**CHILD SAFEGUARDING STATEMENT**

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| **Document Title:** | **Child Safeguarding Statement** |
| **Document Author and Relevant Person under Children First Act 2015:** | **Mary’s House** |
| **Document Approved:** | **Anthony McLeod** |
| **Date the Document is Effective From:** | **November 2023** |
| **Scheduled Review Date:** | **Annually** |
| **Number of Pages:** | 11 |

**Type of Service**

Mary’s House is a Full Day Care Service in accordance with the Child Care Act 1991 (Early Years Services) Regulations 2016 and registered with Tusla under Certificate No. TU2015DS164. Mary’s House also has a school-aged service (afterschool service, in accordance with the Child Care Act 1991 (Early Years Services) (Registration of School Age services) Regulations 2018, registered with Tusla under Certificate No. TU202I1DSO3OSA.

**Staff in the after school service of Mary’s House  are not "mandated persons" within the meaning of The Children First Act (2017) and The Children First Act 2015 ("the Acts").**

**To this end Mary’s House follows the principles of the role of the mandated person as defined within the Acts and obligates its after school staff to uphold such principles.**

**Accordingly reference to “mandated person” or “mandated persons” in this Statement, within the meaning of The Children First Act (2017) and The Children First Act 2015 ("the Acts"), denotes  after school staff of Mary’s House**

**For the purposes of clarification the Service’s Designated Liaison Officer(s) and Deputy Designated Liaison Officer(s) in Mary’s House’s after school service are at all times mandated persons within the meaning of The Children First Act (2017) and The Children First Act 2015 ("the Acts").**

**This Service is privately owned by Anthony McLeod.**

**KEY INFORMATION**

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| **Opening Hours:** | Full Day Care: 7:45 a.m. to 5:00 p.m.  After School: 7:45 a.m. to 8:30 a.m. and 1:30 p.m. to 5:00 p.m. during term time and 7:45 a.m. to 5:00 p.m. outside term time. |
| **No of Weeks per year opened:** | 51 |
| **Capacity:** | Full Day Care: 40  After School: 15 |
| **No. of Children attending the Service:** | Full Day Care: 34  After School: 11 |
| **Age Range:** | Full Day Care : 6 Months to 5 years  After School: 5 Years to 8 Years |
| **Ratios:** | 0 – 1 Year 1:3  1 – 2 Years 1:5  2 – 3 Years 1:6  3 – 6 Years 1:8  ECCE 1:11  After School: 1:11 |
| **Curriculum for Full Day Care:** | Play Based Emergent |
| **Activities for After School:** | Homework support, outdoor play, arts & crafts, books, board games |
| **Address:** | 8 Oldbawn Road, Tallaght, Dublin 24 |
| **Phone Number:** | 01 4628099 |
| **Email:** | tallaght@maryshouse.ie |

**Key Personnel: In-House**

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| **Manager (Person in charge):** | Bernadette Kehoe |
| **Deputy in the absence of Manager:** | Sarah Naghten |
| **Health and Safety Officer:** | Anthony McLeod |
| **Fire Officer:** | Anthony McLeod |
| **First Aid Co-ordinator:** | Bernadette Kehoe |
| **Designated Liaison Officer:** | Bernadette Kehoe |
| **Deputy Designated Liaison Officer:** | Bernice Walsh |
| **Data Controller:** | Anthony McLeod |

**Key Personnel: External**

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| TUSLA Early Years Inspection Team: | Early Years Inspector, Cherry Orchard Hospital, Ballyfermot, Dublin 10  01 7718499 |
| TUSLA Social Work Department: | Duty Social Work Department, Chamber House, Chamber Square, Tallaght, Dublin 24 01 4686289 |
| Garda: | Tallaght Garda Station 01 6666000 |
| Doctor: | Dr. Lincoln, Old Bawn Medical Centre 01 4590210 |
| Pharmacist: | Pharmacy O’Regan 01 4524312 |
| Hospital: | Tallaght Hospital, 01 4142000 |
| Fire Brigade: | 999 / 112 |
| Fire Maintenance: | Diskin Fire 01 4089700 |
| Pest Control: | Complete Pest Control, 01 4509812 |
| Garda Vetting: | Early Childhood Ireland, 01 4057100 |
| Water Leaks: | 1850 278778 |
| Electricity Emergency: | 1850 372999 (24-hours) |
| Gas Emergency: | 1. 050 (24-hours) |

**Principles**

Our priority is to ensure the welfare and safety of every child and young person who attends our Service. The safety and welfare of the child is paramount to us. Our guiding principles and procedures to safeguard children and young people reflect national policy and legislation and we will review out guiding principles and Child Safeguarding Procedures every 12 months at least. We understand fully that the safeguarding of children is every adult’s responsibility. 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, to be listened to and to be heard. We understand that all children and young people have an equal right to attend a service that respects them as individuals and encourages them to reach their potential, regardless of their background. Therefore, we are committed to ensure that all children in Mary’s House are protected and kept safe from harm while they are in our care. Mary’s House is committed to ensuring that all children attending our Service will be equally protected from harm regardless of race, ability, ethnicity or sexual orientation. We do this by:

