



***DAUGHTERS OF CHARITY
COMMUNITY SERVICES***

**Daughters of Charity Community Services Organisational Child
Safeguarding Statement**

Approved by Board of Directors	7TH MARCH 2018
Date of Review	10TH JULY 2020

1. Name of service being provided:

Daughters of Charity Community Services, 9 Henrietta Street Dublin 1, 01-8874100. Our mission is to strengthen our community so that through our services individuals and families, particularly the most marginalised, are encouraged to achieve their full potential.

Definition of Staff: the term 'staff' is used throughout the Policy and is taken to encompass: Board members, employees, those contracted for specific purposes on an ongoing basis, volunteers, participants on workplace employment schemes (such as CE and Tus), and students over 18 years on placement in the Daughters of Charity Community Services at No. 9 Henrietta St.

2. Nature of service and principles to safeguard children from harm

There are five services which run from 9 Henrietta Street in two different buildings, supported by a central operational team, namely:

- a) St Mary's Early Years' Service which provides a childcare service for up to 44 children aged 15 months to 5 years.
- b) Henrietta Adult and Community Education which provides a variety of adult education courses and activities for up to 250 adults in Dublin's North Inner City.
- c) St Vincent's Community Training Centre which provides skill based training for up to 50 young people aged 16-21 years.
- d) Henrietta Senior Citizens' Service which provides day care services for up to 40 people and a meals on wheels service for older people living in the community.
- e) The Central Support Team which works individually and collaboratively to provide community development/outreach, family support, counselling, educational and employment guidance services to participants across all the Services and the local community.

The staff includes 54 employees, 11 part-time tutors, 10 participants on CE/Tus schemes and 10 volunteers, however this changes regularly depending on the needs of the services. Employees are recruited in line with Daughters of Charity policies, and all staff

are Gardaí vetted, adhere to the guidelines of child protection training and have completed the Tusla Children First E-learning programme.

3. Risk Assessment

Definition of Harm: As defined in the Children's First Act 2015, means in relation to a child

- a) Assault, ill treatment or neglect of the child in a manner that seriously affect 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 series or combination of acts, omissions or circumstances, or otherwise

We have carried out an assessment of any potential for harm to a child while availing of our services. We have three services in which the participants are children:

- a) St Mary's Early Years' Service
- b) St Vincent's Community Training Centre
- c) The Central Support Team

Each of these services have a Safeguarding statement with risk assessment particular to the specific service. These Safeguarding Statements are part of the Safeguarding Statement for the organisation as a whole.

This risk assessment contains:

- 3.1 Risks to children as a result of the Organisation having multi-services across a number of buildings, in addition to the risks covered in the Safeguarding Statements of the specific services.
- 3.2 Risk Assessments for St Mary's Early Years' Service
- 3.3 Risk Assessments for St Vincent's Community Training Centre
- 3.4 Risk Assessments for The Central Support Team

3.1 Below is a list of risks identified as a result of the Organisation having multi-services across a number of buildings and the list of procedures for managing these risks. These are in addition to the risks covered in the Safeguarding Statements of the specific services.

	Risk Identified	Procedure in place to manage risk identified
1	As No 9 is a public building, there is a risk of harm from Staff within the DOCCS beyond what is identified in the specific service that the children are attending e.g. passing through communal areas	<ul style="list-style-type: none"> • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies. • E.Y. has its' own risk assessment with regard to children moving outside the designated space where the service is provided • Individual Services for children have their own safeguarding statement for children
2	<p>Non DoCCS staff accessing the building No 9 is a risk to children specifically</p> <p>a) Outside Contractors/guest speakers etc</p>	<p>a): Outside Contractors/guest speakers etc</p> <ul style="list-style-type: none"> • All contractors must check in at reception • All non DoCCS staff sign in and out of visitors book at reception • When access is to an area where there is a service to children operative, the manager or next in line staff member is contacted, so that they can ensure supervision of children

