



APPENDICES

to the OPW's Child Safeguarding Statement 2018

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Appendix 1 – Definitions

“Harm” means, in relation to a child – (a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child’s health, development or welfare, or (b) sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise. (Children First Act 2015, Section 2).

“Relevant activities” means, in relation to children: “Any work or activity which consists of the provision of educational, training, cultural, recreational, leisure, social or physical activities (whether or not for commercial or any other consideration) to children unless the provision of educational, training, cultural, recreational, leisure, social or physical activities is merely incidental to the provision of educational, training, cultural, recreational, leisure, social or physical activities to persons who are not children”. (National Vetting Bureau (Children and Vulnerable Persons) Act 2012, Schedule 1).

“Relevant offence” in relation to a child includes murder, manslaughter, false imprisonment, rape, sexual assault, incest, defilement, allowing a child to be used for pornography, trafficking for sexual exploitation, reckless endangerment, assault causing harm, causing or encouraging sexual offence upon a child, threats to kill or cause serious harm, abduction, cruelty to children (ie assault, abandonment etc.) and female genital mutilation. (See Schedule 1 of the Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012 for more details.

“Child” means a person under the age of 18 years other than a person who is or has been married. (Child Care Act 1991, Section 2).

“All workers” means:

- Staff employed by the OPW on permanent, fixed term, casual and temporary contracts.
- Staff employed by contractors or through a contract or agency arrangement, who provide a service to the OPW;
- Self employed or freelance staff working at OPW sites;
- Individuals who provide a service to the OPW through a partnership arrangement;
- Volunteers.

Appendix 2

Roles of Relevant Person, Mandated Persons & Senior Managers

1 The Role of the Relevant Person is to:

- Act as first point of contact in relation to OPW's Child Safeguarding Statement;
- Be knowledgeable about child protection issues in general as well as with the legislation, non-statutory guidance and the content of this Child Safeguarding Statement;
- Have responsibility for the roll-out of this Statement to all staff;
- Provide information and advice on child protection issues within the OPW;
- Take receipt of reports from Senior Managers on issues arising from the implementation of this Statement and make recommendations to the Management Board in relation to its operation.
- Advise the Management Board about Child Safeguarding training needs for the Office.

The appointed Relevant Person for the Office of Public Works is:

Edel Hennessey, Assistant Principal Officer, Policy Unit.
CSS@opw.ie Edel.hennessey@opw.ie 046 9426198 087 2839888

2 The Role of the Mandated Person is to:

- Receive reports of concerns, complaints and allegations in relation to suspected or actual harm to children at OPW sites, and to act on these in accordance with the law and with this Statement;
- Provide information and advice on child protection issues within the OPW;
- Ensure that the OPW's child safeguarding procedures are followed;
- Liaise with An Garda Síochána as appropriate;
- Make mandatory and non-mandatory reports to Tusla when there are relevant incidents or concerns arising from the instances described in Section 15; document the rationale behind any decisions not to report such instances.
- Keep relevant people within the organisation informed of relevant issues, whilst maintaining an appropriate degree of confidentiality;

Appendix 2 contd.

- Ensure that an individual case record is maintained of every concern, allegation or disclosure received, along with the actions taken and the outcome;
- Ensure individual case records are confidential and stored securely.

The appointed Mandated Persons for the Office of Public Works are as follows:

Name & Role	Scope of Responsibility	Contact Details
Úna Ní Fhaircheallaigh, Personnel Officer	Issues relating to work of Established Civil Servants	Una.nifhaircheallaigh@opw.ie Jonathan Swift St. Trim, Co. Meath. Tel: 046 942 6082 Mob: 086 043 9138
Jackie Daly Deputy to Úna Ní Fhaircheallaigh	Issues relating to work of Established Civil Servants	Jackie.daly@opw.ie Jonathan Swift St., Trim, Co. Meath. Tel: 046 942 6296
Peter Duffy Personnel Officer	Issues relating to work of Operational Staff	Peter.duffy@opw.ie Jonathan Swift St., Trim, Co. Meath Tel: 046 942 6850 Mob: 086 344 6975
Jacinta Lynch Deputy to Peter Duffy	Issues relating to work of Operational Staff	Jacinta.lynch@opw.ie Jonathan Swift St., Trim, Co. Meath Tel: 046 942 6564 Mob:

3 The role of Senior Managers in relation to this Child Safeguarding Statement is to:

- Implement the procedures required under this Statement;
- Supply the Garda Vetting Liaison Officer (see Appendix 3) with details of staff who are providing *relevant activities* to children;
- Carry out risk assessments locally where site-specific conditions indicate additional risks above and beyond those set out in Section 4 of this Statement;
- Implement measures to address additional risks identified;
- Report to the Relevant Person on the implementation of this Statement.
- Ensure that all contracts for the provision of relevant activities include a requirement that the service provider is cleared following Garda Vetting.

