young person and family members and leaves a relationship unstable. Volunteers may be disengaged for not adhering to A.S.S.C. established boundaries of contact.

- Volunteers should not contact other agencies for the child/young person or parents. Volunteers do not make referrals to other professionals or agencies e.g., to counsellors. If this is something the child/young person or family mentions, you let the unit nurse/doctor know of this conversation and can also inform the adult about A.S.S.C. Aftercare support to explore these options.
- Volunteers should never lend or give money to a child/young person, or adult whom they are accompanying. They should never accept, save, or handle money on his/her behalf.
- Volunteers should exercise caution when the topic of sexual health, practice and education arises. Although volunteers may engage in some discussion around these topics in the form of listening, they should refrain from providing direct sexual education, guidance, or opinions. Volunteers should direct the child/young to their parents/guardian.
- A.S.S.C. advises that volunteers contact their line manager to seek guidance around these issues. In addition, volunteers are reminded of the ages of consent for sexual activity and in certain cases a disclosure to a volunteer about sexual activity will mean that the information may need to be shared with TUSLA.
- Volunteers should never offer to agree to any form of contact, e.g., e-mail, mobile phone, with the child/young person or parent/guardian. It is not appropriate for volunteers and child/young, or family to socialise with each other on social networking sites or outside the context of the service.
- Such dynamics will be covered in volunteer training modules, with further ongoing training throughout the year.
- When the accompaniment meeting ends, there is no further contact with the volunteer and family. In some cases, with a Forensic accompaniment, the child's sibling(s) may also be scheduled for a forensic/medical examination and the nurse or doctor may ask your availability for their next visit to the unit, to allow continuity for the family. It is not compulsory for the volunteer to be available, but understandably the unit may ask.

Relationship with the Young Person's Family:

It is important that the primary core focus and support is with the child/young person. However, this may be provided indirectly, by supporting, calming, reassuring and being present for the parent/guardians of the child, but always keep the primary focus on the child/young person.

Equally, you need to be non-judgemental about the family, even if the young person criticises them. It is important to listen, be supportive and explore ways of overcoming problems. Do not agree with criticisms. Any frustration on your part needs to be left outside the door and will be discussed, explored, and contained in the debriefing session and supervision. Such dynamics and power struggles will be all covered in volunteer training modules, with further ongoing training throughout the year.

Section 8 – Observing the Code of Practice

These guidelines are required for the safe and efficient performance of volunteer duties and the maintenance of satisfactory relationships between the volunteer, service users and A.S.S.C.

Breach of Code of Practice:

It is expected that volunteers will always observe these standards in practice whilst involved in their role with A.S.S.C. In situations where a volunteer breaches the conditions of the code, the matter will be raised in the first instance through your line manager.

In the case of a serious incident or an inappropriate display of behaviour on the part of the volunteer, the volunteer may be disengaged from A.S.S.C.

Volunteers must notify their supervisor immediately if they are the subject of action by the Gardaí due to committing an alleged offence of any kind. Failure to do so will result in disengagement of the volunteer.

Volunteer Complaints Procedure:

Where a volunteer wishes to make a complaint, it should be made verbally in the first instance to the Volunteer's line manager who will try to resolve the issue. If the issue

has not been resolved at that stage, the complaint should be made in writing and given to the Volunteer line manager and a copy of which will be given to their line manager. If the issue has not been resolved at this stage the complaint should be made in writing to the Board of Trustees to resolve.

The Volunteer Complaints Procedure can be summarised as follows:

- The issue is raised verbally with the volunteer's line manager. You may both attempt to resolve the issue informally.
- Where the issue is not resolved to the satisfaction of parties, a letter or e-mail raising the issue is to be sent to the line managers Board of Directors.
- A.S.S.C. will convene a meeting where appropriate or reply, addressing the issue by post or e-mail.
- Where there is still no resolution of the issue, the complaint should be made in writing to the Board of Trustees
- The Board of Trustees will address the complaint and give a reply in writing and/or convene a meeting.
- A.S.S.C.'s Code of Practice will be reviewed on a yearly basis. Any comments or queries about the content of the code should be shared with relevant parties.

