



CHILD SAFEGUARDING STATEMENT TEMPLATE FOR EARLY YEARS SETTINGS

Published by:

EARLY YEARS CHILD PROTECTION PROGRAMME

January 2018

This document is a guide only. To ensure your compliance with the *Children First Act 2015* and *Children First: National Guidance for the Protection and Welfare of Children, 2017* it should be adapted to the needs of your service.

Checklist

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"> • <i>information on Mandated Persons and how they report</i> • <i>information from Children First, National Guidance, 2017</i> 	
Develop new procedures to: <ul style="list-style-type: none"> • <i>Appoint a relevant person</i> • <i>Draw up list of Mandated Persons</i> 	
Provide all staff and board members with information about their responsibilities under the Children First Act, 2015	
Include details on review and implementation	

Using this document:

- Under the *Children First Act 2015* all early years services (including stand-alone afterschool services) as defined in the Childcare Act 1991 who employ one or more person are required to have a Child safeguarding Statement. Employ here includes people who are unpaid – for example, students or volunteers and back up persons.
- This checklist and Template should be used in conjunction with the information in *Developing a Child Safeguarding Statement: A Guide for Early Years Services in Ireland, 2018* - available from your local childcare committee.

Child Safeguarding Statement

1. NAME OF SERVICE AND ACTIVITIES PROVIDED

Include details of your service here. Activities provided, to who and management structure

[Insert service name] is registered pre-school providing the following services for children aged 12 months to 6- years:

The management structure is:

2. COMMITMENT TO SAFEGUARD CHILDREN FROM HARM

Amend as appropriate to your service

- 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 and students on work placement within our organisation. All committee board members, staff, volunteers 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

DLP:

Insert name and contact details

Deputy:

Insert name and contact details

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

4. CHILD SAFEGUARDING POLICIES AND PROCEDURES

Amend as appropriate – other policies and procedures may be required in your service

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

Note: *The above is not intended as an exhaustive list. Service Providers should also include in this section such other procedures/measures that are of relevance to their service.*

5. IMPLEMENTATION AND 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: _____ *to be signed by the Service Provider*

Date: _____

Service Provider's name and contact details:

For further information on this Statement, contact Relevant Person: *Insert name and contact details of the Relevant Person*

RISK ASSESSMENT TEMPLATE

Person(s) carrying out Risk Assessment:

Date:

Risk Identified	Who is Responsible?	What is Currently in Place to Manage the Risk	What Future Actions are Needed?