* Making sure that our staff and students are carefully selected, trained and supervised.
* Having procedures readily in place to recognise, respond to and report concerns in relation to 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 in the form of a Handbook.
* Having a procedure to respond to accidents and incidents.
* Giving parents/guardians, children and staff 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 something that they are not happy about. Having a procedure to respond to these complaints.
* Having a clear reporting procedure to be followed should a staff member have a concern about a child in line with the obligations of mandated persons outlined in *Children First (2017) and The Children First Act 2015.*
* Having a procedure to respond to allegations of abuse and neglect against staff members.
* Having a system where the policy and safeguarding statement is reviewed annually at least by the Management, or as regularly as is required following any changes or updates.

**Risk Assessment**

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

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| **RISK IDENTIFIED** | **PROCEDURES IN PLACE TO MANAGE RISK** | **RESPONSIBILITY** |
| **1.Risk of harm setting (as defined in the Children First Act 2015) of bullying (inc online abuse/cyber-bullying) a child by a member of staff/volunteer/peer**  *Examples of risk include, but are not limited to: Repeated acts of bullying (i.e., verbal or psychological) in the form of taunting, criticising, slagging, humiliating, excluding etc.*  *Children using social media platforms to post derogatory or harmful threats or comments, or unauthorised photographs of other children. Unwanted texts or calls to a child’s personal device.* | **Procedures in place:**  Anti-bullying Policy including Anti-Cyber-Bullying.  Internet, Photography and Recording Devices Policy.  Parents are aware of Internet and Photographic and Recording Devices Policy and their responsibilities.  School-Aged children aware of the policy regarding phones, tablets and other devices (signs in place in care room)  No use of mobile phones permitted by staff or School-aged children inside care rooms (safe storage is provided).  Staff Training in Child Safeguarding.  Supervision of Children Policy (awareness of any area blind-spots and enhanced supervision of these).  Discipline and Complaints Procedure.  No Child or Phones/Devices/Smartwatch Policy  School-Aged children have access to complaints policy in child-friendly format | Management, Staff, DLPs |
| **2. Risk of harm(as defined in the Children First Act 2015) of sexual abuse or abuse of a child within the setting by a member of staff/student or peer/visitor/contractor**  *Examples of risk include, but are not limited to:*  *Children placed at risk due to inadequate supervision.*  *Children being harmed because of staff not reporting appropriate concerns.*  *Children being harmed by inappropriate actions or interactions by staff. –*  *An incident of sexual abuse by a staff member/ student/volunteer, for example, during nappy changing or intimate care routines.* | **Procedures in place:**  Vetting in place to include Garda vetting, police checks, validated references.  Supervision of Children Policy (awareness of any area blind-spots and enhanced supervision of these).  Child Safeguarding Statement and Policy.  No unsupervised access by unauthorised personnel. Staff are trained to recognise signs and aware of mandated requirement to report.  Staff trained in Child Safeguarding (Children First) and aware of types and signs.  DLPs appointed.  Student/Volunteers or unqualified staff not permitted to carry out Nappy Changing or Toileting Assistance.  Parents/Guardians/Siblings not permitted into Toilet or Nappy Changing Facilities.  Mandated persons named and listed.  Visitors or persons unknown to staff will not have unsupervised access and visiting times will, if possible, be arranged by appointment only and when children are not present.  School-Aged children have access to complaints policy in child-friendly format | Management, Staff, DLPs |
| **3. Risk of harm (as defined by the Children First Act 2015) or physical / psychological/ emotional harm of a child by a member of staff/volunteer/Contractor**  *Examples of risk include, but are not limited to:*  *Rough handling of children by staff in a way that causes harm to a child.*  *Staff/volunteers shouting at or chastising children to the extent that it causes harm to a child.* | **Procedures in place:**  Vetting in place to include Garda vetting, police checks, validated references.  No unsupervised access by unauthorised personnel. Staff are trained to recognise signs and aware of mandated requirement to report.  Staff trained in child safeguarding (Children First).  DLPs appointed.  Supervision of Children Policy (awareness of any area blind-spots and enhanced supervision of these).  Child Safeguarding Policy.  Managing Behaviour Policy in place.  Positive Reinforcement Skills and Strategies only used.  Staff trained in evidence-based behaviour management strategies.  Staff Supports available for managing specifically challenging behaviours.  Mandated persons named and listed.  Disciplinary Procedure.  Visitors or persons unknown to staff will not have unsupervised access and visiting times will, if possible, be by appointment only and arranged when children are not present (out-of-hours).  School-Aged children have access to complaints policy in child-friendly format | Management, Staff, DLPs |