Section 9 – Child Protection Policy

A.S.S.C. is fully committed to safeguarding the well-being of children/young people. Volunteers should always show respect and understanding for the rights, safety and welfare of the young people with whom they work and conduct themselves in a way that reflects the principles of A.S.S.C. These guidelines are taken from "Children First National Guidance for the Protection and Welfare of Children (2017)."

The complete A.S.S.C. Child Protection Policy is available on request. The safety and welfare of children is everyone's responsibility.

Principles for Best Practice in Child Protection:

- The welfare of the child is of paramount importance.
- Early intervention is key to getting better outcomes. Where it is necessary for the State to intervene to keep children safe, the minimum intervention necessary should be used.
- Children should only be separated from parents/guardians when alternative means of protecting them have been exhausted.
- Children have a right to be heard, listened to, and taken seriously. Taking account of their age and understanding, they should be consulted and involved in all matters and decisions that may affect their lives.
- Parents/guardians have a right to respect and should be consulted and involved in matters that concern their family.
- A proper balance must be struck between protecting children and respecting the rights and needs of parents/guardians and families
- Child protection is a multiagency, multidisciplinary activity. Agencies and professionals must work together in the interests of the children.

Duty to Protect Children:

- A child is defined as a person under the age of 18 years, excluding a person who is or has been married.
- Parents/guardians have primary responsibility for the care and protection of their children. When they do not fulfil this responsibility, it may be necessary for the Child & Family Agency (Tuzla) to intervene.
- The wider community also has a responsibility for the welfare and protection of children and young people. All volunteers should be alert to the possibility of child abuse.
- All volunteers have an obligation to convey any reasonable concerns or suspicions to their line manager who in turn will advise on what steps to take or will themselves notify the appropriate authorities.

- A.S.S.C. does not have the authority to investigate child abuse or suspected cases; we will notify the relevant bodies responsible for this, i.e., Tusla, An Garda Síochána.

Mandated Persons:

Mandated persons are people who have contact with children and/or families and who, because of their qualifications, training and /or employment role are in a key position to help protect children from harm.

Mandated persons have two main legal obligations, which are:

To report the harm of children above a defined threshold to Tusla.

To assist Tusla, if requested, in assessing a concern that has been the subject of a mandated report.

By law, volunteers who are considered Mandated Persons in their own professional work **are** not deemed mandated persons for the purposes of A.S.S.C. Child Safeguarding and Reporting procedure.

Children's First Training is provided by A.S.S.C. as a mandatory module and no volunteer will commence accompaniments until they receive such training. Children's First Training will be updated every two years thereafter for each volunteer. The information below is a guideline and will be covered in its entirety during the official Child Protection Training

Definition of Child Abuse:

Child harm can be categorised into four different types:

- Neglect
- Emotional Abuse
- Physical Abuse
- Sexual Abuse

A child may be subjected to more than one form of harm at any given time.

Definition of Neglect:

Where a child is deprived of adequate food, warmth, clothing, hygiene, intellectual stimulation, supervision, safety or medical care'. The threshold of harm is where the child's health, development or welfare have been or are being seriously affected or are likely to be seriously affected.

- Neglect generally becomes apparent in different ways over a period rather than at one specific point.
- Neglect may be defined as 'wilful' or 'circumstantial'. 'Wilful' neglect would generally incorporate a direct and deliberate deprivation by a parent/carer of a child's most basic needs, e.g., withdrawal of food, shelter, warmth, clothing, contact with others.
- 'Circumstantial' neglect more often may be due to stress/inability to cope by parents or carers.

Features of Neglect:

- Children being left alone without adequate care and supervision.
- Malnourishment, lacking food, unsuitable food or erratic feeding.
- Non-organic failure to thrive, i.e., a child not gaining weight due not only to malnutrition but also emotional deprivation.
- Failure to provide adequate care for the child's medical and developmental needs, including intellectual stimulation.
- Inadequate living conditions – unhygienic conditions, environmental issues, including lack of adequate heating and furniture.
- 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.
- Abandonment or desertion.

Definition of Emotional Harmful Treatment:

Ill-treatment is defined as 'to abandon or cruelly treat the child, or to cause or procure or allow the child to be abandoned or cruelly treated'. Emotional harm is the systematic emotional or psychological ill treatment of a child as part of the overall relationship between a caregiver and a child.

