

**15. CHILD SAFEGUARDING STATEMENT**

<b>Document Title:</b>	<b>Child Safeguarding Statement</b>
<b>Unique Reference Number:</b>	<b>015</b>
<b>Document Author:</b>	<b>YMCA Childcare, CB</b>
<b>Document Approved:</b>	<b>Paul McDonald</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Paul McDonald Russell Wilbourne</b>
<b>Person responsible for approving Policy</b>	<b>Paul McDonald</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email &amp; Hard Copy</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Email &amp; Hard Copy</b>
<b>Date the Document is Effective From:</b>	<b>October 2019</b>
<b>Scheduled Review Date:</b>	<b>Annually</b>
<b>Number of Pages:</b>	<b>7</b>

**1. Type of Service:** The aim of this Service is to provide a Full Day Care facility for children aged 6 months to 5 years. We open 51 weeks per year and daily from 7:45am-6:15pm, Monday to Friday. We have the capacity to cater for 85 full-time children and 44 sessional children at any one time and our ratios are listed overleaf. This Service is a community-based facility operated by a Board of Directors. We deliver a Child-led Play based Curriculum.

**Key Personnel: In-House**

<b>Manager (Person in charge):</b>	Russell Wilbourne
<b>Deputy in the absence of Manager:</b>	Belinda Geoghegan
<b>Health and Safety Officer:</b>	Paul McDonald
<b>Fire Officer:</b>	John Hall
<b>First Aid Co-ordinator:</b>	Belinda Geoghegan
<b>Designated Liaison Officer:</b>	Kathryn O'Mahony
<b>Deputy Designated Liaison Officer:</b>	Paul McDonald
<b>Data Controller:</b>	Rachel Kinlan

**Key Information:**

<b>Opening Hours:</b>	7:45am-6:15pm (full-time) 9am-1pm (sessional)
<b>No of Weeks per year opened:</b>	51

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<b>Capacity:</b>	85 (full-time children) 44 (sessional children)
<b>No. of Children attending the Service:</b>	53 (full-time children) 30 (sessional children)
<b>Age Range:</b>	6 months – 5 years
<b>Ratios:</b>	0 – 1 Year 1:3 1 – 2 Years 1:5 2 – 3 Years 1:6 3 – 6 Years 1:8
<b>Curriculum:</b>	Child-led Play based Curriculum
<b>Address:</b>	53 Aungier Street, Dublin 2
<b>Phone Number:</b>	01 4782607
<b>Email:</b>	childcare.info@ymca-ireland.net

**Key Personnel: External**

<b>TUSLA Early Years Inspection Team:</b>	Dublin South West & West, Early Years Inspector, Cherry Orchard Hospital, Ballyfermot, Dublin 10, 076 6955723
<b>TUSLA Social Work Department:</b>	Duty Social Work Department, Carnegie Centre, 21-25 Lord Edward Street, Dublin 2, 01 6486500
<b>Garda:</b>	Kevin Street Garda Station, 01 6669400
<b>Hospital:</b>	Temple Street, 01 8784200
<b>Fire Brigade:</b>	999 / 112
<b>Garda Vetting:</b>	Shauna Barnes (YMCA)

**2. Principles:** Protecting children and young people is everyone's responsibility. The welfare of the child is paramount to us. Therefore, we want to make sure that the children in the Service are protected and kept safe from harm while they are with the staff and the students in this Service by:

- Making sure that our staff and students are carefully selected, trained and supervised.

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- Having procedures to recognise, respond to and report concerns about children’s protection and welfare.
- Making sure all staff are Garda vetted prior to engagement.
- Having clear codes of behaviour for management, staff and students.
- Having a procedure to respond to accidents and incidents.
- Giving parents/guardians, children and workers information about what we do and what to expect from us.
- Letting parents/guardians and children know how to voice their concerns or complain if there is anything they are not happy about. Having a procedure to respond to these complaints.
- We have a clear reporting procedure to be followed should a staff member have a concern about a child with regard to *Children First (2017) and The Children First Act 2015*
- Having a procedure to respond to allegations of abuse and neglect against staff members.
- The Child and Adult Protection policy will be reviewed annually by the Management.

### 3. Risk Assessment

**All potential risks have a relevant procedure to manage the risks as outlined below**

<b>RISK IDENTIFIED</b>	<b>PROCEDURES IN PLACE TO MANAGE RISK</b>	<b>Responsibility</b>
Risk of harm of bullying a child by a member of staff/volunteer/peer	<b>Procedures in place</b> Anti-bullying policy Staff Training Supervision Discipline Procedure School-Aged children have access to complaints policy in child-friendly format	Management, staff
Risk of harm of sexual abuse (as defined in the Children First Act 2015) of a child by a member of staff/ Child Abused within setting	<b>Procedures in place</b> Vetting in place to include Garda vetting, police checks, validated references. No unsupervised access by unauthorised personnel. Staff aware of mandated requirement to report abuse. Staff trained in child protection DLPs appointed Mandated persons named and listed Visitors or persons unknown to staff will not have unsupervised access and visiting times will, if possible, be arranged when children are not present as they are unvetted School-Aged children have access to complaints policy in child-friendly format	Management, Staff, DLP