| **4.Risk of harm (as defined by the Children First Act 2015) of a child from an unauthorised Visitor/Contractor**  *Examples of risk include, but are not limited to:*  *Children placed at risk due to inadequate supervision*  *Risk of children absconding from services due to procedures for entering and exiting buildings not being adhered to, such as doors being closed etc.*  *Risk of physical, sexual or emotional abuse to children from visitors* | Supervision of Children Procedure/Policy (no unsupervised access to children by visitors or contractors).  Visitor Signing in Procedure/Policy .  Child Safeguarding Policy.  No unsupervised access by unauthorised personnel.  Visitors or persons unknown to staff will not have unsupervised access and visiting times will, if possible, be arranged by appointment only and when children are not present. | Management, staff, DLPs |
| **5. Lost child**  *Examples of risk include, but are not limited to:*  *Risk of children absconding from services due to procedures for entering and exiting buildings not being adhered to, such as doors being closed etc.*  *Risk of physical, sexual or emotional abuse to children from strangers*  *Children placed at risk of harm due to inadequate supervision* | **Procedures in place**  Missing Child Policy in place and followed.  Outings Policy in place and followed.  Fully secured Entrance and Exit points.  Risk Assessments and Safety Audits carried out.  Critical Incident Plan in place.  DLPs appointed.  CCTV in working use.  Only authorised Persons allowed access to the service. | Management, Staff, DLPs |
| **6.Accidents Caused by Neglect**  *Examples of risk include, but are not limited to:*  *Child tripping or falling due to unnoticed hazards.*  *Accidentally ingestion of a hazardous substance due to poor storage and accessibility.*  *Choking as a result of being left unattended while eating.* | **Procedures in place**  Safety Policy and Statement in place and followed.  Daily Risk Assessments (Manager’s Morning Check and Care Room Risk Assessments) carried out.  Monthly and annual Safety Audits carried out.  Risk Assessments carried out following an accident and corrective action taken.  Close Supervision during all mealtimes (and awareness of any area blind-spots and enhanced supervision of these).  Accident and Incident Policy in place and followed.  Correct storage procedures for all potentially hazardous substances (cleaning and medications). | Management, Staff, DLPs |
| **7.Medical Neglect**  *Examples of risk include, but are not limited to:*  *Accidentally ingestion of a hazardous substance due to poor storage and accessibility.*  *Failure to administer required medication to a child.*  *Failure to follow care plans for a child.* | **Procedures in place**  Medicines Policy in place and followed.  Parental Consent Forms signed.  Individual Child Care/Emergency Plans are in place and followed.  Inaccessible safe storage and labelling of Medicines in place. | Management, staff, DLPs |
| **8.Child not collected/ Unauthorised collection and Access Rights or Persons unfit to collect**  *Risk of physical, sexual or emotional abuse to children from strangers or unauthorised care persons.*  *Children placed at risk of harm due to inadequate supervision or care capabilities of unauthorised persons.* | **Procedures in place**  Collections Policy in place and followed.  Authorised/Emergency Collectors available. Parental Agreements & Permissions in place.  Photo Identification and/or Password Requests in place for emergency collectors.  Child Registration Form fully completed with emergency contacts and authorisations listed. Amendments made to Authorised Collection List as necessary.  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 (Request in Child Reg Form).  If we have never met a parent and a parent is not listed on the registration form, we may seek clarification of identity from parent/guardian before engaging with the collector, and subsequently photographic identification once clarity is sought.  Children will not be released to parents/guardians who are in an unfit state. Alternative Authorised person will be contacted, or Gardaí will be phoned.  School aged children have access to child-friendly policy | Management, staff, DLPs |
| **9. Unvetted Staff or students that may lead to children being harmed (including not recognising or reporting signs of abuse)**  *Examples of risk include, but are not limited to:*  *Children placed at risk due to inadequate supervision*  *Children being harmed as a result of staff not reporting appropriate concerns*  *Children being harmed by inappropriate actions or interactions by staff* | **Procedures in place**  Recruitment and Selection Policy in place.  Garda Vetting Policy in place (Process to Fully completed before commencement of work). No unsupervised access to children by unvetted persons (or vetted students/visitors/contractors)  Relevant validated References available for all staff.  Child Safeguarding Policy in place.  Risk Assessment of Disclosures on Garda Vetting forms completed if required. | Management, Staff, DLPs |
| **10.Risk of abuse by staff / volunteers/visitors not knowing correct procedures (such as not recognising or reporting signs of abuse)**  *Examples of risk include, but are not limited to:*  *Children placed at risk due to inadequate supervision*  *Children being harmed as a result of staff not reporting appropriate concerns*  *Children being harmed by inappropriate actions or interactions by staff* | Staff Training Procedure/Policy.  Staff Supervision Procedure/Policy.  Reporting Procedure/Policy.  Child Safeguarding Procedure/Policy .  Allegations of Abuse against Staff/Students/Volunteers Procedure/Policy.  Complaints Procedure/Policy.  Code of Behaviour for staff and volunteers Procedures/Policy.  Procedure/Policy on Managing Behaviour  No unsupervised access to children by students, volunteers, visitors or any unvetted personnel. | Management, Staff, DLPs |