The Threshold of Harm:

The point where the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected

Features of Emotional Abuse/Ill treatment:

- 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.
- Persistent criticism, sarcasm, hostility or blaming of the child.
- Bullying.
- Conditional parenting in which care, or affection of a child depends on his or her behaviours or actions.
- Extreme overprotectiveness.
- Inappropriate non-physical punishment (e.g., locking child in bedroom).
- Ongoing family conflicts and family violence.
- Seriously inappropriate expectations of a child relative to his/her age and stage of development.

Signs and Symptoms:

Emotional abuse can be manifested in terms of the child's behavioural, cognitive, affective, or physical functioning.

Developmental Delays:

- Excessive clinginess to or avoidance of parent. Low self-esteem, unhappiness.

- Over-reaction to mistakes.
- Underweight/lethargic or withdrawn/attention seeking neurotic behaviour, e.g., rocking/hair twisting.
- Speech disorders.
- Unrealistic expectations set for the child. Self-mutilation. Suicide.
- Lack of comfort and love; lack of proper stimulation (e.g., fun and play); continuous lack of praise and encouragement; serious overprotectiveness; inappropriate nonphysical punishment (e.g., locking in bedrooms).
- Every child who is abused sexually, physically or neglected is also emotionally abused.

No one indicator is conclusive of emotional abuse. In the case of emotional abuse and neglect, it is more likely to impact negatively on a child where there are several indications, where they take place over a period of time (not once off) and where there is a lack of other protective factors.

The threshold of significant harm is reached when abusive interactions dominate and become *typical* of the relationship between the child and the parent/guardian.

Definition of Physical Abuse:

Physical Abuse:

Physical harm is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents.

The Threshold of Harm:

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.

Features of Physical Abuse:

- Physical punishment.
- Beating, slapping, hitting, or kicking.
- Pushing, shaking, or throwing.
- Pinching, biting, choking, or hair-pulling.
- Use of excessive force in handling.
- Deliberate poisoning.
- Suffocation.
- Fabricated/induced illness.
- Female genital mutilation.
- Terrorising with threats.
- Observing violence.
- Allowing or creating a substantial risk of significant harm to a child.

Signs and Symptoms:

- Unexplained /untreated injuries.
- Specific physical signs.
- Swollen joints, scales, bald patches.
- Abrasions/Lacerations.
- Prescribed drugs or alcohol.
- Poisoning.
- Any fractures with no clear accidental history.

Definition of Sexual Abuse:

Sexual harm occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes the child being involved in sexual acts or exposing the child to sexual activity directly or through pornography.

Threshold for reporting:

If you know, believe, or have reasonable grounds to suspect that a child has been, is being, or is at risk of being sexually abused, then you must report this to your line

manager and professionals involved with the child who must by law report it to Tusla under the Children First Act 2015.

Features of Sexual Abuse:

- Exposure of the sexual organs or any sexual act intentionally performed in the presence of the child.
- Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification.
- Masturbation in the presence of the child or the involvement of the child in an act of masturbation.
- Sexual intercourse with the child, whether oral, vaginal, or anal.
- Sexual exploitation of a child, which includes inciting, encouraging, propositioning, requiring, or permitting a child to solicit for, or to engage in, prostitution or other sexual acts.
- Sexual exploitation also occurs when a child is involved in the exhibition, modelling, or posing for the purpose of sexual arousal, gratification, or sexual act, including its recording (on film, video tape or other media) or the manipulation, for those purposes, of the image by computer or other means. It may also include showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse.
- Consensual sexual activity involving an adult and an underage person. In relation to child sexual abuse, it should be noted that, for the purposes of the criminal law, the age of consent to sexual intercourse is 17 years for both boys and girls. A Garda Síochána will deal with the criminal aspects of the case under the relevant legislation.
- Please note that the definition of child sexual abuse given here is the Children First definition and is not a legal definition.

Signs & Symptoms:

- Overly affectionate, pregnancy, medical problems such as STIs, injuries to genital or anal area.

