



# ROBERT EMMETS GAC

## GUSHENDUN



### Child Protection Induction Process For All Volunteers

This process should be carried out by the Child Protection Officer when commencing any role that involves working with youth.

The induction should last for one hour and forms part of the overall induction programme.

**Name of Volunteer** \_\_\_\_\_

**Role** \_\_\_\_\_

**Date Commencing Volunteer role** \_\_\_\_\_

	Requirement	Action	Action Completed (please tick)
1.	Volunteer is aware of Child Protection Policy.	Policy issued and Worker instructed to read Club policy & Code of Ethics Manual ISC	
2.	Volunteer is aware of his/her Clubs Designated and Deputy Designated worker.	Sean McKendry	
3.	Volunteer is informed of Antrim Designated Officer.	Name given.- WHO IS THIS?	
4.	Volunteer is informed of limits of confidentiality in relation to Child Protection Issues.	Volunteer is informed that Child Protection disclosures/concerns cannot remain confidential and must be reported.	
5.	Volunteer is informed of reporting concerns mechanism.	Report to Club Designated Officer or Deputy Designated Officer who will liaise with Social Services and County Designated Officer/National Child Protection Officer (GAA Child Welfare Protection Officer)	
6.	Information given on the Recording/Referrals system.	Volunteer is told the importance of recording factually and accurately all concerns and passing these to Designated Worker or Deputy Designated Worker or Antrim Designated Officer.	
7.	Contact Numbers	Volunteer is given a list of appropriate telephone numbers to report concerns.	
8.	Role and Purpose	Role, purpose and responsibilities of the post is outlined	
9.	Code of Behaviour	The workers attention is drawn to the Code of Behaviour outlined in the policy. (This will be discussed fully during training).	
10.	Policies	Worker is directed to where to find	



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		appropriate policies - bullying, internet usage, photographs etc.	
11.	Registration	Attention is drawn to the need for all young people to be registered with all forms signed by the person with parental responsibility.	
13.	Use of Mobile/Phones	Limitation on use of mobile phones to contact young people is explained. Volunteer is informed that personal mobiles should not be used for this purpose nor should personal numbers be given to young people.	
14..	Training	Worker is informed of the need to complete a training programme in Child Protection at next available time.	

Additions, Comments/Issues raised requiring further clarification.

This form should be signed and dated by the Child Protection Officer and Volunteer and a copy forwarded to the Sectary of the Club.

Signed \_\_\_\_\_ Volunteer

Signed \_\_\_\_\_ Child Protection Officer

Date \_\_\_\_\_