

## Belmayne Afterschool's Child Safeguarding Statement

Our Child Safeguarding Statement has been developed in line with requirements under the Children's First Act 2015, Children's First: National Guidance for the Protection and Welfare of Children (2017), 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. Small Steps caters for children aged 4-12 years old. After school Program

Belmayne After School is committed to safeguarding the children and to providing a safe environment in which they can play, learn and develop

. > The welfare of the children attending my service is paramount. Belmayne After School is committed to child-centred practice in all our work with children.

> Belmayne After School is committed to upholding the rights of every child and young person who attend our service, including the rights to be kept safe and protected from harm, listened to, and be heard.

> Our policy and procedures to safeguard children and young people reflect national policies 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.

> The policy declaration applies to all staff and volunteers. All staff and volunteers must sign up to and abide by the policies, procedures and guidance encompassed by the policy declaration and our child safeguarding policy and accompanying procedures.

> Designated liaison person (DLP) for Child Protection.

Relevant Person (DLP) Karolina Wierzbinska

DDL P Maeve McNeill

Service details;

- Belmayne After School provides an after school care for children aged 4-12 years old.
- We are open from 1:30pm to 6pm on the school week
- 9am - 6pm during camps, midterm breaks, days off school (excluding Bank Holidays)
- Name: Belmayne After School
- Type of Service: After School Care
- Location: ETNS Belmayne, Dublin 13
- Size: 4 Staff 48 children

List of activities

- daily activities(play, games)
- Dinner Time
- Snack Time
- Outdoor Play/education trip
- Midterm Break Camp
- Summer Camp
- School closure days childcare

## PRINCIPLES TO SAFEGUARD CHILDREN FROM HARM

In accordance with the requirements of Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, and Tusla Guidance on the preparation of Child Safeguarding Statements, the Belmayne After School has set out the following principles to safeguard children from harm:

- Recognise that the protection and welfare of children is a paramount importance, regardless of all consideration

- Fully comply with its statutory obligations under Children's First Act 2015 and other relevant legislation relating to the protection and welfare of children
- Fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
- Adopt safe practices to eliminate the possibility of harm or accidents happening to children
- Maintain positive relationships with parents and encourage parents to get involved in the education of their children
- Fully respect confidentiality requirements in dealing with child protection matters The small Steps Afterschool Programme will also adhere to the above principles in relation to any adult children with special vulnerability

We have carried out an assessment of any potential for harm to a child while availing of our services. Below is a list of the areas of risk identified ('harm' as defined in the Children First Act 2015) and the list of procedures and/or policies for managing these risks. The list of procedures and policies include:

- Child Safeguarding Statement
- Statement of Purpose
- Daily Arrival and Collection Policy
- Child protection policy
- Recruiting policy - Vetting procedure
- Managing Behaviour
- Administration of medication policy
- Infection control policy
- Complaint policy
- Fire safety policy

All the above policies are put in place to reduce all the following identified risks of harm.

The above policies are available on request.

CSS will be displayed to all staff and parents.

Risk of harm (as defined in the Children First Act 2015)	Procedure in place to manage identified risk
<p>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"> <li>- Rough handling of children by staff in a way that causes harm to a child</li> <li>- Staff/volunteers shouting at or chastising children to the extent that it causes harm to a child</li> <li>- On-going provision of inadequate food and/or nutrition to the extent that it causes harm to a child</li> </ul>	<ul style="list-style-type: none"> <li>- Recruitment Procedure/Policy</li> <li>- Complaints Procedure/Policy</li> <li>- Procedure/Policy on Managing Behaviour</li> <li>- Staff Training Procedure/Policy</li> <li>- Child Safeguarding Procedure/Policy</li> <li>- Reporting Procedure/Policy</li> <li>- Garda Vetting Procedure/Policy</li> <li>- Child Protection Policy</li> </ul>
<p>Risk of abuse overdosing medication or reaction to allergies</p>	<ul style="list-style-type: none"> <li>- Staff Training Procedure/Policy</li> <li>- Administration of Medication Policy</li> <li>- Child Safeguarding Procedure/Policy</li> <li>- Child Protection Policy</li> </ul>
<p>Risk of abuse include, but are not limited to:</p> <ul style="list-style-type: none"> <li>- An incident of sexual abuse by a staff member/ student/volunteer, or intimate care routines</li> <li>- An incident of physical abuse by a staff mem-</li> </ul>	<ul style="list-style-type: none"> <li>- Staff Training Procedure/Policy</li> <li>- Recruitment Procedure/Policy</li> <li>- Garda Vetting Procedure/Policy</li> <li>- Child Safeguarding Policy/Procedure</li> <li>- Inclusion Procedure/Policy</li> <li>- Code of Behaviour for Staff/Students/ Volunteers Procedure/Policy</li> <li>- Child Protection Policy</li> </ul>