- Having unexplained sums of money, sexualised drawings/play, age inappropriate understand of sexual behaviour, noticeable and uncharacteristic change of behaviour. Becoming insecure or clingy, hints about sexual activity, inappropriate seductive behaviour, sexually aggressive behaviour with others, unusual reluctance to join in normal activities that involve undressing e.g., games/swimming
- Depression, isolation, anger, running away, regressing to younger behaviour patterns such as thumb sucking etc.
- Drug, alcohol, solvent abuse, self-harming, suicide attempts, missing school or early school leaving, eating disorders.

Underage Consensual Sexual Activity:

Exemptions from requirements to report:

Section 14(3) of the Children First Act 2015

- The young person(s) concerned are between 15 and 17 years old.
- The age difference between them is not more than 24 months.
- There is no material difference in their maturity or capacity to consent.
- The relationship between the people engaged in the sexual activity does not involve intimidation or exploitation of either person.
- The young persons concerned state clearly that they do not want any information about the activity to be disclosed to Tusla.
- If all the above criteria are met, a mandated person does not have to report consensual sexual activity between older teenagers as sexual harm to Tusla

Threshold for Reporting:

Under Children First 2015, any reasonable concern about the welfare or protection of a child must be reported to your line manager.

The Protection of Persons Reporting Act, 1998:

The provision of immunity from civil liability to any person who reports harm, “reasonably and in good faith” to designated officers of Tusla or any member of A Garda Síochána **Designated Liaison Person.**

For volunteers, all concerns regarding child welfare or child protection concern should be passed on to the Designated Liaison Person (DLP).

A Volunteer’s Designated Liaison Person is the volunteers line manager.

The Designated Liaison Person acts as a resource to any young person and volunteer who have Child Protection or welfare concerns. All Child Protection concerns go through A.S.S.C. Designated Liaison Person who in turn may make a referral to the Child and Family Agency (Tusla), or A Garda Síochána.

A.S.S.C. Designated Liaison People

Name	Phone	Email
Lynette Bradshaw – DLP Officer	085- 8001866	lynette@assc.ie
Grace Jordan – Duty DLP Officer	087- 9615306	grace@assc.ie

Guidelines for Recognising Child Abuse:

The ability to recognise child abuse depends as much on a person’s willingness to accept the possibility of its existence as it does on knowledge and information. It is important to note that child abuse is not always visible. The recognition of abuse normally runs along three stages:

Considering the Possibility:

If a child appears to have suffered an inexplicable and suspicious looking injury, seems distressed without obvious reason, displays unusual behavioural problems or appears fearful in the company of parents/guardians.

Observing Signs of Abuse:

A cluster or pattern of signs is the most reliable indicator of abuse. Children may make direct or indirect disclosures, which should always be taken seriously. Less obvious disclosures may be gently explored with a child, without direct questioning (which should always be carried out by the Gardaí or TUSLA). Indications of harm must always be considered in relation to the child's social and family context, and it is important to always be open to alternative explanations.

Recording of Information:

It is important to establish the grounds for concern by obtaining as much detailed information as possible. Observations should be recorded and should include dates, times, names, locations, context, and any other information which could be considered relevant, or which might facilitate assessment/investigation.

If you have any concerns, you must report and discuss them with your line manager.

What Should I do if I Suspect a Young Person is Being Abused?

It can be difficult to know whether your suspicions about child abuse are real. Before you act on them, consider whether any alternative explanation might exist and ask yourself these questions:

- Is there any other reason why the young person might be behaving in a particular way?
- Is the child behaving normally for his/her age and stage of development?
- Is there a pattern to this type of occurrence?
- How often does it occur? Where?
- Did you or anyone else see what happened?
- Has the young person said anything to indicate that he/she is being harmed?
- Could injuries or signs be caused another way?
- Is the child showing signs of distress, and how? Is the child suffering?
- Does the behaviour restrict the child socially?
- If you have considered these questions and you are still concerned, you should report your concerns to your line manager. These questions may clarify the issue, but it is always recommended to discuss the issue with your line manager.

Indicators of Concerns:

Some signs are more indicative of abuse than others:

- Disclosure of abuse and neglect by a young person.
- Age-inappropriate or abnormal sexual play or knowledge.
- Specific injuries or patterns of injuries.
- Absconding from home or a care situation.
- Attempted suicide.
- Underage pregnancy or sexually transmitted disease.
- Signs in one or more categories at the same time.
- Most signs of abuse are non-specific and must be considered in the social and family context of the young person. There may be alternative explanations for physical and behavioural signs of abuse.
- However, it is not the volunteer's responsibility to investigate possible abuse and they should pass on all concerns to their line manager.

