

# Child Safeguarding Statement

The aims of Scamps & Scholars Child Safeguarding Statement include:

- Keeping Children Safe
- Encouraging 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 UCD SSFSC's 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', the Children First Act 2015, and the DES guidelines and procedures in relation to reporting concerns and/or disclosures of child abuse.
- Providing a framework for interdepartmental co-operation.

Objectives:

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

Ensures that persons working with children are aware of how to recognise signs of child abuse or neglect.

Develops guidance and procedures for persons working with children who may have reasonable grounds for concern about the safety and welfare of children involved with the organisation.

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

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

Adopts and consistently applies a safe and clearly defined method of recruiting and selecting all personnel.

Ensures best practice throughout Scamps & Scholars by disseminating this 'Child Safeguarding Statement' and its procedures. A brief summary of UCD SSFSC's 'Child Safeguarding Statement' should also be posted in the building.

Have in place procedures for dealing with a concern or complaint made to the Statutory

Authorities against any Scamps & Scholars personnel, persons working with children or an adult who has access to children.

Ensures that the DLP reports to the company's own legal team if appropriate on a regular basis when required.

Develops effective procedures for responding to and recording accidents/ incidents. Ensures that any unusual activity (more than one complaint about an individual) is checked out and reported by the relevant staff to the DLP.

Ensures that Child Protection is addressed at any management & Board meetings and that all members of the management team & Board are given adequate notice of AGMs and other meetings.

Ensures that all minutes of all meetings (AGMs / EGMs / Committees) are recorded and safely filed.

This policy applies to all persons working with children and children involved in Scamps & Scholars Childcare Centre

# 1. NAME OF SERVICE & ACTIVITIES PROVIDED

Killorglin Community Childcare Centre is 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 utilising appropriate curriculum, legislation and best practise principles.

The management structure is:

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



Killorglin Community Childcare Centre Ltd  
Killorglin Community Childcare Centre Ltd



**Scamps & Scholars  
Structure**

**Board of Directors**



**Manager**

**Deputy Manager**



**Childcare  
Supervisors**



**Admin  
Supervisor**



**Kitchen  
Supervisor**



**Early Years Educators**



**Ancillary staff**



**Early Years Educators**



## 2. COMMITMENT TO SAFEGUARD CHILDREN FROM HARM

- Our Service is committed to safeguarding the 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-centred practice 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 rights 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 organisation. All committee

- board members, staff, volunteers, schemes workers and students must sign up to and abide by the policies, procedures and guidance encompassed by this policy declaration and our child safeguarding policy 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.
- **Designated Liaison Person (DLP)** for Child Protection

<b>DLP:</b>	<b>Deputy:</b>
<i>Derek O Leary (Manager)</i>	<i>Rachel Ahern (Deputy Manager)</i>

### 3. RISK ASSESSMENT

In accordance with the *Children First Act 2015*, the Board of Management/Service Provider has carried out an assessment of any potential for harm to a child while attending the service or participating in service activities. A written assessment setting out the areas of risk identified and the service procedures for managing those risks is summarised below:

Risk Identified	Policies and/or Procedures in place to manage Risk	Policy area.
Staff or other workers (students/scheme personnel) that may have a historical criminal record which may limited 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 e.g. 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 every stair case	Health & safety statement & SOP manual
Unauthorised entry or exit form the premises	All perimeter doors and entrances are fitted with a locking mechanism (front door magnetic lock & kitchen door 3 lever lock). Holes in fences and walls quickly repaired. Key fobs operated by staff (front door) recorded and returned or wiped 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. They shall never have unsupervised contact with any are that has children in it.	
Risk of harm due to children inappropriately accessing and using computers.	The school will develop an ICT Policy. The teachers will have regular discussion around usage of computers in class and during assembly.	
Children with special needs and who have particular vulnerabilities	The school has a Code of Behaviour and an Anti-Bullying Policy in place. The teachers will have regular discussions in class and at assembly about Special Education Needs. The school 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 service 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/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 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 service policy.
- Complaints Policy
- Policy for Managing Outings
- Policy for Managing Accidents and Incidents
- Social Media Management Policy

## 5. IMPLEMENTATION & REVIEW

- We recognise 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 service.
- This Statement will be reviewed every 2 years or as soon as practicable after there has been a material change in any matter to which the statement refers.
- This statement has been published on the service website and is displayed in the service. It has been provided to all staff, volunteers and any other persons involved with the service. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla if requested.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Service Provider's name and contact details:**

**For further information on this Statement, contact Relevant Person: CONTACT DEREK O  
LEARY, MANAGER.**





**Mandated persons - Killorglin Community Childcare Centre  
March 2018**

**Derek O Leary  
Rachel Ahern  
Julie O Sullivan  
Fiona Casey  
Elaine O Sullivan  
Annemarie Sweeney  
Elaine O Connor  
Margaret Cronin  
Kathleen Sweeney  
Catriona O Shea  
Susan Griffin  
Amy Houlihan  
Maria Murphy  
Laura O Sullivan  
Simon Bowes  
Emma Murphy  
Cristina Garcia  
Noelle O Sullivan  
Ann Marie Sheehan  
Fiona Brennan  
Fiona McGillicuddy  
Erica Doona  
Bernie O Sullivan  
Caroline Fehilly Stoa  
Lorna Roche  
Geraldine Dunleavy  
Caithlyn O Brien  
Maura O Connor  
Jakie Andretta**

# TUSLA

An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

## Area Management Structures, Contacts and Addresses



### West

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# Check list

Developing a Child Safeguarding Statement	Complete
Carry out the Risk Assessment	
List details of the service provided and management structure	
List principles to protect children from harm	
Appoint a Relevant Person	
Draw up a list of Mandated Persons	
Check you have all the required policies and procedures	
Amend your child protection and welfare reporting procedures, to include: <ul style="list-style-type: none"> <li>✘ <i>information on Mandated Persons and how they report</i></li> <li>✘ <i>information from Children First, National Guidance, 2017</i></li> </ul>	
Develop new procedures to: <ul style="list-style-type: none"> <li>✘ <i>Appoint a relevant person</i></li> <li>✘ <i>Draw up list of Mandated Persons</i></li> </ul>	
Provide all staff and board members with information about their responsibilities under the Children First Act, 2015	
Include details on review and implementation	