



Wexford Ancestry – Child & Vulnerable Adult Protection Policy

Document Title: Child & Vulnerable Adult Protection Policy

Organisation: Wexford Ancestry CLG

Approved By: Board of Directors

Version: 1.0

This policy applies to both **Wexford Ancestry CLG** (trading as **Wexford Ancestry & Heritage**) and **Wexford Ancestry Services**. It covers all directors, partners, staff, contractors, and volunteers engaged in the work of either entity.

This policy applies to all activities of **Wexford Ancestry CLG (trading as Wexford Ancestry & Heritage)** and **Wexford Ancestry Services**, including any projects, events, or commissioned work undertaken by or on behalf of either organisation.

Effective Date: 5th November 2025

Last Reviewed: 5th November 2025

Approved by: [Helen Brady, \(Chairperson\)](#) on behalf of the Board of Directors

Reviewed by: [Eddie Banville, \(Chief Executive Officer\)](#)

for and on behalf of Wexford Ancestry

Recorded by: [Margot Banville Hogan \(Company Secretary\)](#)

For and on behalf of Wexford Ancestry CLG and Wexford Ancestry Services

Date: 5th November 2025

Contact: wexfordancestry@gmail.com

1. Purpose

This policy protects children and vulnerable adults participating in the activities of Wexford Ancestry CLG and Wexford Ancestry Services. We are committed to creating a safe, respectful, and supportive environment across all research, educational, and community programmes.

2. Scope

Applies to all partners, staff, volunteers, and contractors, as well as all participants in our educational, outreach, or heritage activities, both in-person and online.



3. Legal Framework

This policy reflects obligations under:

- Children First Act 2015
- National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016
- Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Act 2012
- Data Protection Acts 1988–2018

It aligns with the Children First: National Guidance for the Protection and Welfare of Children (DCEDIY, 2017).

4. Our Commitment

Wexford Ancestry CLG and/or Wexford Ancestry Services will:

- Take all reasonable steps to ensure safety and wellbeing.
- Promote a culture of respect and accountability.
- Ensure all personnel understand their safeguarding responsibilities.
- Respond promptly and appropriately to concerns or disclosures.
- Comply fully with Garda vetting, reporting, and record-keeping obligations.

5. Definitions

Child: A person under the age of 18 years (excluding those who are or were married).

Vulnerable Adult: A person aged 18 or over who, due to age, disability, or illness, may be unable to protect themselves.

Abuse: Includes physical, emotional, sexual, discriminatory, or financial abuse, and neglect.

6. Responsibilities

Partners and staff are responsible for implementing this policy and acting immediately on any safeguarding concern. All personnel must complete Garda vetting and safeguarding training, prior to working directly with children and/or vulnerable adults.

Volunteers and contractors must never work alone with a child or vulnerable adult and must report concerns to the Designated Liaison Person (DLP).

Designated Liaison Person (DLP): [Margot Banville Hogan](#) Deputy DLP: [Helen Brady](#)

The DLP manages concerns, reports to Tusla, and maintains confidential safeguarding records.



7. Safe Practice Guidelines

- At least two adults must be present during activities involving minors or vulnerable adults.
- Avoid private one-to-one situations.
- Obtain written consent for photography or recording.
- Use respectful language and behaviour at all times.
- No physical punishment, humiliation, or bullying.
- Ensure all venues are risk-assessed for safety and accessibility.

8. Reporting Concerns

Concerns must be reported immediately to the DLP. If a reasonable concern exists, the DLP will report to Tusla using the official form. In urgent situations, contact An Garda Síochána. All reports will be recorded confidentially and handled under data protection rules.

9. Code of Behaviour

Everyone must:

- Treat children and vulnerable adults with dignity and respect.
- Act as positive role models.
- Report safeguarding concerns promptly.
- Maintain clear boundaries at all times.

Failure to comply may result in disciplinary action or termination of involvement.

10. Recruitment and Vetting

All personnel working directly with children or vulnerable adults must undergo Garda vetting before starting. References are required for volunteers and contractors, and records are maintained by the DLP.

11. Confidentiality and Record-Keeping

Safeguarding information is shared only on a need-to-know basis and stored securely in accordance with data protection law. Records are retained in line with our Record Retention and Archiving Policy.

12. Review and Monitoring

This policy will be reviewed annually or sooner following any legislative or organisational change, or any safeguarding incident.



13. Approval & Signature

This Child & Vulnerable Adult Protection Policy has been approved by the Board of Directors of Wexford Ancestry.

Approved by: *Helen Brady*, Chairperson, (on behalf of the Board)

Reviewed by: *Eddie Banville*, Chief Executive Officer

Recorded by: *Margot Banville Hogan*, Company Secretary

for and on behalf of Wexford Ancestry CLG and Wexford Ancestry Services.

Date: 5th November 2025

Wexford Ancestry – Safeguarding Heritage, Protecting People