Children Who Are Out of Control or At Risk:

Sometimes children (usually older children) become involved in activities, which constitute a risk to their safety and development e.g., drug-taking, joyriding, sex.

These children are not necessarily neglected, however sometimes efforts by parents to protect them from harm are ineffective and the children are believed to be out of control or at risk. It is important to respond to such cases and treat them as suspected child abuse or neglect.

Peer Abuse:

Where the alleged perpetrators of abuse are themselves children, consideration needs to be given to provide care for both the child victim and the child offender. Children First provides specific recommendations in this instance.

Organised Abuse:

Typically, this is when one or more adults conspire to abuse children – usually sexually. It also refers to cases where an adult may move into an institution or area to entrap children. Cases such as this are complex and required detailed investigation by Tusla and A Garda Síochána.

Children with Additional Vulnerabilities:

Children First has identified certain children who may be especially vulnerable to abuse. These include children with disabilities, children in residential care/foster care/relative care, children living apart from their parents and whose first language is not English, and children who are homeless.

Retrospective Disclosure:

An increasing number of adults are disclosing about that took place during their childhoods. 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.

Please note that if a parent/guardian makes a disclosure that they were a victim of abuse in the past and the perpetrator is still alive, or deceased, you must inform your line manager. This is necessary as the perpetrator may continue to abuse or have already posed a risk to others.

Where there is any risk, this should be reported to Tusla without delay. Adults can be advised that family and community support/counselling services can be found at: <http://www.tusla.ie/services/familycommunity-support/counselling/>.

Responding to a Disclosure:

DOs:

- Stay calm; try not to transmit your anger or shock or embarrassment. It will help the young person know that you are in control
- Believe. Take what they say seriously. Children rarely lie about abuse. Reassure them. They may feel responsible for or guilty about the abuse.
- Emphasise that it's not their fault, and that you're glad they've told you.

- Listen but don't press for details.
- Disclose to authorities. Tell the young person that you must pass this on to A.S.S.C.
- Record what they've said as soon as possible after the meeting.
- Record what they say word for word, using their words and descriptions. Sign and date the record.

DON'Ts:

- Don't tell a story about other people. No-one experiences abuse the same way.
- Don't promise to keep secrets, you will have to pass the disclosure on to the line manager.
- Don't tell them that everything will be fixed straight away.
- Don't ask leading questions. It is not your responsibility to investigate. Any questions should be for the purpose of clarification only.
- Don't tell any other volunteer or anyone outside of the Forensic Units and A.S.S.C. You should treat the information confidentially, sharing it only with persons who have a right to hear it.
- Don't make judgemental statements about the abuser as the young person may still like or love them.

Reporting Child Abuse:

Child abuse is a difficult subject, and it is understandable that people may at times be reluctant to acknowledge its existence. Volunteers may be afraid of being thought to be insensitive, afraid of breaking confidence or afraid of being disloyal to the young person or parent if they report suspected child abuse. However, these fears should never override the right of a child to be protected from harm.

- Any suspicions of abuse should be reported directly to the line manager and managing professionals and they will then decide what necessary action to take (i.e., whether to report it Tusla and Gardaí). If it is an emergency and you cannot get in contact with the line manager and it is outside office hours, you should report your concern directly to A Garda Síochána and inform the person of your intentions.

- Please remember you are simply referring allegations of abuse. Subsequently, these may or may not be substantiated.
- If you have a suspicion that a young person is being abused either through identifying signs and symptoms or through direct disclosure, you must report this without delay to your line manager, and unit staff member.
- Where a disclosure has been made to you, you should decide whether the child/young person is at immediate risk or not.

Immediate OR Non- Immediate Risk:

- Is the young person at immediate risk? Will the young person be in danger if they return home?
- If this is the case, and it is during normal working hours, the volunteer should inform their line manager and professionals managing the case.
- If a disclosure is made to a volunteer after normal work hours and the young person may be at immediate risk, the volunteer informs the child/ young person of the need to inform their line manager, and the unit staff. The volunteer will inform their line manager as soon as possible of their actions and concerns.
- Where the young person is not at immediate risk, e.g. in cases of neglect, the disclosure still needs to be reported to the authorities and the line manager must be contacted as soon as possible.

