



 Killorglin Community Childcare Centre CLG		<b>CHILD SAFEGUARDING STATEMENT/ POLICY</b>			
POLICY NO.:	CCP No. 25	REV. NO.:	5	REV. DATE:	01.04.2025

PREPARED BY:	 Centre Manager	Date: 30/3/25
APPROVED BY:	 Board of Directors	Date: 16/5/25

**The aims of the Scamps and Scholars Child Safeguarding Statement are:**

- Keeping children safe.
- Encouraging the best child protection practice.
- Supporting all persons and children.
- Providing consistency in how to respond to the issue of child protection.
- Meeting the specific needs of target groups.
- Ensuring that all persons working with children, and in particular those who have substantial unsupervised access to children, are aware of and familiar with this 'Child Safeguarding Statement Policy', as well as the Children First Act 2015, and DES guidelines and procedures in relation to reporting concerns and/or disclosures of child abuse.
- Providing a framework for interagency co-operation.

**Objectives:**

To ensure best practice in the recruitment of persons working with children which includes Garda vetting, taking up references, good HR practices in interviewing, induction training, probation periods and on-going supervision and management.

To ensure that all persons working with children are aware of how to recognize signs of child abuse or neglect.

To develop guidance and procedures for all persons working with children who may have reasonable grounds for concern about the safety and welfare of children involved with the centre.

To identify a Designated Liaison Person (DLP) to act as a liaison with outside agencies and as a resource person to any person working with children who has a child protection concern.

To adopt and implement the Children First: National Guidance Code of Good Practice, 2011, for use as an integral part of its policy on children in Scamps and Scholars.

To adopt and consistently apply a safe and clearly defined method of recruiting and selecting all personnel.

To ensure best practice throughout Scamps and Scholars by disseminating this 'Child Safeguarding Statement Policy' and its procedures. A brief summary of our 'Child Safeguarding Statement Policy' should be posted in the building.

To have in place procedures for dealing with a concern or complaint made to the statutory authorities against any Scamps and Scholars employee, persons working with children or an adult who has access to children.

To ensure that the DLP reports to the centre's own legal team if appropriate, and on a regular basis if required.

To develop effective procedures for responding to and recording accidents/incidents.

To ensure that any unusual activity (more than one complaint about an individual) is checked out and reported by the relevant staff to the DLP.

To ensure that child protection is addressed at any management and board meetings and that all members of the management team and board are given adequate notice of AGM's and other meetings.

To ensure that all minutes of meetings (AGM's, EGM's and committee meetings) are recorded safely and filed.

**This policy applies to all persons working with children and all children involved in Scamps and Scholars childcare centre.**

**1. NAME OF SERVICE AND ACTIVITIES PROVIDED:**

Killorglin Community Childcare Centre is a registered pre-school providing the following services for children aged 12 months to 12 years. We provide care and education to all the children that attend our service utilizing appropriate curriculum, legislation and best practice principles.

We are a company limited by guarantee and operate with a voluntary Board of Directors, a Manager, Deputy Manager, Supervisors, Early Years Educators and ancillary staff.

The management structure is as follows:



**Scamps & Scholars  
Structure**

BOARD OF  
DIRECTORS

MANAGER

DEPUTY MANAGER

QUALITY &  
STANDARDS  
MANAGER

ADMINISTRATION  
STAFF

CHILDCARD  
SUPERVISORS

KITCHEN  
SUPERVISOR

EARLY YEARS EDUCATORS

ANCILLARY STAFF

VOLUNTEERS &  
TRAINEES

## **2. COMMITMENT TO SAFEGUARDING CHILDREN FROM HARM:**

Our service is committed to safeguarding children in our care and to providing a safe environment in which they can play, learn and develop.

Our service believes that the welfare of the children attending our service is paramount. We are committed to child-centered practices in all our work with children.

We are committed to upholding the rights of every child and young person who attends our service including the right to be kept safe and protected from harm, listened to and heard.

Our policy and procedures to safeguard children and young people reflect national policy and legislation and are underpinned by Children First: National Guidance for the Protection and Welfare of Children, DCYA, 2017, Child Safeguarding: A Guide for Policy, Practice and Procedure, Tusla, 2018, and the Children First Act, 2015.

Our policy declaration applies to all paid staff, volunteers, committee/board members, schemes workers and students on work placement within our centre.

All committee/board members, staff, volunteers, schemes workers and students must sign up to and abide by the policies and procedures and guidance encompassed by the policy declaration and accompanying procedures.

We will review our child safeguarding statement and accompanying child safeguarding policies and procedures every 2 years or sooner if necessary due to service issues or changes in legislation or national policy.

**The Designated Liaison Person (DLP) for Child Protection at Scamps and Scholars is:**

**Rachel Ahern, Manager**

**The Deputy Designated Liaison Person (DDL) for Child Protection at Scamps and Scholars is:**

**Laura O'Sullivan, Deputy Manager**

### 3. RISK ASSESSMENT:

In accordance with the Children First Act 2015, the Board of Management/Service Provider has carried out a risk assessment of any potential harm to a child while attending our service or participating in service activities.