<p>ber/ student/volunteer during one-to-one work</p> <ul style="list-style-type: none"> <li>- Emotional abuse by a staff member/ student/volunteer taking place during one to one work</li> </ul>	
<p>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"> <li>- Poor management of images or recordings of children, including those shared publicly or on social media</li> </ul>	<ul style="list-style-type: none"> <li>- Policy/Procedure on the use of the Internet and Photographic and Recording Devices</li> <li>- Social Media Procedure/Policy</li> </ul>
<p>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"> <li>- Risk of children absconding from services due to procedures for entering and exiting buildings not being adhered to, such as doors being closed etc.</li> <li>- Risk of physical, sexual or emotional abuse</li> </ul>	<ul style="list-style-type: none"> <li>- Risk Management Procedure/Policy</li> <li>- Supervision of Children Procedure/Policy</li> <li>- Visitor Signing in Procedure/Policy</li> <li>- Child Protection Policy</li> <li>- CSS</li> <li>- Staff recruitment policy</li> </ul>

<p>to children from visitors</p> <ul style="list-style-type: none"> <li>- Children placed at risk of harm due to inadequate supervision</li> </ul>	
<p>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"> <li>- Repeated, extreme acts of bullying (i.e. verbal, psychological or physical aggression between children)</li> <li>- Children using social media platforms to post derogatory comments or pictures of other children</li> </ul>	<ul style="list-style-type: none"> <li>- Anti-bullying Procedure/Policy</li> <li>- Complaints Procedure/Policy</li> <li>- Staff Training Procedure/Policy</li> <li>- CSS</li> </ul>

: Risk of harm on outings.

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
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Procedure for reporting harm or abuse/allegations to Tusla.

- Outings Procedure/Policy
- Risk Management Procedure/Policy
- Staff Training Procedure/Policy
- Child Safeguarding Procedure/Policy
- Critical Incident Procedure/Policy
- Child Protection Policy

#### Responsibilities of the after school staff

- If a child discloses to a staff member that he or she is being harmed by a parent/carer or any other person, including another child, the person who receives that information should listen carefully and supportively. This applies equally where the child implies that he or she is *at risk* of being harmed by a parent/carer or any other person. It also applies equally if a parent/carer or any other person discloses that he or she has harmed, or is at risk of harming, a child.
- The child should not be interviewed formally; the childcare worker or other staff member should obtain only necessary relevant facts if and when clarification is needed.
- Confidentiality must never be promised to a person making a disclosure

subject to the provisions of the Data Protection Acts and the requirement to report to the Tusla Children and Family Services must be explained in a supportive manner.

- The discussion should be recorded accurately and the record retained securely. The childcare worker or other staff member should then inform the Designated Liaison Person, Karolina Wierzbinska, who is responsible for reporting the matter to Tusla or in the event of an emergency and the unavailability of Tusla , to a Garda Siochana.

- It is mandatory to always inform Tusla when you have **reasonable grounds for**

**concern** that a child may have been, is being, or is at risk of being abused or neglected. If you ignore what may be symptoms of abuse, it could result in ongoing harm to the child. It is not necessary for you to prove that abuse has occurred to report a concern to Tusla. All that is required is that you have reasonable grounds for concern. It is Tusla's role to assess concerns that are reported to it.

- The relevant person will ring the local Tusla office and ask for advise if that concern should be reported or monitored.
- If the Tusla officer advising of monitoring the situation or a child this will need to be recorded with details; time, date of the call made,



-	<p>person making the call, what advise was given and details of the officer, his/her name.</p> <ul style="list-style-type: none"><li>• This record should be sent to the school principal and to the child's teacher when the teacher will add the record to the Aladdin portal. The after school staff have no access to Aladdin.</li></ul>
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**Allegations of abuse or misconduct against workers/volunteers of a child while availing of our service**

Procedure regarding an allegation against a Staff Member

- The DLP, Karolina Wierzbinska must write down the concerns by the parent/child and must immediately inform the Chairperson of the Board of Management.
- In the event that either the DLP or the Chairperson are under scrutiny then it is the Deputy DLP who takes the place of the DLP
- The Board of Management Handbook, Appendix 56-Guideline for dealing with Allegations or Suspicions of Child Abuse and the Child First National Guidelines must be followed.
- A full investigation is followed.

The DLP and staff member are both advised to seek legal advice immediately.

**Recruitment of the after school staff**

- Advertisement within the school community
- Advertisement in the childcare portal (ECI)
- Selection candidates for interview based on their experience working with or minding children and on their qualifications
- Interview conducted by the manager
- Garda Vetting

**Training and Instruction to members of staff**

**Mandated Person within the service**

**Relevant Person**

**Details of Relevant Person of the service**

**Relevant Person's Signature**

**Date**

**Plan to review this Policy**

- Introduction to service CSS and Child Protection Policies
- Tusla online Child Protection course
- On site training with the Child Protection officer of the school
- All after school staff is considered mandated person(s) within the service
- Service Manager will be appointed by the BOM for the role of Relevant Person
- Karolina Wierzbinska
- Phone numbers 0857520272 or 0871613836

September 2023

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