	<p>b) Risk to children as a result of tenants/programme from staff and participants in the basement of No 9</p> <p>c) risk from general public</p> <p>d) risk from students attending HACE</p>	<ul style="list-style-type: none"> • Staff are trained in the Visitor's Policy which outlines the procedures to be followed. <p>b): Tenants - their staff and participants</p> <ul style="list-style-type: none"> • Staff of Programme are Gardaí vetted • Participants are supervised at all times, except leaving and entering the building • Toilet facilities are within the basement area, which is supervised by the staff of the project and therefore toilet facilities throughout No 9 are not accessed by this group • Smoking breaks happen at the front of No 9 building, which is a separate area to the smoking area for participants and staff of the DoCCS. Smoking breaks are supervised by the tenant/programme staff • Access to the photocopier in reception by participants is by a phone call from staff in the basement to reception in advance <p>c): general public</p> <ul style="list-style-type: none"> • must check in at reception • must sign the visitors book • Depending on the nature of their visit, if accessing a specific service which is for children, the manager or next in line staff member is contacted so that they can ensure supervision of children • Staff are trained in the visitors policy which outlines the procedures to be followed for individuals and groups <p>d) students attending HACE</p> <ul style="list-style-type: none"> • Must check in at reception • For classes scheduled at night there are no children on the campus • For classes scheduled during the day students must sign the visitors book. The
--	--	---

	<p>e) risk from participants of the Senior Citizens Service</p>	<p>tutor is responsible for the supervision of the participants for the duration of the class</p> <ul style="list-style-type: none"> • Classes are scheduled for rooms upstairs on the 1st floor and 2nd Floor in No. 9 and not within a service specifically for children <p>In addition:</p> <ul style="list-style-type: none"> • Early Years have their own policy and children are never unaccompanied in No 9 • CTC have policy whereby instructors have responsibility for a group of participants. Instructors liaise with participants coming to No 9 for a specific purpose and therefore know their whereabouts. Instructors must follow up if the participant does not arrive within a certain period and note details of same <p>e) participants of the Senior Citizens Service</p> <ul style="list-style-type: none"> • Potential participants complete a referral form • All participants are accompanied when moving from No 9 to the canteen and on return • All participants are supervised when availing of the service. <p>In addition:</p> <ul style="list-style-type: none"> • Early Years are never unaccompanied in No 9 by their own policy • CTC have policy whereby instructors have responsibility for a group of participants. Instructors liaise with participants coming to No 9 for a specific purpose and therefore know their whereabouts. Instructors must follow up
--	---	---

	<p>f) rental of rooms in No. 9 to external groups</p> <p>In addition the following applies for each of a,b,c,d,e,f</p>	<p>if the participant does not arrive within a certain period and note details of same</p> <p>f)rental of rooms in No. 9 to external groups</p> <ul style="list-style-type: none"> • Staff are trained in the visitors policy which outlines the procedures to be followed including: • Manager/Director agrees use of room by external group with group leader and is scheduled in diary at reception • Reception alerts manager of CTC, EYS, CST of groups presence on the date • Manager/staff member meets Group Leader and gives one page which is signed • Group agrees to be bound by visitors policy • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies.
--	--	--

3	<p>There is a risk with potential participants to the DoCCS or tenant Services when they come for assessment</p>	<ul style="list-style-type: none"> • Visitors check in at reception • Reception alerts the relevant body of their visitor and staff from the programme come to meet and engage with the visitor • Staff are trained in the visitors policy which outlines the procedures to be followed.
4	<p>Organisational Events with a mix of all participants</p>	<ul style="list-style-type: none"> • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies. • Staff are trained in the visitors policy which outlines the procedures to be followed. • E.Y. S. policy requires a risk assessment done in advance of the event • Planning in advance highlights responsibilities and ensures that children are accompanied • Sufficient staffing ratios for the number of children in attendance is part of individual Service plans
5	<p>Smoking Area is a risk for trainees under 18 as it is used by children, adult trainees and staff</p> <p>Bike rack is accessed by staff and children</p>	<ul style="list-style-type: none"> • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy

