

## CHILD SAFEGUARDING STATEMENT

<b>Document Title:</b>	<b>Child Safeguarding Statement</b>
<b>Document Author and Relevant Person under Children First Act 2015:</b>	<b>Ciara Watson, Little Stars on the Lane.</b>
<b>Document Approved:</b>	<b>Kara Gargolinski Mc Alister</b>
<b>Date the Document is Effective From:</b>	<b>21/08/2021</b>
<b>Scheduled Review Date:</b>	<b>Annually</b>
<b>Number of Pages:</b>	<b>Insert</b> 14

### 1. Type of Service

**Little Stars on the Lane** is a Full Day Care Service, including full time care for preschool children in accordance with the Child Care Act 1991 (Early Years Services) Regulations 2016 and school aged care for children aged from 5 – 12 (Junior Infants to sixth class (afterschool service, in accordance with the Child Care Act 1991 (Early Years Services) (Registration of School Age services) Regulations 2018

This Service is privately owned by Ciara Watson

### KEY INFORMATION

<b>Opening Hours:</b>	7.30 - 6.30 Afterschool open from school pick up to 6.30pm and from 7.30am to school drop off times.
<b>No of Weeks per year:</b>	50
<b>Capacity:</b>	60, 30 preschool/ full time children and 30 afterschool children
<b>Age Range:</b>	Full time: 2 years – 5 years Afterschool from 5 (Junior Infant age) to 12 (6 <sup>th</sup> class age)

<b>Ratios:</b>	Full time: 1:8 ECCE: 1:11 Afterschool 1:12
<b>Curriculum/Learning Ethos:</b>	Naíonra, play, languages, activities every day for our afterschool children.
<b>Address:</b>	Theatre Lane, Greystones, Co. Wicklow
<b>Phone Number:</b>	087 9261318
<b>Email:</b>	ciara@naionra.org

### Key Personnel: In-House

<b>Manager (Person in charge):</b>	Kara Gargolinski Mc Alister
<b>Deputy in the absence of Manager:</b>	Sabine Cuffe
<b>Health and Safety Officer:</b>	Hannah Farrell and Sabine Cuffe
<b>Fire Officer:</b>	Hannah Farrell and Sabine Cuffe
<b>First Aid Co-ordinator:</b>	Hannah Farrell and Sabine Cuffe
<b>Designated Liaison Officer:</b>	Ciara Watson and Kara Gargolinski Mc Alister
<b>Deputy Designated Liaison Officer:</b>	Hannah Farrell and Sabine Cuffe
<b>Data Controller:</b>	Ciara Watson

### Key Personnel: External

<b>TUSLA Early Years Inspection Team:</b>	Mona Condon. Mona.condon@tusla.ie
<b>TUSLA Social Work Department:</b>	Wicklow child protection unit: 01 9213400
<b>Contact:</b>	
<b>Garda:</b>	Greystones Garda Station: 01 666 5800
<b>Contact:</b>	

<b>Doctor:</b> <b>Contact:</b>	Dr. Nicola Cochrane, Carrig Clinic: 287 5932
<b>Pharmacist:</b> <b>Contact:</b>	Mc Sherrys Pharmacy Kilcoole 2870400
<b>Hospital:</b> <b>Contact:</b>	Tallaght Children's Hospital 01 4142000
<b>Fire Brigade:</b>	999 / 112
<b>Fire Maintenance:</b> <b>Contact:</b>	Larry Browne Fire Protection 053 9131281
<b>Pest Control:</b> <b>Contact:</b>	Rentokil 045 835217
<b>Garda Vetting:</b> <b>Contact:</b>	Early Childhood Ireland 01 4057100

## 1. 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 our 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 Little Stars on the Lane are protected and kept safe from harm while they are in our care. 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**