Appendix 3 – Garda Vetting Procedures

In accordance with Section 12(1)(A) of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 (“Vetting Act”), the OPW is required to ensure that vetting disclosures have been acquired for anybody it employs, contracts or permits to provide *relevant activities*¹ to children. The Office must not assign or permit non-employees to provide *relevant activities* unless the Office is assured that they have been Garda Vetted by their parent organisation and deemed suitable for the provision of relevant work.

Who in OPW can be Garda Vetted?

- All new civil servants prior to their first employment, and certain operational staff who work in high-security premises – the vetting of such staff is commonly referred to as Garda clearance;
- All staff who provide *relevant activities* as defined in the National Vetting Bureau (Children and Vulnerable Persons) Act 2012, in accordance with the vetting Act and the Children First Act 2015.

Section 15 of the OPW’s Child Safeguarding Statement lists the categories of OPW staff who should always be Garda Vetted for child protection purposes.

How often will relevant staff be re-vetted for child protection purposes?

Re-vetting will be done at intervals to be prescribed by the Minister under Section 20 of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012.

Who administers the Garda Vetting for OPW?

A liaison person is designated under the Act and registered and trained by the National Vetting Bureau. This role is currently held by **Jacinta Lynch** email Jacinta.lynch@opw.ie tel 046 942 6564.

How does the process work?

It is the responsibility of managers in Visitor Services, National Historic Properties and the Learning & Development Unit to supply the liaison person with lists of staff who will be providing *relevant activities*.

Vetting Forms may be issued to each relevant staff member, and re-issued at prescribed intervals for repeat vetting. For e-vetting, there is an identify verification process and an electronic invitation issued to the staff member being vetted.

A confidential log is kept by the liaison person to track the administration of Garda Vetting in OPW. The log contains the names of staff who have been requested to complete Garda Vetting Forms, as well as the stages of the process completed.

¹ See definition in Appendix 1

Appendix 3 contd.

Since 2016, the vetting disclosures obtained from the National Vetting Bureau are electronic, and made viewable to the liaison person for 30 days before they are removed from view. In the event of material information being disclosed that would affect employment or deployment decisions of the Relevant Person, that disclosure report would be retained with the employee's personnel records.

What is the turn-around for Garda Vetting?

80% of vetting applications are responded to within 5 days.

What if staff members or job applicants refuse or fail to cooperate with Garda Vetting?

Relevant staff (see Section 15 of the Child Safeguarding Statement) who do not consent to be Garda Vetted should be precluded from providing *relevant activities* to children and may be subject to the application of the disciplinary procedure.

The employment of a person for the provision of relevant activities is subject to Garda Vetting.

What does the Garda Vetting Report show?

- All court convictions, with the exception of "spent convictions" as provided for in the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016.
- In respect of Garda Vetting specifically for child protection purposes, the report will also show "specified information", i.e. information other than a court determined criminal conviction, for example conclusions from investigations conducted by Tusla or the HSE, where such investigations lead to a bona fide concern that a person poses a threat to children.

What are "Spent Convictions"?

1. All convictions in the District Court for Motoring offences which are more than 7 years old, with the proviso that spent convictions for dangerous driving are limited to a single conviction.
2. All convictions in the District Court for minor public order offences which are more than 7 years old.
3. In addition, where a person has one, and only one, conviction (other than a motoring or public order offence) which resulted in a term of imprisonment of less than 12 months (or a fine) that conviction will also be spent after 7 years. This provision will apply to either a District Court or Circuit Court.

OPW staff being Garda Vetted do not need to declare any spent convictions on their vetting form, and the National Vetting Bureau will not disclose them to the OPW.

Appendix 3 contd.

