

# Child and Vulnerable Adult Safeguarding Policy

## Introduction

At Kerry First Aid Ltd. t/a Cork First Aid we are committed to providing a safe and supportive environment for all participants in our training courses, including children and vulnerable adults. This Child and Vulnerable Adult Safeguarding Policy outlines our commitment to preventing harm and ensuring that all those we work with are treated with respect, dignity, and care.

This policy applies to all employees, contractors, trainers, and volunteers involved in delivering first aid training, workshops, and other services provided by Kerry First Aid Ltd.

## Objectives of the Safeguarding Policy

The objectives of this policy are to:

1. Ensure the safety and well-being of children and vulnerable adults participating in our courses.
2. Provide clear guidelines and procedures for reporting concerns about abuse or neglect.
3. Ensure that all staff, trainers, and volunteers understand their responsibilities regarding safeguarding.
4. Promote an environment where children and vulnerable adults can learn and grow without fear of harm.

## Definitions

- Child: A person under the age of 18.
- Vulnerable Adult: A person aged 18 or over who may be at risk of harm due to their circumstances, including physical or mental health issues, age, disability, or other factors.
- Safeguarding: The action taken to promote the welfare of children and vulnerable adults and protect them from harm.
- Abuse: Any form of maltreatment that may harm the health, development, or well-being of children and vulnerable adults. This can include physical, emotional, sexual abuse, neglect, or exploitation.

## Safeguarding Responsibilities

Kerry First Aid Ltd. is committed to:

1. Recruitment & Training:
  - Ensuring that all employees, contractors, trainers, and volunteers undergo appropriate background checks, including Garda Vetting, before being allowed to work with children or vulnerable adults.
  - All staff members who are engaged in training that falls under this policy, must have an in-date Child First Certificate (HSELand)
2. Course Delivery:
  - Ensuring that our courses and training sessions are conducted in a safe environment.
  - Maintaining appropriate student-to-trainer ratios to ensure effective supervision.

- Clearly communicating the safeguarding policy to participants and their guardians (where relevant).

### 3. Monitoring and Reporting:

- Encouraging all staff, trainers, and volunteers to report any concerns about the welfare of children or vulnerable adults to the designated Safeguarding Officer.
- Implementing clear reporting mechanisms for any concerns or disclosures of abuse, which are followed up promptly and thoroughly.

## Safeguarding Officer

Kerry First Aid Ltd. designates a Safeguarding Officer who is responsible for:

1. Overseeing the implementation of the safeguarding policy.
2. Being the first point of contact for any safeguarding concerns or reports of abuse.
3. Coordinating appropriate actions and interventions in response to any safeguarding concerns.
4. Liaising with relevant authorities, such as the Gardaí, Tusla (the Child and Family Agency), or other safeguarding bodies.

The Safeguarding Officer for Kerry First Aid Ltd. is:

- Name: John Doogan
- Position: Company Director

## Identifying and Responding to Concerns of Abuse or Neglect

If any member of Kerry First Aid Ltd.'s staff, volunteer, or trainer suspects or receives a disclosure of abuse or neglect, the following steps should be taken:

1. Do not ignore concerns. If you have concerns or suspicions of abuse, take them seriously.
2. Report immediately. Inform the Safeguarding Officer without delay. If the Safeguarding Officer is unavailable, inform the CEO or another senior member of staff.
3. Maintain confidentiality. Do not share information about the concern with anyone else, except as necessary to protect the individual and fulfill legal obligations.
4. Record accurately. Make a written record of the concern, using objective and factual language. Include dates, times, and the context of the concern.
5. Follow up. The Safeguarding Officer will ensure that the concern is investigated, and appropriate steps are taken, including reporting to the authorities if required.

In case of immediate danger or emergency, contact the Gardaí or the relevant local authorities without delay.

## Staff Code of Conduct

Kerry First Aid Ltd. expects all staff, trainers, and volunteers to:

1. Treat children and vulnerable adults with respect, dignity, and understanding at all times.

2. Maintain appropriate professional boundaries. Do not engage in any behaviour that could be perceived as inappropriate or abusive.
3. Never engage in physical contact with children or vulnerable adults unless necessary for the delivery of first aid training.
4. Be mindful of how they communicate with children and vulnerable adults. Avoid language or behaviour that could be misinterpreted.
5. Always have at least one other adult present when interacting with children or vulnerable adults during training activities.

#### Parental/Guardian Consent

Before any training is provided to children (under 18) or vulnerable adults, Kerry First Aid Ltd. will:

1. Obtain written consent from the parent or legal guardian of children attending our courses.
2. Obtain written consent from vulnerable adults themselves or their legal guardian (if applicable).
3. Ensure that all participants are fully informed of the safeguarding measures in place and their rights to a safe environment during training sessions.

#### Confidentiality

All personal information about children or vulnerable adults will be kept confidential and shared only on a need-to-know basis in accordance with relevant legislation and best practice guidelines. Information will not be shared with any third party without the express consent of the individual or their guardian, except where there is a concern for their safety or well-being.