RISK IDENTIFIED	PROCEDURES IN PLACE TO MANAGE RISK	RESPONSIBILITY
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<p><b>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</b></p> <p><i>Examples of risk include, but are not limited to: Repeated acts of bullying (i.e., verbal or psychological) in the form of taunting, criticising, slugging, humiliating, excluding etc.</i></p> <p><i>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.</i></p>	<p><b>Procedures in place:</b></p> <p>Anti-bullying Policy including Anti-Cyber-Bullying</p> <p>Internet, Photography and Recording Devices Policy.</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. This is outlined to all School aged children and repeated regularly throughout their time with us and as required.</p> <p>No use of mobile phones permitted by staff or School-aged children inside care rooms (safe storage is provided).</p> <p>Staff Training in Child Safeguarding [and Online Safety]</p> <p>Supervision of Children Policy (awareness of any area blind-spots and enhanced supervision of these)</p> <p>Discipline and Complaints Procedure.</p> <p>No Child or Phones/Devices policy.</p> <p>School-Aged children have access to complaints policy in child-friendly format</p>	<p>Management, Staff, DLPs</p>
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<p><b>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</b></p> <p><i>Examples of risk include, but are not limited to:</i></p> <p><i>Children placed at risk due to inadequate supervision.</i></p> <p><i>Children being harmed because of staff not reporting appropriate concerns.</i></p> <p><i>Children being harmed by inappropriate actions or interactions by staff.</i></p> <p>–</p> <p><i>An incident of sexual abuse by a staff member/student/volunteer</i></p>	<p><b>Procedures in place:</b></p> <p>Vetting in place to include Garda vetting, police checks, validated references.</p> <p>Supervision of Children Policy (awareness of any area blind-spots and enhanced supervision of these).</p> <p>Child Safeguarding Statement and Policy</p> <p>No unsupervised access by unauthorised personnel. Staff are trained to recognise signs and aware of mandated requirement to report.</p> <p>Staff trained in Child Safeguarding (Children First) and aware of types and signs.</p> <p>DLPs appointed.</p> <p>Student/Volunteers or unqualified staff not permitted to carry out Nappy Changing or Toileting Assistance.</p> <p>Parents/Guardians/Siblings not permitted into Toilet or any areas of the creche and afterschool that includes any intimate routines such as staff changing, children changing, nappy changing.</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 possible, be arranged by appointment only and when children are not present.</p> <p>School-Aged children have access to</p>	<p>Management, Staff, DLPs</p>
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<p><b>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</b></p> <p><i>Examples of risk include, but are not limited to:</i></p> <p><i>Rough handling of children by staff in a way that causes harm to a child.</i></p> <p><i>Staff/volunteers shouting at or chastising children to the extent that it causes harm to a child.</i></p>	<p><b>Procedures in place:</b></p> <p>Vetting in place to include Garda vetting, police checks, validated references.</p> <p>No unsupervised access by unauthorised personnel. Staff are trained to recognise signs and aware of mandated requirement to report.</p> <p>Staff trained in child safeguarding (Children First).</p> <p>DLPs appointed.</p> <p>Supervision of Children Policy (awareness of any area blind-spots and enhanced supervision of these).</p> <p>Child Safeguarding Policy</p> <p>Managing Behaviour Policy in place.</p> <p>Positive Reinforcement Skills and Strategies only used.</p> <p>Staff trained in evidence-based behaviour management strategies.</p> <p>Staff Supports available for managing specifically challenging behaviours.</p> <p>Mandated persons named and listed.</p> <p>Disciplinary Procedure.</p> <p>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)</p> <p>School-Aged children have access to</p>	<p>Management, Staff, DLPs</p>