What use can the OPW make of information that comes to them from a Garda Vetting report?

The Office is highly restricted in how it can use disclosures about convictions. For example, if the staff member is being Garda vetted for child protection purposes, the Office can only use the information disclosed to determine whether or not the staff member should be deployed to provide *relevant activities* to children, and for no other purpose.

Who sees vetting reports?

1. The OPW's designated liaison person (currently Jacinta Lynch).
2. The Mandated Persons appointed under the OPW's Child Safeguarding Statement.

Who decides if an individual is not deemed suitable for employment or for providing *relevant activities*?

The Personnel Officers, in their core role and/or in their capacity as Mandated Person under the Child Safeguarding Statement, as the case may be.

Where are vetting reports kept in OPW?

In the event of a material disclosure that influences the decision on whether the person can be employed on *relevant activities*, the report will be kept on the staff member's personnel file. Otherwise reports are not retained.

How long are vetting reports retained by OPW?

In the case of material disclosure, the reports will be kept for the same duration as the staff member's personnel records.

How are vetting reports disposed of?

Pre 2016 reports are shredded. Post 2016 reports are just allowed to lapse off the Bureau's electronic record after 30 days. Information on the liaison person's database of vetting activity is retained for the duration of the data subjects' employment.

Appendix 4 – Sample Indemnification & Permission Forms

Sample 1: Permission Slip for a Child attending a Summer Camp at Ashtown Castle



Permission Slip July 2018

It is essential to present this document in order to participate in the event. Please fill it in and return it to the address below, or bring it with you on the day of the event.

Times: 10.00a.m. - 3.15p.m.

Dates (Please circle): 3rd 5th 10th 12th 17th 19th 24th 26th

Name of Young Person: _____

Name of Parent/Guardian: _____

Address: _____

Contact person in case of any emergency: _____

Mobile number: _____ **Email:** _____

Other relevant information (Please mention any medical conditions, special needs or dietary requirements):

Permission

I _____ (parent/guardian) agree to allow the young person named above to participate in the OPW, Eco-UNESCO Summer Camp. I understand that the participants will be walking around the grounds of Ashtown Castle. I understand that there may be the possibility of the participants of the summer camp being photographed or filmed for broadcasting by OPW, Eco-UNESCO or RTE.

Appendix 4 contd.

Sample 2: Permission & Conditions for a Storytelling Family Event at a National Monument



Re: Storytelling Family Event at Reginald's Tower 2017 from 18th November – 19th Nov, 24th, 25th & 26th Nov, 1st, 2nd & 3rd Dec, 8th, 9th & 10th December 15th -23rd December 2017 - (Friday, Saturday and Sunday at 12.00, 2.00pm and 4.00pm)

Dear [name]

I refer to the above request and am pleased to inform you that permission has been granted subject to compliance with the following conditions:

- 1) The Minister for Culture, Heritage and the Gaeltacht, her servants and agents, the Commissioners of Public Works, their servants and agents, the Minister for Public Expenditure and Reform and the State are indemnified against all actions, suits, claims, proceedings, costs or expenses in respect of any loss, accident or damage of any nature to any person or property whatsoever arising out of the granting of this permission. **Evidence of Public Liability Insurance in the sum of €6m must be submitted to the undersigned prior to the event. Received with thanks.**
- 2) You must have regard to the OPW's Child Safeguarding Statement 2018 and ensure that all storytellers and volunteers are made aware of its content, particularly sections 5, 7 and 14. Please note that storytellers and volunteers are prohibited from providing children-only activities unless Garda Vetted for the purpose. They may however provide activities to groups where the presence of children is incidental to the presence of people in general.
- 3) You are required to adhere to the maximum number of visitors as agreed with Guide Staff at Reginald's Tower.
- 4) Sufficient stewarding must be provided for this event. The names of the volunteers and Storytellers should be identified and agreed in advance with [name]. Each session should have two volunteers and one storyteller. Each session is on a first come first served basis. Any difficulties with any aspect of the Stewarding process will be brought to the attention of the organising committee.