		<ul style="list-style-type: none"> • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies. • The smoking area is partial visible from the canteen • Staff will supervise 10.30-11.00; 1-1.30pm;12-12.30; • Camera visible from reception • Bike rack is visible from the canteen
6	Children, other than our participants in our Service visiting	<ul style="list-style-type: none"> • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies. • As much as is possible this is planned in advance and notified to manager/Director of the service that is being visited by the staff/participant bringing the child • It is the responsibility of the person bringing the child to make sure that they are accompanied while on campus
7	Risk to Students under 18 on placement in the Senior Citizens Service	<ul style="list-style-type: none"> • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding

		<p>Statements and have signed up to the policy</p> <ul style="list-style-type: none"> • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies. • Parental consent form by parents/guardians acknowledging the range and context of services • Reference our child protection policy on our website for parent/guardians to view • Students are made aware of all relevant policies as per list set out by Manager • These students do not go on the minibus to deliver meals on wheels as they could be unsupervised as a result • In the day care centre students are under direct supervision of the Manager/staff member of the Service at all times. Students are not asked to complete any tasks that leaves them unsupervised • End of day check-in between student and Manager/next in line
8	Other risks	We have identified these by specific service and included them as part of the individual services statement
9	A participant/staff member not following the new rules and regulations for Covid 19, repeatedly, may fall under neglect.	<ul style="list-style-type: none"> • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies.

		<ul style="list-style-type: none"> • All staff to inform and ensure participants follow the procedures with regard to Covid as best as they can. • Staff to ensure the building is set up with Covid 19 regulations in mind. • All staff to complete Covid return to work training during prior to returning to work.
--	--	--

3.2 Risk assessment for St Mary's Early Years' Service

We have carried out an assessment of any potential for harm to a child while availing of our services. Below are a list of the areas of risk identified and the list of procedures for managing these risks.

	Risk Identified	Procedure in place to manage risk identified
1	Person gaining entry to EYS	<ul style="list-style-type: none"> • Door can only be accessed by key or open from within service. Only authorised persons allowed in service. Outside contractors/visitors and students are always supervised. • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies.
2	Risk of harm from staff member	<ul style="list-style-type: none"> • Ratios are always adhered to. • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided.

		<ul style="list-style-type: none"> • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies.
3	Child Protection Concerns go unnoticed or unreported	<ul style="list-style-type: none"> • Ratios are always adhered to. • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies.
4	Lone supervision	<ul style="list-style-type: none"> • Ratios are always adhered to, • relief staff are retained to ensure ratios are adhered to • When necessary the service operates on reduced hours to accommodate ratios. • Visibility into every room/bathroom • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services

		<ul style="list-style-type: none"> • Employees have Personnel Handbook with DoCCS policies.
5	Risk to children from other services within DOCCS e.g internal organisational events	<ul style="list-style-type: none"> • Individual risk assessment taken prior to each event and steps to mitigate risks. Ratios adhered to as per child protection policy. • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies.
6	Risk to children on external trips	<ul style="list-style-type: none"> • Individual risk assessment taken prior to event and steps to mitigate risks, • A parent must assist a child on an outing in conjunction with ratios. • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies.
7	Health and safety risks internally and externally (playground)	<ul style="list-style-type: none"> • Health and safety policy adhered to, • Staff trained in manual handling; • staff are trained in 1st Aid.