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<p>Risk of harm or physical / psychological/ emotional harm (as defined by the Children First Act 2015) of a child by a member of staff</p>	<p><b>Procedures in place</b>  Vetting in place to include Garda vetting, police checks, validated references.  No unsupervised access by unauthorised personnel. Staff aware of mandated requirement to report abuse.  Staff trained in child protection  DLPs appointed  Mandated persons named and listed  Visitors or persons unknown to staff will not have unsupervised access and visiting times will, if possible, be arranged when children are not present as they are unvetted  School-Aged children have access to complaints policy in child-friendly format</p>	<p>Management, Staff, DLP</p>
<p>Lost child</p>	<p><b>Procedures in place</b>  Missing Child Policy in place and followed  Outing Policy in place and followed  Risk Assessments carried out  Critical Incident Plan in place.  Only authorised Persons allowed access to the service</p>	<p>Management, Staff</p>
<p>Accidents Caused by Neglect</p>	<p><b>Procedures in place</b>  Safety Statement in place  Risk Assessments carried out following an accident and corrective action taken  Accident and Incident Policy in place and followed</p>	<p>Management, Staff</p>
<p>Medical Neglect</p>	<p><b>Procedures in place</b>  Medicines Policy in place and followed  Parental Consent Forms signed  Individual Child Care/Emergency Plans in place</p>	<p>Management, staff</p>
<p>Child not collected/  Unauthorised collection and Access Rights  Persons unfit to collect</p>	<p><b>Procedures in place</b>  Collections Policy in place and followed  Emergency Collectors available, Parental Agreements &amp; Permissions in place  Child Registration Form completed with emergency contacts and authorisations.  Children are not released to unauthorised persons.  Where there is a dispute between parents, we will seek legal clarification regarding access and may require copies of a court order</p>	<p>Management, staff</p>

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	<p>If we have never met a parent and a parent is not listed on the registration form, we may seek clarification of identity before engaging with the parent</p> <p>Children will not be released to parents/guardians who are in an unfit state. Procedure in place</p> <p>School aged children have access to child-friendly policy</p>	
Unvetted Staff or students that may lead to children being harmed	<p><b>Procedures in place</b></p> <p>Recruitment and Selection Policy in place</p> <p>Garda Vetting Policy in place</p> <p>Relevant validated References available for all staff</p> <p>Child and Adult Protection Policy in place</p> <p>Risk Assessment of Disclosures on Garda Vetting forms completed if required</p>	Management, Staff
Poor behaviour strategies where the dignity of the child is undermined	<p><b>Procedures in place</b></p> <p>Managing Behaviour Policy in place and followed</p> <p>Positive strategies only used</p> <p>No Corporal punishment</p> <p>No isolation</p> <p>Professional assistance sought for very challenging behaviour</p> <p>Staff trained in evidence based behaviour management strategies</p> <p>Management support provided to staff in relation to very challenging behaviour</p>	Management, staff
Risk of harm of abuse when on outings	<p><b>Procedures in place</b></p> <p>Outings policy in place</p> <p>All Outings/excursions risk assessed</p> <p>Risk checklist used</p> <p>Vetting in place to include Garda vetting, police checks, validated references.</p> <p>No unsupervised access by unauthorised personnel.</p> <p>Staff aware of mandated requirement to report abuse.</p> <p>Staff trained in child protection</p> <p>DLPs appointed</p> <p>Mandated persons named and listed</p> <p>Visitors or persons unknown to staff will not have unsupervised access and visiting times will, if</p>	Management, Staff, DLP

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	possible, be arranged when children are not present as they are unvetted	
Access to inappropriate online resources. Unauthorised sharing of images and information about a child	<p><b>Procedures in place</b></p> <p>Internet and Photographic and Recording Devices Policy</p> <p>Parental Consent Forms completed</p> <p>Images only published on social media with parental consent</p> <p>Parents are aware of Internet and Photographic and Recording Devices Policy and their responsibilities</p> <p>School-Aged children aware of the policy regarding phones, tablets and other devices and the Service has devised a child friendly policy for school age children in the Service.</p> <p>No mobile phones allowed in classrooms</p>	Management, staff

**Responsibility:** The DLP is responsible for ensuring the above risks are managed.

**4. Procedures:** 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, 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:

- Procedures to manage any risk identified
- Procedure for reporting harm or abuse or allegations of these to Tusla by the as provider YMCA Childcare or member of staff (whether mandated or not)
- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child while attending our service
- Procedure for selection or recruitment of any person as a member of staff of the provider with regards to that person’s suitability to work with children
- Procedure for the provision of information and, where necessary, instruction and training to members of staff in relation to the occurrence of harm
- Procedure for maintaining a list of the persons (if any) in the service who are mandated persons.
- Procedure for the appointment of a relevant person for the purposes of this statement who is The Manager, Nina Gozdz.

**5. Implementation:** We recognise that implementation is an on-going process. Our Service is committed to the implementation of this Child 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 every *twenty-four months* or as soon as practicable after there has been a material change in any matter to which the statement refers.

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**WELCOMING, INCLUSIVE, EMPOWERING, CARING, RESPONSIBLE**

Signed: .....(Provider)Date.....

Name.....Tel.....

**Relevant Person under the Children First Act 2015**

Name.....Tel.....

For further information on this Statement please contact the Relevant Person  
The Manager, Nina Gozdz, 01 4782607.

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YMCA Dublin is a registered charity (Charity Number 2366). A list of our members of Board of Management is available on request.