- 5) You will be responsible for leaving the site in a clean and tidy condition after use.
- 6) You will be responsible for the cost of making good any damage caused to the site arising out of its use.
- 7) There must be no fixing/mounting of any object to any wall or ground surface area of the site.
- 8) Interference with the fabric/structure of the National Monument is not permitted. Detection of such breaches will be penalised and may result in prosecution.
- 9) Please ensure that the contents of the Letter of Permission is brought to the attention of all participants.
- 10) The instructions of National Monuments staff or their authorised representatives must be complied with at all times. Please liaise with [name & number] prior to your event to arrange set up etc.

If you agree to abide by the foregoing conditions, please sign the undertaking below and return to [name & email]. Non receipt of a completed authorisation will result in the cancellation of this permission.

Yours sincerely

[Head of Business Unit]

I agree to abide by the above conditions:

Signed: _____

On behalf of: _____

Date: _____

Appendix 4 contd.

Sample 3: Permission & Indemnification for an event in Phoenix Park

Dear [name],

I refer to your recent request on behalf of _____ to hold a _____ in the Phoenix Park on _____

Permission is granted subject to the following conditions:

- 1) The Commissioners of Public Works and the Minister for Public Expenditure and Reform are indemnified against all actions, suits, claims, proceedings, costs or expenses in respect of any loss, accident or damage of any nature to any person or property whatsoever arising out of the granting of this permission. **Please enclose details of your public liability insurance to the effect of €6.5 million when returning this letter.**
- 2) All directions of the Chief Park Superintendent, Service Manager, Park Foremen or their authorised representatives must be complied with at all times.
- 3) You will be responsible for making good any damage whatsoever caused to State property arising out of the granting of this permission.
- 4) All details in the event safety management plan that is submitted to the Office of Public Works must be adhered to.
- 5) The OPW reserves the right to change the route or any other arrangements for this event at any time or to cancel the event without notice and without incurring any liability for any claim of compensation from any individual or group as a result of public health and safety and State business. Please note that provisionally booking a date does not guarantee the event will take place on that date. The OPW reserves the right to rearrange dates as the event calendar review by Park Management dictates.
- 6) No undue interference should be caused to other visitors in the Phoenix Park.
- 7) You accept responsibility for leaving all areas used in a clean and tidy condition. All litter must be removed.
- 8) Event organisers cannot advertise an event until approval has been given by the Office of Public Works and a signed indemnity form and copy of public liability insurance has been submitted.
- 9) Adequate stewarding must be provided.
- 10) Health & Safety guidelines to be adhered to at all times.
- 11) Event organisers should have regard to the OPW's Child Safeguarding Statement 2018 and ensure that all volunteers are made aware of its content. Please note that

volunteers are prohibited from providing children-only activities unless Garda Vetted for the purpose. They may however provide activities to groups where the presence of children is incidental to the presence of people in general.

- 12) All groups must carry out a Risk Assessment of the agreed course/route at least one week prior to the event.
- 13) Noise levels must be kept to a reasonable level.
- 14) Organisers will be required to furnish an email address for inclusion on the Events List of the Phoenix Park website www.phoenixpark.ie

If you agree to abide by the above conditions, please sign the undertaking below and return it to me as soon as possible.

Yours sincerely

Undertaking

I/We hereby agree to indemnify the Commissioners of Public Works, their servants and agents, the Minister for Public Expenditure and Reform and the State against any claim or loss or damage to property or injury to persons arising out of my/our being granted permission to hold a _____ in the Phoenix Park on _____

I agree to abide by the above conditions

Signed:

Date:

Appendix 5 – Media Consent Form


Parent Release Form for Media Recording

I, the undersigned, do hereby grant or deny permission to OPW to use the image of my child, _____, as marked by my selection(s) below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the OPW Web site.

- Deny permission to use my child's image at all.
- Grant permission to use my child's image in the following ways (mark all that apply):
- I. **Limited usage:** I want my child's image used within the OPW setting only (not in the larger community).
 - II. **Limited usage:** I want my child's image used for educational materials only (not marketing). This could be either within OPW or in the larger community.
 - III. **Unrestricted usage:** I give unrestricted permission for my child's image to be used in print, video, and digital media. I agree that these images may be used by OPW for a variety of purposes and that these images may be used without further notifying me. I do understand that the child's last name will not be used in conjunction with any video or digital images.