		<ul style="list-style-type: none"> • Maintenance issues addressed within 4 weeks. • Ratios always adhered to. • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies.
8	Risk to children from students	<ul style="list-style-type: none"> • Students arrive with Garda Vetting and college insurance. • Students receive regular supervision and are never left alone. • Students are always supervised.
9	Non authorised person collecting children	<ul style="list-style-type: none"> • Consent form signed by parent/guardian. ID required by all those collecting children, policy is always followed • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies.
10	Unaccompanied children in care of parent on DoCCS premises	<ul style="list-style-type: none"> • As per hand holding policy Parents are responsible for children from front door of no 9 to door of Early Years' Service. • Guardian/parent informed of hand holding policy at the start of term and

		<p>minimum of three reminders per school year.</p> <ul style="list-style-type: none"> • Parent’s handbook signed off by all parents/guardians. • Reception staff are aware of policy and do not open door if child is not with parent.
11	Risk of infection, contagious disease	<ul style="list-style-type: none"> • Manager and staff respond to HSE notification of epidemics and follow HSE guidelines. • Staff refer to health and safety/HACCP standards keep parents informed.
12	Critical Incident i.e child had to go to hospital	<ul style="list-style-type: none"> • Staff refer to and operate the critical incident policy ambulance is called, parent/guardian alerted, • where possible two staff go in the ambulance, but at least one staff accompanies child in ambulance and stays with child until parent arrives. • Incident report to be filled in upon return.
13	PCHP (Parent Child Home Programme) Lone Working	<ul style="list-style-type: none"> • Lone Working procedures are adhered to • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies.
14	Out sourced PCHP	<ul style="list-style-type: none"> • NCI have own Child Safeguarding Statement
15	Child/parent/guardian/staff member not following the new rules and regulations for Covid 19, repeatedly, may fall under neglect.	<ul style="list-style-type: none"> • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child

		<p>Safeguarding Statements and have signed up to the policy</p> <ul style="list-style-type: none"> • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies. • All staff to inform and ensure children and parents/guardians follow the rules with regard to Covid as best as they can. • Staff to ensure the building is set up with Covid 19 regulations adhered to. • All staff to complete return to work training prior to returning to work.
16	<p>Potential risk of harm to children through unsupervised access to internet.</p> <p>Addendum to Children’s First: National Guidance for the Protection and Welfare of Children – Online Safety – January 2019</p>	<ul style="list-style-type: none"> • Staff applying professional work practice in engaging with children using online methods – Videos, Whats App, e-mails and phone calls. Permission obtained for communication from staff to children via parents/guardians. • Staff will only contact parents/guardians during working hours and through work e-mail and work phone. • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies • Staff have completed Covid return to work training and signed up to abide by the rules and regulations of this.

17	Visiting a child's home for delivery of food hampers, food vouchers, resources etc during Covid.	<ul style="list-style-type: none"> • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies • Staff have completed Covid return to work training and signed up to abide by the rules and regulations of this. • Staff will visit house in twos and inform manager before and after delivery. • Parents/guardians contacted by staff prior to visit to ensure they will be there and are alright with staff visiting and know the purpose of said visit.
----	--	---

Part Time Wobblers 2 staff members	Part Time Toddlers 1 staff member	Full Time Toddlers 2 staff members	Full Time Pre School 2 staff members
<u>Ratio 1:5</u>	<u>Ratio 1:6</u>	<u>Ratio 1:6</u>	<u>Ratio 1:8</u>
<u>Currently 8</u>	<u>Currently 6</u>	<u>Currently 12</u>	<u>Currently 12</u>

3.3 Risk assessment for St Vincent's Community Training Centre

St Vincent's CTC has carried out a risk assessment of potential for harm to a child while availing of our service. The following is a list of risk identified and the procedure in place to manage these risks.

Risk Identified	Procedure in place to manage the risk
<p>1. Potential risk to children from Staff of the CTC.</p>	<ul style="list-style-type: none"> • In line with DoCCS recruitment policy staff are recruited, interviewed, Garda vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child protection policy including the Child Safeguarding statement. All staff have signed off on these. • Completion of Child Protection training. • Awareness and compliance with Child Safeguarding Statement. • All staff have completed the Tusla Children First e learning programme. • Staff have completed child protection training. • Staff have the Personnel Handbook with DoCCS policies
<p>2. Potential risk from Adult trainees</p>	<ul style="list-style-type: none"> • CTC supervision policy ensures the protection of Children while in the service. • Staff (Instructors and Manager) communicate to relevant staff when trainees are moving between buildings. • In line with DoCCS recruitment policy staff are recruited, interviewed, Garda vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child protection policy including the Child Safeguarding statement. All staff sign up to this. • All staff have completed the Tusla Children First e learning programme. • Staff have completed child protection training. • Staff have the Personnel Handbook with DoCCS policies
<p>3. Potential risk to children from Staff of other services in the organisation.</p>	<ul style="list-style-type: none"> • In line with DoCCS recruitment policy staff are recruited, interviewed, Garda vetted, 2 references supplied and