Reporting Procedure:

If you have any doubt about a young person's safety or concern, you should pass it on to your line manager without delay and Forensic accompaniment volunteers, should inform a Forensic unit staff member.

Allegation of Abuse Against Volunteers:

Allegations of abuse may be made against volunteers. A.S.S.C. must have due regard for the rights and interests of the child on the one hand, and those of the volunteer against whom the allegation is made on the other hand.

We are aware that volunteers may be subjected to erroneous or malicious allegations. Therefore, any allegation of abuse will be dealt with sensitively and support will be provided for the volunteer in question. However, the primary goal is to protect the child/young person while taking care to treat the volunteer fairly. Once an allegation has been made, the volunteer will be suspended from volunteering, while a full investigation will be carried out.

This investigation will not be carried out by A.S.S.C. itself but will be passed on to the necessary authorities.

Drugs and Alcohol Policy:

A volunteer should never turn up to a meeting whilst under the influence of alcohol or drugs, (including prescribed medication where side effects are apparent, such as slurred speech or drowsiness).

Any breach of this policy will be viewed as extremely serious and will result in the volunteer being disengaged.

Guidance on Cigarettes:

The legal age to smoke is 18 years. A volunteer should never give cigarettes to a young person under 18 years of age. As a general guideline it is best practice not to smoke whilst accompanying a family.



Appendices

Appendix A

A.S.S.C. (Accompaniment Support Service for Children)

CONDITIONS OF SUPERVISION FORM

Position: _____

Name: _____

Phone No.: _____

Email: _____

I understand that A.S.S.C. provides forensic & Court volunteer accompaniment officers with supervision every 2 weeks and I agree to attend the same.

I understand that attendance to supervision is mandatory and that A.S.S.C. are obligated to address nonattendance

If I am unable to make a supervision session I agree to email or text A.S.S.C. Operational Director in advance and the reasons why.

I understand that should I miss more than 3 sessions in a row it is open to A.S.S.C. to either temporarily remove my name from the Rota until supervision has been attended or end our voluntary agreement.

If A.S.S.C. takes me on as a volunteer, I agree to the above conditions of supervision

Signed: _____

Date: _____

Board of Directors: Eve Farrelly (Chair) Grace Jordan (Secretary) Lynette Bradshaw (Trustee)

Company Registration Office Number - 67391815 Adare Green, Coolock, Dublin 17 | Tel: 087 707 2521 / 087 993 7392

Email: info1assc@gmail.com



Appendix B

A.S.S.C. (Accompaniment Support Service for Children)

CONDITIONS OF VOLUNTEER FORM

Position: _____

Name: _____

Address: _____

Phone _____

No.:

I have read and understood A.S.S.C. Volunteer Policy & Procedure Handbook

Signature: _____

I agree that, if A.S.S.C. employs me beyond the trial period, I will be bound by the conditions therein.

Signed: _____

Date: _____

Board of Directors: Eve Farrelly (Chair) Grace Jordan (Secretary) Lynette Bradshaw (Trustee)

Company Registration Office Number - 67391815 Adare Green, Coolock, Dublin 17 | Tel: 087

707 2521 / 087 993 7392

Email: info1assc@gmail.com



Appendix C

A.S.S.C. (Accompaniment Support Service for Children) CONFIDENTIALITY STATEMENT

All A.S.S.C. Staff, Volunteers and Board Members must keep confidential all information regarding all A.S.S.C.'s clients. They must respect the client's right to privacy and anonymity inside and outside of A.S.S.C. work

I, _____ the undersigned.

PLEASE PRINT

Address:

Have read and understand the confidentiality statement of A.S.S.C. I agree to be bound by the principles of this statement and I understand that any breach of confidentiality may be grounds for dismissal from my work with A.S.S.C.

Signed: _____

Date: _____

Witness: _____

Date: _____

Appendix D



A.S.S.C. (Accompaniment Support Service for Children)

CONSENT TO SHARING INFORMATION

I agree for A.S.S.C. to share my contact details, mobile and email only to other A.S.S.C. staff/volunteers.