Parent/guardian signature _____ Date _____

Appendix 6: INCIDENT REPORT FORM

		<p>Incident Report Form CSS1</p> <p>For all incidents and concerns related to OPW Child Safeguarding Statement</p> <p>Please forward to (i) The line manager in charge of the employee (iii) The Mandated Person under the Child Safeguarding Statement if the incident relates to harm to a child as defined in the Children First Act.</p>
1.	<p>Property and exact location of incident (i) include property number if known (ii) attach photos and/or sketches as appropriate</p>	
2.	<p>Time and Date of incident</p>	
3.	<p>Description of incident and injuries (if any) (i) attach photos and/or sketches as appropriate</p>	
4.	<p>Injured Party Details (include contact details)</p>	<p>Please give details in relevant box below i.e. OPW Staff or Visitor or Third Party</p>
4a	<p>OPW Staff: Name and Grade</p>	
4b	<p>Visitor or Third party: Name and address of person[s] injured</p>	
5.	<p>Witness(es)</p>	<p>Please give details below</p>
5a	<p>Name and address of witness[es] (i) attach witness statements as appropriate</p>	
6.	<p>Medical treatment</p>	<p>Please give details below</p>
6a	<p>Name of first aider</p>	
6b	<p>Name of doctor and/or hospital</p>	
7.		

8.	Remedial Actions Taken (if appropriate)	
9.	Other comments:	
	Date:	Signed:

Appendix 7: Unpaid student work experience in the OPW for under-18s and vulnerable adults

OPW Policy and Procedures

Scope and Background

This policy relates to ad-hoc requests for short-term, unpaid work experience for students under the age of 18 and for vulnerable adults.² It does not apply to formal schemes such as OPW's Graduate Programmes or Apprentice Schemes, or to ad hoc requests from individuals over 18 years of age.

In general, such requests for work experience are only accepted from: (i) secondary school students in Transition Year, (ii) undergraduate students under 18 in full-time education, studying subjects that are relevant to the work of the OPW and (iii) students with disability who are enrolled in educational or training programmes. **The OPW does not generally facilitate other requests for unpaid work experience or internships for under-18s.**

The following procedures are designed to ensure that the OPW's temporary in-take of child and otherwise vulnerable students is managed consistently across the Office, in line with requirements for their safeguarding and in a way that protects the interests of all parties concerned: the student, supervisor, organisation and community.

The Office can only accept applicants for work experience when there are sufficient resources to administer applications and to provide appropriate supervision to the student. During exceptionally busy periods the Office may turn down all applications.

Staff are not permitted to bring people under the age of 18, or vulnerable adults, into OPW on work experience placements except under the arrangements set out in this policy.

3.1 Essential Criteria

- Individuals taken on for work experience should be full time students.
- Placements should not generally exceed 10 working days in duration.
- All students must be assigned under the direct supervision of a staff member.
- All placements must be documented in accordance with the procedures set out below.
- All direct supervisors of children and vulnerable adults should be Garda Vetted.

3.2 Authority to place work experience students

- Learning & Development Unit (L & D Unit) is the sole authority for Work Experience placements for children and other vulnerable students where the student is being assigned under the supervision of OPW Established staff members.

² As defined in the National Vetting Bureau (Children & Vulnerable Persons) Act 2012.

- Heads of Business Units (PO/equiv.) may delegate authority to individuals at local level, allowing them to manage the placement of under-18s work experience students under the supervision of OPW Operational staff. These authorised staff will be called student liaison officers.
- Student liaison officers must understand this policy, comply with these procedures and they must be Garda Vetted before they start placing students.
- Other than L&D Unit and approved student liaison officers, no staff member is permitted to bring a student under the age of 18 or an otherwise vulnerable student into the OPW on work experience.

3.3 Records

- The in-take process, essential paperwork and logging of data for all placements must be managed in a standardised format by student liaison officers.
- A spreadsheet must be kept to log the following information relating to every student in-take:

Student Name	Dates on Site	Direct Supervisor	Work Location	School	Requested by	Approved by	Indemnity signed?	Insurance Doc recd	Child Safeguarding Statement read and signed	Paperwork located
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- The spreadsheet should be forwarded at the end of each year to L & D Unit to feed into a central HR record of all students taken on at any OPW location.
- The following paperwork is required for students **under the age of 18**:

✓	Two indemnity forms, signed respectively by the student and their parent/guardian, to be kept on file (see Form A & B below)
✓	A copy of the school's insurance/indemnification certificate or a personal insurance certificate obtained from the student and filed
✓	Child Safeguarding Statement to be issued to the direct supervisor and parents
✓	Supervisor Declaration form signed by the direct supervisor (see Form C below)
✓	Child Safeguarding Declaration form signed by the student and parents (see Appendix 8).