	<p>checked and copies of qualifications provided.</p> <ul style="list-style-type: none"> • Staff have a copy of the Child protection policy including the Child Safeguarding statement. All staff sign up to this. • All staff have completed the Tusla Children First e learning programme. • Staff have completed child protection training. • Staff have the Personnel Handbook with DoCCS policies
<p>4. Potential risk to children from adults either visitors or work related personnel coming into the CTC.</p>	<ul style="list-style-type: none"> • DoCCS child protection policy and procedures in place where other adults come into or are present in the CTC • Visitors are trained on visitors policy which outlines the procedures to be followed. • CTC supervision policy ensures protection of children in the CTC. Open communication between staff when trainees are moving between buildings. • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies.
<p>5. Potential risk to children due to times of reduced or non-supervision</p>	<ul style="list-style-type: none"> • Supervision policy in place for trainees • Contingency plan in place where an instructor is absent. • Supervision of Trainees at break times and during smoke breaks by staff. • Camera in place to cover smoking area in addition to supervision. • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí

	<p>vetted, 2 references supplied and checked and copies of qualifications provided.</p> <ul style="list-style-type: none"> • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies.
<p>6. Potential risk of harm to children due to poor practice delivery of or non-delivery of First Aid.</p>	<ul style="list-style-type: none"> • Staff complete First Aid training and are competent in the delivery of First Aid. Refresher training ongoing as required. • No medication is administered to any trainee by Staff of the CTC. • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies.
<p>7. Potential risk of issues affecting trainee wellbeing not being identified or addressed.</p>	<ul style="list-style-type: none"> • Referral and application process in place to identify issues for the person and to put supports in place. <p>Staff support the development of each trainees wellbeing through:</p> <ul style="list-style-type: none"> • Individual learning Plan (ILP) in place. • Ongoing monthly structured meetings among staff and support

	<p>team to discuss and address any issues presenting</p> <ul style="list-style-type: none"> • Referrals are made to the Central Support Team of the DoCCS for appropriate support. • Relevant training workshops held for wellbeing related issues with Trainees. • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies.
<p>8. Potential risk of peer abuse.</p>	<ul style="list-style-type: none"> • During the induction process trainees are informed of and sign up to a Code of Behaviour in the CTC. • The training centre operates an anti – bullying policy. Signed off on by all trainees. • This anti –bullying policy is implemented by management and staff in-conjunction with all trainees in the centre • Daily management of behaviour of trainees by staff and management in the CTC • Disciplinary procedures in place. • Restorative practice process is used by staff in the CTC with trainees. • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided.

	<ul style="list-style-type: none"> • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies.
<p>9. Potential for critical incident to arise.</p>	<ul style="list-style-type: none"> • Staff follow the Critical Incident policy of the DoCCS. • In the event of an incident risk assessment is carried out with procedures to mitigate the risks. • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies.
<p>10. Potential for child protection issue to arise in one to one teaching / instruction situations.</p>	<ul style="list-style-type: none"> • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child protection policy including the Child Safeguarding statement. All staff sign up to this. • All staff have completed the Tusla Children First e learning programme. • Staff have completed child protection training. • Staff have the Personnel Handbook with DoCCS policies