Signed: _____

Witness: _____

Date: _____

Appendix E



A.S.S.C. (Accompaniment Support Service for Children) VOLUNTEER AGREEMENT

This Volunteer Agreement demonstrates how we value our volunteers. We want to assure you that we appreciate your contribution to our organisation. We are dedicated to ensuring that you have a quality volunteer experience which is both productive and rewarding.

We agree that volunteering position: services of: _____

Beginning on: _____

The volunteer agrees to volunteer for _____ hours on the following day/days

Mon	<input type="checkbox"/>	Tues	<input type="checkbox"/>	Wed	<input type="checkbox"/>	Thur	<input type="checkbox"/>	Fri	<input type="checkbox"/>
Sat	<input type="checkbox"/>	Sun	<input type="checkbox"/>						

The Volunteer role is, _____ and the volunteer will be supervised by:

A.S.S.C. commits to the following:

- To provide adequate information and training so you may meet the expectations as described in your volunteer job description.
- To allow for a six-week trial period.

- To explain what is required of you and to support and provide encouragement to help you achieve the desired results.
- To assign you with a named supervisor who will provide you with regular support and supervision meetings.
- To always treat you with respect and courtesy.
- To be receptive to any comments and feedback from all our volunteers.
- To value and recognise our volunteers as a significant resource in achieving goals.

The Volunteer commits to the following:

- To fulfil my role as outlined in the volunteer role description.
- To perform my volunteer role to the best of my ability.
- To follow the organisation's policies and procedures.
- To meet time and task commitments and to provide sufficient notice when not available.
- To act in a way that is in line with the aims and objectives of A.S.S.C.

Agreed to by:

Organisation's Signature _____ Date _____

Volunteer Signature _____

This volunteer agreement is binding in honour only and is not intended to be a legally binding contract between the volunteer and the organisation. Neither party intends any employment relationship to be created now or at any time in the future. This agreement may be cancelled at any time at the discretion of either party.

Would you be interested in being contacted by our fundraising team regarding other volunteering opportunities?

Yes

No



Appendix F

A.S.S.C. (Accompaniment Support Service for Children) CONSENT TO RECORD AND USE IMAGES

I hereby give A.S.S.C. consent to record, videotape and photograph my image and/or voice to be used in the following ways (check all that apply):

On their website and all social media platforms, including but not limited to Facebook, Instagram, Twitter

In both printed advertisements including but not limited to local/national newspapers/ posters displayed in public spaces/ leaflets

Printed annual report

Other _____

I further understand that no special compensation will be provided to me for use of my image and that I will be informed in advance of the specific use of my image.

Volunteer Name (Please Print) _____

Volunteer Signature _____ Date _____



Appendix G

A.S.S.C. Addendum to the Contract of Employment/ Agreement Data Protection

The Organisation collects and processes personal data relating to its Employees/Volunteers to manage the employment/agreement relationship. The Organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

The purpose for which such data is collected and processed includes (but is not limited to) general employment/agreement administration, employment/agreement history/experience/qualifications, compensation and payroll, expenses, information about your criminal record, details of any disciplinary or grievance procedures, assessments of your performance, including appraisals and rating performance improvements plans. Employee/volunteer feedback and survey data, training, information about medical or health condition and other information to comply with health and safety legislation and other legal obligation and management purposes.

You hereby agree and consent that the organisation A.S.S.C. may, when necessary for those purposes, make such data available to its advisors, to parties providing production and/or services to the Organisation (including, without limitation, IT systems suppliers, time and attendance system supplier, pension, benefits and payroll or expenses administration, HR service suppliers), to regulatory authorities (including the Revenue Commissioners or Auditors), to any potential purchasers of the Organisation or its business (on a confidential basis) and as required by law. In these circumstances, the Organisation will take all reasonable steps to ensure the security of your data and where appropriate will enter into contract with such their party processors.

The Organisation will not transfer HR-related personal data to counties outside the European Economic Area (EEA).

You hereby agree and consent that the Organisation may process personal data relating to you for the purpose set our above.

Employee/Volunteer Signature _____

Employee/Volunteer Name (print) _____

Date _____