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<p><b>4. Risk of harm (as defined by the Children First Act 2015) of a child from an unauthorised Visitor/ Contractor</b></p> <p><i>Examples of risk include, but are not limited to:</i></p> <p><i>Children placed at risk due to inadequate supervision</i></p> <p><i>Risk of children absconding from services due to procedures for entering and exiting buildings not being adhered to, such as doors being closed etc.</i></p> <p><i>Risk of physical, sexual or emotional abuse to children</i></p>	<p>Supervision of Children Procedure/Policy (no unsupervised access to children by visitors or contractors)</p> <p>Visitor Signing in Procedure/Policy</p> <p>Child Safeguarding Policy</p> <p>No unsupervised access by unauthorised personnel.</p> <p>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.</p>	<p>Management, staff, DLPs</p>
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<p><b>5. Lost child</b></p> <p><i>Examples of risk include, but are not limited to:</i></p> <p><i>Risk of children absconding from services due to procedures for entering and exiting buildings not being adhered to, such as doors being closed etc.</i></p> <p><i>Risk of physical, sexual or emotional abuse to children from strangers</i></p> <p><i>Children placed at risk of harm due to inadequate supervision</i></p>	<p><b>Procedures in place</b></p> <p>Missing Child Policy in place and followed.</p> <p>Outings Policy in place and followed.</p> <p>Fully secured Entrance and Exit points.</p> <p>Risk Assessments and Safety Audits carried out.</p> <p>Critical Incident Plan in place.</p> <p>DLPs appointed.</p> <p>CCTV in working use..</p> <p>Only authorised Persons allowed access to the service.</p>	<p>Management, Staff, DLPs</p>
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<p><b>6.Accidents Caused by Neglect</b></p> <p><i>Examples of risk include, but are not limited to:</i></p> <p><i>Child tripping or falling due to unnoticed hazards.</i></p> <p><i>Accidentally ingestion of a hazardous substance due to poor storage and accessibility.</i></p> <p><i>Choking as a result of being left unattended while eating.</i></p>	<p><b>Procedures in place</b></p> <p>Safety Policy and Statement in place and followed.</p> <p>Daily Risk Assessments (Manager’s Morning Check and Care Room Risk Assessments) carried out.</p> <p>Monthly and annual Safety Audits carried out.</p> <p>Risk Assessments carried out following an accident and corrective action taken.</p> <p>Close Supervision during all mealtimes (and awareness of any area blind-spots and enhanced supervision of these).</p> <p>Accident and Incident Policy in place and followed.</p> <p>Correct storage procedures for all potentially hazardous substances (cleaning</p>	<p>Management, Staff, DLPs</p>
<p><b>7.Medical Neglect</b></p> <p><i>Examples of risk include, but are not limited to:</i></p> <p><i>Accidentally ingestion of a hazardous substance due to poor storage and accessibility.</i></p> <p><i>Failure to administer required medication to a child.</i></p> <p><i>Failure to follow</i></p>	<p><b>Procedures in place</b></p> <p>Medicines Policy in place and followed.</p> <p>Parental Consent Forms signed.</p> <p>Individual Child Care/Emergency Plans are in place and followed.</p> <p>Inaccessible safe storage and labelling of Medicines in place.</p>	<p>Management, staff, DLPs</p>