	<ul style="list-style-type: none"> • One to one teaching /instruction policy in place.
11. Potential for child protection issue to arise when students are on placement.	<ul style="list-style-type: none"> • Policy in place to cover students who are undertaking their work/educational placement. • Student placement is always under the supervision of a member of staff of the CTC. • Students complete Tusla e learning on Children First. • Complete interview. • Read relevant policies on starting placement • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies.
12. Potential for child protection issues to arise when a trainee is on work experience placement with an employer.	<ul style="list-style-type: none"> • Procedure in place for the operation of Work experience for trainees under the age of 18 with approved host employers. • Risk assessment and open communication process between CTC and employer before Work Experience commences. • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy

	<ul style="list-style-type: none"> • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies.
<p>13. Potential risk of harm to children through unsupervised access to internet. Addendum to Children’s First: National Guidance for the Protection and Welfare of Children – Online Safety – January 2019</p>	<ul style="list-style-type: none"> • Policy in place on internet access and use within DoCCS. • Schools filtering policy in place on the server • Instructor/ teacher supervision of Internet access/ use. • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies.
<p>14. Potential for Health and Safety issues to arise for children.</p>	<ul style="list-style-type: none"> • Risk assessment for training areas and training centre activities • Health and Safety policy is in place and adhered to. • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services

	<ul style="list-style-type: none"> • Employees have Personnel Handbook with DoCCS policies.
<p>15. Potential risk of child protection issues while on activities and field trips.</p>	<ul style="list-style-type: none"> • Risk assessment carried out before activity takes place • Policy and procedure on External activities and Field Trips in place and adhered by staff. • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies
<p>16. Potential risk of child protection issues arising during Covid 19 restrictions where trainees are not in centre. Trainees are at home but still required to actively engage with their training programme through distance learning. Staff working from home and engaging trainees in their learning through various mediums such as email, Whats App, Google classroom and Zoom.</p>	<ul style="list-style-type: none"> • Staff applying professional work practice in engaging with trainees using online methods. Trainees permission obtained for communication from staff to facilitate ongoing training delivery. • Staff will only contact trainees during working hours and through work e-mail. • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme

	<ul style="list-style-type: none"> • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies
17. A trainee/staff member not following the new rules and regulations for Covid 19, repeatedly, may fall under neglect.	<ul style="list-style-type: none"> • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies. • All staff to inform and ensure trainees follow the rules with regard to Covid as best as they can. • Staff to ensure the building is set up with Covid 19 regulations in mind. • All staff to complete return to work training during Covid 19.

3.4 Risk assessment for the Central Support Team

We have carried out an assessment of any potential for harm to a child while availing of our services. Below is a list of the areas of risk identified and the list of procedures for managing these risks.

	Risk Identified	Procedure in place to manage risk identified
1	One to one meetings with young people.	<ul style="list-style-type: none"> • All Team members are Garda vetted in line with the organisation's policies. • All team members have completed the Children's First E-Learning Programme and Child Protection training. • All team members have been interviewed prior to starting the position, two references have been

		<p>supplied and qualifications provided as per the DoCCS recruitment policy.</p> <ul style="list-style-type: none"> • Other staff and Team members in offices on same floor are aware of one to one meetings in progress. • Parental / guardian permission is obtained for young person to engage in counselling. • The counselling office door has a glass window in it.
2	When required, in unplanned circumstances or crisis situations, taking young people off-site, eg: home, GP, hospital.	<ul style="list-style-type: none"> • All Team members are Garda vetted in line with the organisation's policies. • All team members have completed the Children's First E-Learning Programme and Child Protection training. • All team members have been interviewed prior to starting the position, two references have been supplied and qualifications provided as per the DoCCS recruitment policy. • Always two staff members, one male, one female, accompany the young person. • Team member reports to a member of senior management before leaving the building and on their return to the organisation.
3	When required, accompanying young people to appointments.	<ul style="list-style-type: none"> • All Team members are Garda vetted in line with the organisations polices. • All team members have completed the Children's First E-Learning Programme and Child Protection training. • All team members have been interviewed prior to starting the position, two references have been supplied and qualifications provided as per the DoCCS recruitment policy. • Only occurs during working hours and during day-light. • Team member reports to a member of senior management before leaving the building and on their return to the organisation.
4	When required and where appropriate, off-site meetings with young people.	<ul style="list-style-type: none"> • All Team members are Garda vetted in line with the organisations polices. • All team members have completed the Children's First E-Learning Programme and Child Protection training. • All team members have been interviewed prior to starting the position, two references have been supplied and qualifications provided as per the DoCCS recruitment policy. • Only occurs during working hours, during day light and in a public space.