A written assessment setting out areas of risk identified and the service procedures for managing those risks is summarized below:

RISK IDENTIFIED	POLICY AND/OR PROCEDURE IN PLACE TO MANAGE RISK	POLICY AREA
Staff or other workers (students/scheme workers) that may have a historical criminal record which may limit or discount them completely from working with children	Our recruitment and selection policy is robust and detailed to determine any areas of concern and all staff will be Garda vetted before they start to work directly with children in our centre.	
Physical harm through slips and trips for the children at the centre	Good housekeeping * All areas well lit, including stairs * No trailing leads or cables * All staff keep work areas clear, i.e. no boxes left in walkways, deliveries stored immediately * All rooms cleared and tidied throughout the day and before staff leave * A child safe stair gate is fitted at the top and bottom of the staircase.	Health and safety statement and SOP manual.
Unauthorised entry or exit from the premises	All perimeter doors and entrances are fitted with a locking mechanism (front door magnetic lock and kitchen door 3 lever lock) Holes in fences and walls quickly repaired. Key fobs operated by staff (front door access) recorded and returned or disabled if terminating employment.	SOP manual
Contractors that may be doing work at the centre.	Such contractors shall be deemed to be reputable and fully insured. They shall have limited contact if any at all in areas with children and only if required and supervised. They shall never have unsupervised contact with any of the children.	
Risk of harm due to children inappropriately accessing and using computers	The center will develop an ICT (information and communications technology) policy. Staff will have regular discussions about the use of computers.	
Children with special needs and those who have particular vulnerabilities	The centre has a code of behaviour and an anti-bullying policy in place. The staff will have regular discussion about special needs education. The centre will celebrate World Down Syndrome Day and other such days as appropriate to ensure a broader understanding of children with additional needs. We shall also have staff trained in the LINC programme to ensure full inclusion in the centre for these children.	

#### **4. CHILD SAFEGUARDING POLICIES AND PROCEDURES:**

As required by the Children First Act 2015 and Children First National Guidance for Protection and Welfare of Children 2017 the following safeguarding policies, procedures and measures are in place:

- Procedure to maintain a list of mandated persons under the Children First Act, 2015
- A Relevant Person has been appointed.
- A Designated Liaison Person and Deputy Designated Liaison Person have been appointed.
- Child Protection and Welfare reporting procedures.
- Confidentiality Policy
- Policy for dealing with allegations of abuse or neglect against employees.
- Procedure for managing child protection records.
- Recruitment Policy.
- Garda Vetting Policy.
- Code of Behaviour for Working with Children.
- Induction Policy (which includes procedures to inform new staff about the Child Safeguarding Statement and accompanying safeguarding policies and procedures).
- All staff have completed the Tusla eLearning module – Introduction to Children First, and relevant staff have attended Always Children First Child Protection training.
- Staff have access to regular supervision and support in line with the centre's policy.
- Complaints Policy.
- Policy for managing outings.
- Policy for managing accidents and incidents.
- Social media management policy.

## **5. IMPLEMENTATION AND REVIEW:**

We recognize that implementation is an ongoing process. Our service is committed to the implementation of this Child Safeguarding Statement and the accompanying child safeguarding policies and procedures that support our intention to keep children safe from harm while availing of our services.

This statement will be reviewed every 2 years or as soon as is practicable after there has been a material change in any matter to which the statement refers.

This statement has been published on the center's website and is displayed in the centre. It has been provided to all staff, volunteers and any other persons involved with the centre. It is readily accessible to parents and guardians on request. A copy of this statement will be made available to Tusla if required.

## **MANDATED PERSONS – KILLORGLIN COMMUNITY CHILDCARE CENTRE – APRIL 2025:**

Rachel Ahern  
Laura O'Sullivan  
Kathleen O'Shea  
Sharon Durnin  
Fiona Casey  
Ann Doherty  
Siobhan O'Sullivan  
Eileen O'Leary  
Annemarie Sweeney  
Elaine O'Connor  
Margaret Cronin  
Susan Griffin  
Kathleen Sweeney  
Caitriona O'Shea  
Elmarie O'Shea  
Simon Bowes  
Fiona Brennan  
Emma Murphy  
Cristina Garcia  
Ann Marie Sheehan  
Erica Doona

Lorna Roche  
Geraldine Dunleavy  
Maura O'Connor  
Sinead O'Brien  
Elaine O'Riordan  
Alison Golden  
Sophie O'Sullivan  
Andrea O'Connor  
Breda Ashe  
JayJay Flynn  
Tricia O'Sullivan  
Kerry Relihan  
Melissa Van Der Wiel  
Ciara Devane  
Fiona Foley  
Jane Griffin  
Sheila Griffin  
Katie Sugrue  
Noreen Sugrue  
Caroline Fehilly-Stoat

