

CHILD SAFEGUARDING STATEMENT TEMPLATE FOR EARLY LEARNING AND CARE SERVICES

[START of CSS template]

This sample template is provided as a guide only. It is a standardised format for a Child Safeguarding Statement. Please insert relevant information and delete any examples that do not apply to your service.

All guidance notes (in blue) should be deleted before finalising the CSS.

CHILD SAFEGUARDING STATEMENT (CSS)

Name of service being provided:

E.g. XXX Early Learning and Care Centre

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

Guidance note: *Describe the nature of your service and the guiding principles that you will observe to keep children safe from harm whilst availing of the service.*

For example:

At XXX Early Learning and Care service we deliver a high quality, child centred service for children and young people.

- We provide a full day care service to children aged 0-12 including full day care, ECCE programme and school aged childcare.
- We take children on trips and outings. The nature of our outings are determined by the appropriate regulations under the Childcare Act 1991 (Early Years Services)

Regulations

2016 and Childcare Act 1991 (Early Years Services) (Registration of School Age Services)

Regulations 2018.

- We have a designated, secure outdoor area where we provide learning activities for children.
- We have outdoor activities for children and young people.
- We provide additional support under the AIM model to smaller groups to allow all children to meaningfully participate in this ELC service.

Guidance note: *Include the following in your guiding principles but outline additional principles if these are relevant for your service.*

Guiding principles to safeguard children from harm:

We believe that:

1. Our priority to ensure the welfare and safety of every child and young person who attends our service, is paramount.
2. Our guiding principles and procedures to safeguard children and young people reflect national policy and legislation and we will review our guiding principles and Child Safeguarding Procedures every two years.



3. 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.
4. 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.
5. Our guiding principles apply to everyone in our organisation.
6. Workers/volunteers must conduct themselves in a way that reflects the principles of our organisation.

2. Risk Assessment

We have carried out an assessment of any potential for harm (*as defined in the Children First Act 2015*) 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.

Guidance note: *Insert below areas where risks have been identified and where procedures are in place to manage the identified risk. Procedures may need to be developed to manage the identified risk.*

The following areas below are examples, Each Early Learning and Care Service must ensure that the risks identified are relevant to their settings and the activities they provide. The examples provided below are for consideration only and should be expanded on or added to as appropriate.

	Risk of harm (as defined in the Children First Act 2015)	Procedure in place to manage identified risk
1	<p>For example: Risk of harm of abuse by staff/volunteers.</p> <p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> - 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 - On-going provision of inadequate food and/or nutrition to the extent that it causes harm to a child 	<ul style="list-style-type: none"> - Recruitment Procedure/Policy - Complaints Procedure/Policy - Procedure/Policy on Managing Behaviour - Staff Training Procedure/Policy - Staff Induction Procedure/Policy - Child Safeguarding Procedure/Policy - Reporting Procedure/Policy - Child Safeguarding Training Procedure/Policy - Garda Vetting Procedure/Policy - Code of Behaviour for Staff/Students/Volunteers Procedure/Policy - Allegation of Abuse Against Staff/Students/Volunteers Procedure/Policy
2	<p>For example: Risk of abuse by staff and volunteers not knowing correct procedures.</p>	<ul style="list-style-type: none"> - Staff Training Procedure/Policy - Staff Supervision Procedure/Policy - Reporting Procedure/Policy



	<p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - Child Safeguarding Procedure/Policy - Allegations of Abuse against Staff/Students/Volunteers Procedure/Policy - Complaints Procedure/Policy - Code of Behavior for staff and volunteers Procedures/Policy - Procedure/Policy on Managing Behaviour
3	<p>For example: Risk of abuse during lone working/1:1 working (personal care and intimate care).</p> <p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> - An incident of sexual abuse by a staff member/student/volunteer, for example, during nappy changing or intimate care routines - An incident of physical abuse by a staff member/student/volunteer during one-to-one work - Emotional abuse by a staff member/student/volunteer taking place during one to one work 	<ul style="list-style-type: none"> - Staff Training Procedure/Policy - Staff Supervision Procedure/Policy - Recruitment Procedure/Policy - Garda Vetting Procedure/Policy - Child Safeguarding Policy/Procedure - Personal and Intimate Care Procedure/Policy - Inclusion Procedure/Policy - Code of Behaviour for Staff/Students/Volunteers Procedure/Policy - Allegation of Abuse Against Staff/Students/Volunteers Procedure/Policy
4	<p>For example: Risk of harm by use of unauthorised photography or from online abuse through social media or internet access.</p> <p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> - Poor management of images or recordings of children, including those shared publicly or on social media 	<ul style="list-style-type: none"> - Policy/Procedure on the use of the Internet and Photographic and Recording Devices - Social Media Procedure/Policy - Retention of Records Procedure/Policy



5	<p>For example: Risk of harm from unannounced visitors to services (e.g. maintenance/repairs/deliveries).</p> <p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> - 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 - Children placed at risk of harm due to inadequate supervision 	<ul style="list-style-type: none"> - Staff Absences Procedure/Policy - Risk Management Procedure/Policy - Supervision of Children Procedure/Policy - Visitor Signing in Procedure/Policy - Safety Statement Procedure/Policy
6	<p>For example: Risk of harm from peer to peer abuse.</p> <p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> - Repeated, extreme acts of bullying (i.e. verbal, psychological or physical aggression between children) - Children using social media platforms to post derogatory comments or pictures of other children 	<ul style="list-style-type: none"> - Anti-bullying Procedure/Policy - Supervision of Children Procedure/Policy - Complaints Procedure/Policy - Staff Training Procedure/Policy
7	<p>For example: Risk of harm on outings.</p> <p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - Outings Procedure/Policy - Risk Management Procedure/Policy - Staff Training Procedure/Policy - Child Safeguarding Procedure/Policy - Critical Incident Procedure/Policy



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3. Procedures

Guidance note: *The following text outlines the procedures which are specified in the Children First Act, 2015 and must appear in the Child Safeguarding Statement.*

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice.

The procedures listed in our Risk Assessment and the Specified Procedures below 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 provision of and access to child safeguarding training and information, including the identification of the occurrence of harm;
- Procedure for the reporting of child protection or welfare concerns to Tusla;
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons;
- Procedure for appointing a Relevant Person.

This Child Safeguarding Statement will be displayed prominently.

All procedures will be made available to staff, parents, young people, members of the public and Tusla, if requested.

4. Implementation and Review

Guidance note: *At a minimum, reviews must be carried out every 24 months. The Provider of the Relevant Service has overall responsibility for the organisation. This may be the Chief Executive Officer, chairperson of a Board of Management, owner/operator, etc.*

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 on _____ or as soon as practicable after there has been a material change in any matter to which the statement refers.

Signed: _____ (Provider of the Relevant Service)

[Insert the name and contact details of the Provider of the Relevant Service]



Guidance note: *You should include the name and contact details of the Relevant Person, who is the first point of contact regarding your Child Safeguarding Statement.*

For queries, please contact [insert name and role], Relevant Person under the Children First Act 2015.

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