| **11.Poor behaviour strategies where the dignity of the child is undermined**  *Examples of risk include, but are not limited to:*  *Rough handling of children by staff in a way that causes harm to a child.*  *Staff/volunteers shouting at or chastising children to the extent that it causes harm to a child.*  *Exemption, humiliation or isolation methods used to behaviour manage.* | **Procedures in place**  Managing Behaviour Policy in place and followed.  Positive Reinforcement Skills and Strategies only used.  No Corporal punishment.  No isolation or exemption used.  Disciplinary procedures.  Professional assistance and support sought for very challenging behaviour .  Staff trained in evidence-based behaviour management strategies, example, Incredible Years.  Management support provided to staff in relation to very challenging behaviour . | Management, staff, DLPs |
| **12. Risk of harm (as defined by the Children First Act 2015) or abuse of a child when on outings by Staff Member/Student/ Peer**  *Examples of risk include, but are not limited to:*  *Children placed at risk of harm due to inadequate supervision on outings*  *A child going missing, or is unaccounted for, for any period of time* | **Procedures in place**  Outings policy in place.  All Outings/excursions risk assessed.  Risk checklist used.  Vetting in place to include Garda vetting, police checks, validated references.  No unsupervised access to children by unauthorised or unvetted personnel.  Staff aware of mandated requirement to report abuse.  Staff trained in child safeguarding.  Critical Incident Plan in Place.  Supervision (assessment and awareness of any area blind-spots and enhanced supervision of these).  DLPs appointed.  Regular head-counting and roll calls in place on outings.  Mandated persons named and listed. | Management, Staff, DLP |
| **13. Risk of harm (as defined in the Children First Act 2015) of a child through social media/internet use**  *Examples of risk include, but are not limited to:*  *Accidental exposure to children of inappropriate online material (violence/pornography)*  *Unauthorised sharing of images and information about a child.*  *Poor management of images or recordings of children, including those shared publicly or on social media.* | **Procedures in place:**  Internet and Photographic and Recording Devices Policy.  No use of mobile phones permitted by staff or School-aged children inside classrooms (safe storage is provided).  Supervision of Children Policy.  Staff Training in Online Safety.  Parental Consent Forms completed.  No images of children published externally or on social media without parent/guardian consent. Identities protected.  Images only published on social media with parental consent  No phones/Smartwatch policy. Parents are aware of Internet and Photographic and Recording Devices Policy and their responsibilities.  School-Aged children aware of the policy regarding phones, tablets and other devices (signs in place in care room) | Management, staff, DLPs |
| **14. Risk of harm (as defined by the Children First Act 2015) of a child from unauthorised Photography in the setting**  *Examples of risk include, but are not limited to:*  *Unauthorised distribution of a photo of a child on social media or other platforms.*  *Poor management of images or recordings of children, including those shared publicly or on social media* | **Procedures:**  No use of mobile phones permitted by staff or School-aged children inside classrooms (safe storage is provided).  Internet and Photographic and Recording Devices Policy.  Staff Training in Online Safety.  No phones/Smartwatch policy. Parents are aware of Internet and Photographic and Recording Devices Policy and their responsibilities.  Social Media Procedure/Policy  Retention of Records Procedure/Policy | Management, staff, DLPs |

**Responsibility**

The Manager is fully responsible for ensuring the above risks are managed.

**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 Mary’s House 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 maintain a list of mandated people.
* Procedure for the appointment of a relevant person for the purposes of this statement who is the Manager, Anthony McLeod.

**This Safeguarding Statement will be displayed Prominently.**

**Implementation**

We recognise that implementation is an on-going process. Our Service is fully 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 *twelve months* or as soon as practicable after there has been a material change in any matter to which the statement refers.

This Child Safeguarding Statement will be reviewed on November 2024 or as soon as practicable after there has been a material change in any matter to which the statement refers.

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

**Name**.................................................................**Tel**.......................................................

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

**Name**...................................................................**Tel**.....................................................

For further information on this Statement please contact the named **Relevant Person:**

**RELEVANT PERSON NAME: Anthony McLeod, OWNER**

**CONTACT: 01 4628099 EMAIL: tallaght@maryshouse.ie**