3.4 Role of the Direct Supervisor and other staff

There is no onus on any staff member to accept the role of direct supervisor of a student on Work Experience. However, where such a student comes into an OPW workplace, there is an onus on all staff who come into contact with them to be cognisant and considerate of the relative immaturity, inexperience and/or potential vulnerability of the student from the point of view of safety, health, welfare and safeguarding, and to report any concerns they may have to their manager and to the Mandated Person appointed under the OPW's Child Safeguarding Statement.

Direct supervisors may wish to circulate a leaflet outlining the OPW's Workplace Code of Behaviour for Safeguarding Children to colleagues who are likely to be working alongside the student.

Direct supervisors should ensure, as far as practicable:

- that the attendance pattern of the student coincides with their own attendance at work;
- that the student and supervisor work in close enough proximity to ensure adequate supervision and support;
- that as far as possible, the student works in a highly visible, well populated location where they are least likely to be alone with any one staff member;
- that the student is given a reasonable opportunity to participate in or to observe meaningful work;
- that the student is not required to work alone;
- that the supervision of the student is never delegated to a staff member who has not been Garda Vetted.

3.5 Exit Surveys

Exit surveys should be conducted to measure student satisfaction and to allow room for issues to be raised or feedback offered at the end of the work experience. Feedback relating to issues of complaint or concern should be forwarded to L&D Unit for attention. If issues of complaint or concern arise in respect of child safeguarding, the Mandated Person under the OPW's Child Safeguarding Statement should be alerted.

Appendix 7 contd. Form A - INDEMNITY (parent/guardian)

In consideration of my son/daughter _____ being granted permission by the Commissioners of Public Works to undertake Work Experience in the Office of Public Works at _____
 _____ I indemnify and agree to keep indemnified, the State and the said Commissioners, its and their officers, agents and employees against all actions, loss, damage, costs, expenses and

demands arising in any manner whatsoever during the course of his/her participation in the said Work Experience, and any activity associated with that Work Experience.

SIGNATURE, DATE & CONTACT DETAILS: (Parent/guardian) _____

Appendix 7 contd. Form B - INDEMNITY (student)

In consideration of I _____ being granted permission by the Commissioners of Public Works to undertake Work Experience in the Office of Public Works at _____ hereby indemnify and agree to keep indemnified, the State and the said Commissioners, its and their officers, agents and employees against all actions, loss, damage, costs, expenses and demands arising in any manner whatsoever during the course of his/her participation in the said Work Experience, and any activity associated with that Work Experience.

SIGNED & DATED: _____ **ADDRESS:** _____

Appendix 7 contd. Form C - SUPERVISOR declaration

Declaration from all OPW staff volunteering to supervise minors and/or vulnerable adults on Work Experience placements.

Name (block capitals): _____

Work address: _____ Contact no: _____

- I have read the Office of Public Works Child Safeguarding Statement (inc Appendix 7) and agree to abide by its contents.
- I declare that there is no reason why I would be considered unsuitable to work with children or young people.
- I agree to be Garda Vetted before undertaking direct supervision of minors or vulnerable adults.

Signature & Date: _____

Appendix 8 –Declaration Form for staff and certain suppliers & volunteers

Declaration from (i) staff, (ii) certain suppliers working on OPW sites and (iii) volunteers at sites where children visit. Sections 5, 8 and 9 of the Child Safeguarding Statement refer.

Name (block capitals): _____

Address: _____

Telephone Number : _____

Email address: _____

I have read the Office of Public Works Child Safeguarding Statement and agree to abide by its relevant contents

Signature : _____

Date : _____

I declare that there is no reason why I would be considered unsuitable to work with or near children.

Signature : _____

Date : _____

Please return signed Declaration Form to:

Mary Bagnall, Policy Unit, OPW HQ, Jonathan Swift Street, Trim, Co. Meath,

For queries : tel 046 942 6747 Email: mary.bagnall@opw.ie