		<ul style="list-style-type: none"> • Team member reports back to organisation after meeting. • Team member reports to a member of senior management before leaving the building and on their return to the organisation after the meeting.
5	Attending group outings planned by other Services within the DoCCS.	<ul style="list-style-type: none"> • All Team members are Garda vetted in line with the organisations polices. • All team members have completed the Children’s First E-Learning Programme and Child Protection training. • All team members have been interviewed prior to starting the position, two references have been supplied and qualifications provided as per the DoCCS recruitment policy. • Child Protection Policy, other relevant policies and Child Safeguarding Statement of individual Services are adhered to. • A risk assessment is carried out in advance of the trip by the service that planned it.
6	Due to Covid 19, the team may work with young people via online mediums such as What’s App and E-mail.	<ul style="list-style-type: none"> • All Team members are Garda vetted in line with the organisations polices. • All team members have completed the Children’s First E-Learning Programme and Child Protection training. • All team members have been interviewed prior to starting the position, two references have been supplied and qualifications provided as per the DoCCS recruitment policy. • Staff members only use their work phone and e-mail for such correspondence and only during working hours. • Staff members remind participants of safe and responsible online behaviours. • All staff to complete Covid return to work training prior to returning to work.
7	A trainee/staff member not following the new rules and regulations for Covid 19, repeatedly, may fall under neglect.	<ul style="list-style-type: none"> • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies.

		<ul style="list-style-type: none"> • All staff to inform and ensure participants follow the rules with regard to Covid as best as they can. • Staff to ensure the building is set up with Covid 19 regulations in mind. • All staff to complete Covid return to work training prior to returning to work.
8	Visiting a child's home for delivery of food hampers, food vouchers, resources etc during Covid.	<ul style="list-style-type: none"> • In line with DoCCS recruitment policy staff are recruited, interviewed, Gardaí vetted, 2 references supplied and checked and copies of qualifications provided. • Staff have a copy of the Child Protection Policy, including the Child Safeguarding Statements and have signed up to the policy • Staff have completed Tusla Children first e-learning programme • Staff have received child protection training in the relevant services • Employees have Personnel Handbook with DoCCS policies • Staff have completed Covid return to work training and signed up to abide by the rules and regulations of this. • Staff will visit house in twos and inform manager before and after delivery. • Parents/guardians contacted by staff prior to visit to ensure they will be there and are alright with staff visiting and know the purpose of said visit.

4 Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, the Children First: National Guidance, and Tusla's Child Safeguarding: A Guide for Policy and Procedure and Practice. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service.
- Procedure for the safe recruitment and selection of workers and volunteers to work with children
- Procedure for the reporting of child protection or welfare concerns to Tusla

- Procedures for maintaining a list of the persons in the relevant service who are mandated persons
- Procedures for appointing a relevant person

All procedures listed are available upon request.

5 Implementation

We recognise that implementation is an ongoing process. Our service is committed to the implementation of this Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service. This Child safeguarding Statement will be reviewed on the 10th of July 2022, or as soon as practicable after there has been a material change in any matter to which the statement refers.

Designated Liaison Persons (DLP): John Breen, Elaine Burnett, Fergus Carpenter, Sarah Murphy, Yvonne Mc Carthy, Mary Mc Phillips, Paul Norris

Child Protection Officer: Sarah Murphy

Child Protection Advocates: Louise Mullins, Sarah Kearney

Signed: _____

Mary Mc Phillips

Director of Services

mmcphillips@DoCCS.ie

01-8874112

For queries please contact Mary Mc Phillips
Relevant person under the Children First Act 2015