<p><b>8. Child not collected/ Unauthorised collection and Access Rights or Persons unfit to collect</b></p> <p><i>Risk of physical, sexual or emotional abuse to children from strangers or unauthorised care persons.</i></p> <p><i>Children placed at risk of harm due to inadequate supervision or care capabilities of unauthorised persons.</i></p>	<p><b>Procedures in place</b></p> <p>Collections Policy in place and followed.</p> <p>Authorised/Emergency Collectors available. Parental Agreements &amp; Permissions in place.</p> <p>Photo Identification and/or Password in place for emergency collectors.</p> <p>Child Registration Form fully completed with emergency contacts and authorisations listed. Amendments made to Authorised Collection List as necessary.</p> <p>Children are not released to unauthorised persons.</p> <p>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).</p> <p>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.</p> <p>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.</p> <p>School aged children have access to child-friendly policy</p>	<p>Management, staff, DLPs</p>
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<p><b>9. Unvetted Staff or students that may lead to children being harmed (including not recognising or reporting signs of abuse)</b></p> <p><i>Examples of risk include, but are not limited to:</i></p> <p><i>Children placed at risk due to inadequate supervision</i></p> <p><i>Children being harmed as a result of staff not reporting appropriate concerns</i></p> <p><i>Children being harmed by</i></p>	<p><b>Procedures in place</b></p> <p>Recruitment and Selection Policy in place.</p> <p>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)</p> <p>Relevant validated References available for all staff.</p> <p>Child Safeguarding Policy in place.</p> <p>Risk Assessment of Disclosures on Garda Vetting forms completed if required.</p>	<p>Management, Staff, DLPs</p>
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<p><b>10.Risk of abuse by staff / volunteers/ visitors not knowing correct procedures (such as not recognising or reporting signs of abuse)</b></p> <p><i>Examples of risk include, but are not limited to:</i></p> <p><i>Children placed at risk due to inadequate supervision</i></p> <p><i>Children being harmed as a result of staff not reporting appropriate concerns</i></p> <p><i>Children being harmed by</i></p>	<p>Staff Training Procedure/Policy</p> <p>Staff Supervision Procedure/Policy</p> <p>Reporting Procedure/Policy</p> <p>Child Safeguarding Procedure/Policy</p> <p>Allegations of Abuse against Staff/Students/ Volunteers Procedure/Policy</p> <p>Complaints Procedure/Policy</p> <p>Code of Behaviour for staff and volunteers Procedures/Policy</p> <p>Procedure/Policy on Managing Behaviour</p> <p>No unsupervised access to children by students, volunteers, visitors or any unvetted personnel.</p>	<p>Management, Staff, DLPs</p>
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<p><b>11. Poor behaviour strategies where the dignity of the child is undermined</b></p> <p><i>Examples of risk include, but are not limited to:</i></p> <p><i>Rough handling of children by staff in a way that causes harm to a child.</i></p> <p><i>Staff/volunteers shouting at or chastising children to the extent that it causes harm to a child.</i></p> <p><i>Exemption, humiliation or isolation methods used to behaviour</i></p>	<p><b>Procedures in place</b></p> <p>Managing Behaviour Policy in place and followed.</p> <p>Positive Reinforcement Skills and Strategies only used.</p> <p>No Corporal punishment.</p> <p>No isolation or exemption used.</p> <p>Disciplinary procedures.</p> <p>Professional assistance and support sought for very challenging behaviour</p> <p>Staff trained in evidence-based behaviour management strategies, example, Incredible Years.</p> <p>Management support provided to staff in relation to very challenging behaviour</p>	<p>Management, staff, DLPs</p>
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<p><b>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</b></p> <p><i>Examples of risk include, but are not limited to:</i></p> <p><i>Children placed at risk of harm due to inadequate supervision on outings</i></p> <p><i>A child going missing, or is unaccounted for, for any period of time</i></p>	<p><b>Procedures in place</b></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 to children by unauthorised or unvetted personnel.</p> <p>Staff aware of mandated requirement to report abuse.</p> <p>Staff trained in child safeguarding.</p> <p>Critical Incident Plan in Place.</p> <p>Supervision (assessment and awareness of any area blind-spots and enhanced supervision of these).</p> <p>DLPs appointed.</p> <p>Regular head-counting and roll calls in place on outings.</p> <p>Mandated persons named and listed.</p> <p>For each outing being considered in the service, a bespoke outings policy and risk assessment is drafted, taking note of all specific risks and actions arising from that specific outing and location.</p>	<p>Management, Staff, DLP</p>
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<p><b>13. Access to inappropriate / harmful online internet sources.</b></p> <p><i>Examples of risk include, but are not limited to:</i></p> <p><i>Accidental exposure to children of inappropriate online material (violence/ pornography)</i></p> <p><i>Unauthorised sharing of images and information about a child.</i></p> <p><i>Poor management of images or recordings of children, including those shared publicly or on social media.</i></p>	<p><b>Procedures in place:</b></p> <p>Internet and Photographic and Recording Devices Policy.</p> <p>No use of mobile phones permitted by staff or School-aged children inside classrooms (safe storage is provided).</p> <p>Supervision of Children Policy.</p> <p>Staff Training in Online Safety.</p> <p>Parental Consent Forms completed.</p> <p>No images of children published externally or on social media, without parent/guardian consent. Identities protected.</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 this is discussed regularly and as needed in our day in afterschool.</p>	<p>Management, staff, DLPs</p>
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<p><b>14. Risk of harm (as defined by the Children First Act 2015) of a child from unauthorised Photography in the setting</b></p> <p><i>Examples of risk include, but are not limited to:</i></p> <p><i>Unauthorised distribution of a photo of a child on social media or other platforms.</i></p> <p><i>Poor management of images or recordings of children, including</i></p>	<p><b>Procedures:</b></p> <p>No use of mobile phones permitted by staff or School-aged children inside classrooms (safe storage is provided).</p> <p>Internet and Photographic and Recording Devices Policy.</p> <p>Staff Training in Online Safety.</p> <p>Parents are aware of Internet and Photographic and Recording Devices Policy and their responsibilities.</p> <p>Social Media Procedure/Policy</p> <p>Retention of Records Procedure/Policy</p>	<p>Management, staff, DLPs</p>
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## Responsibility

The Manager and / or DLP 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 Little Stars on the Lane 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 Ciara Watson

**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 \_\_\_\_\_ 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.....
<b>Relevant Person under the Children First Act 2015</b>	
Name.....	Tel.....

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

**Ciara Watson: \_\_Ciara Watson\_\_\_\_\_**  
**[MANAGER/DLP/FIRST POINT OF CONTACT]**

**CONTACT: \_\_\_\_\_087 9261318\_\_\_\_\_**