

Clann Aire



Clondrohid Community Crèche & Playgroup,

Clondrohid,

Macroom,

Co. Cork.

Clondrohid Community Crèche Pre-School & after School Services is committed to safeguarding the well-being of all the children and young people with whom our staff work directly with.

Our Guiding Principles on Safeguarding Children is in accordance with “Children First – National Guidance for the Protection and Welfare of Children” (Department of Children and Youth Affairs, 2011) and Our Duty to Care. The principles of good practice for the protection for children and young people”.

We are committed to promoting the rights of the child to be protected, be listened to and have their own views taken into consideration.

Our Guiding Principles are underpinned by the Childcare (Preschool Services) Regulations 2006 and Children First: National Guidance for the Protection and Welfare of Children.

Our Guiding Principles on Safeguarding Children are in place to guide all employees and volunteers who have contact with children and young people through their work on behalf of the Clondrohid Community Crèche Pre-School & after School Services. It is of utmost importance to ensure all employees/ volunteers have an ability to recognise abuse as it can be defined in many ways.

Our Guiding Principles on Safeguarding Children

All employees, and volunteers of Clondrohid Community Crèche Pre-School & after School Services, will be made aware of and be familiar with the our guiding Principles on Safeguarding Children through an in-house induction, on-going training and they will sign up follow the guiding procedures of this document.

The Designated Liaison Person acts as a liaison with outside agencies and a resource person to any Mandated People who has child protection concerns. The Designated Liaison Person is responsible for reporting allegations or suspicions the Child and Family Agency Tusla or An Garda Siochana. Clondrohid Community Crèche Pre-School & After School Services has put in place a standard reporting procedure for dealing with disclosures, concerns or allegations of child abuse.

Clondrohid Community Crèche Pre-School & after School Services has appointed a Designated Liaison Person who will be: The manager of the Centre, **Gobnait Kelleher**

The Deputy Designated Liaison Person is the Supervisor **Aoife Corkery**

Mandated Persons; are all Childcare Practitioners that work directly with children in Clann Aire.

Reporting procedure for Mandated Persons; dealing with disclosures, concerns or allegations of child abuse.

1. The Designated Liaison Person, in consultation with the person who raised the concern/Mandated Person, will decide if reasonable grounds for concern exist. If reasonable grounds for concern exist, the Designated Liaison Person & the Mandated Person will jointly make a report to the Tusla duty social worker. If the DLP decides not to make a report, the Mandated Person with the reasonable concern is still entitled to make a report to Tusla under Children First: National Guidance for the Protection and Welfare of Children, should they wish to do so. The individual worker has protections under the Protection for Persons Reporting Child Abuse Act 1998, should they report independently.

2. Under no circumstances should a child be left in a situation that exposes him or her to harm or of risk to harm pending Tusla intervention. In the event of an emergency where you think a child is in immediate danger and you cannot get in contact with Tusla, you should contact the Gardaí. This may be done through any Garda station.

3. Where the Mandated person considers that a child protection or welfare concern meets the reasonable grounds for concern criteria outlined below they are required under the Children's First Act 2015 to report it to Tusla. Examples of reasonable grounds for concern are:

- Specific indication from the child that he/she was abused;

- An account by the person who saw the child being abused;

- Evidence, such as an injury or behaviour which is consistent with abuse and unlikely to be caused in another way;

- An injury or behaviour which is consistent with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour;

- Consistent indication over a period of time that a child is suffering from emotional or physical neglect.

4. Where the Mandated person remains uncertain he/she should contact the Child and Family Agency Tusla for informal advice relating to the allegation, concern or disclosure.

5. The Mandated Person will ensure that the parents/ carers are informed that a report/ referral had been made to Tusla. The Mandated person making the report will make an appointment with parents to inform them that the report has been made to Tusla unless to do so would be likely to endanger the child.

6. After consultation with the Duty Social Worker the Mandated Person will then take one of two options:

A. Report the allegation, concern or disclosure to the relevant authority (e.g. Tusla, An Garda Síochána, etc.) using the standard reporting form from Children First and in the case of out of hours or immediate danger contact An Garda Síochána.

B. In the case where having spoken to the DLP with your concerns and childcare service decides not to report concerns to Tusla or An Garda Síochána, the mandated person who raised the concern should be given a clear

written statement of the reasons why the childcare service is not taking such action. The Mandated Person should be advised that if they remain concerned about the situation, they are obliged to consult with, or report to, the Tusla or An Garda Síochána. The provisions of the Protections for Persons Reporting Child Abuse Act 1998 apply once they communicate 'reasonably and in good faith' (see Paragraph 3.10.1 of Children First National Guidance for the Protection and Welfare of Children). In making a report on suspected or actual child abuse, the Mandated Person must ensure that the first priority is always for the safety and welfare of the child/ young person and that no child/ young person is ever left in a situation that could place a child/young person in immediate danger.

How to Make a Report If the report is in relation to the safety and welfare of children / young people, the report should be made by the Mandated Person or they can make a joint report with their DLP.

Guiding principles to reporting child abuse:

- The safety and well-being of the child or young person must take priority;
- Reports should be made without delay to the Child and Family Agency Tusla, Local Health Office area where child resides.
- A suspicion, which is not supported by an objective indication of abuse or neglect, would not constitute a reasonable suspicion or reasonable grounds for concern. However, these suspicions should be recorded or noted internally by the mandated person & a copy given to the Designated Liaison Person as future suspicions may lead to the decision to make a report and earlier suspicions may provide important information for the statutory child protection agency or An Garda Síochána.

Who can make a report to (Clondrohid Community Crèche Pre-School & After School Services)?

Reports can be made by:

- Children / young people;
- Parents / guardians;
- Employees, volunteers of Clondrohid Community Crèche Pre School & After School Service
- Other advocates on behalf of children / young people

How to Handle a Report of Abuse by a Child / Young Person

In the event of a child / young person disclosing an incident of abuse it is essential that this is dealt with sensitively and professionally by the employee / volunteer involved.

In such circumstances, the employee / volunteer should:

- React calmly;
- Listen carefully and attentively; take the young person seriously;
- Reassure the young person that they have taken the right action in talking to you;
- **Do NOT promise to keep anything secret**
- Ask questions for clarification only.
- Do not ask leading questions, this is not an

interview, but rather receiving a disclosure from a child;

- Check back with the child/ young person that what you have heard is correct and understood;
- • Do not express any opinions about the alleged abuser;
- • Record the conversation as soon as possible, in as much detail as possible. Sign and date the record;
- • Ensure that the child/ young person understands the procedures which will follow;
- • Discuss the information with your Designated Liaison Person
- • Treat the information confidentially.

Retrospective Disclosures by Adults
Parents and staff who are working with children and young adults or who attend child protection training may disclose abuse which took place during their childhood. A disclosure of abuse by an adult which took place during their childhood must be noted or recorded. In these cases it is essential that consideration is given to the current risk to any child who may be in contact with this person. If any risk is deemed to exist to any child who may be in contact with the alleged abuser, a report of the allegation should be made to the Child and Family Agency Tusla without delay. Investigation of disclosures by adult victims of past abuse frequently uncovers current incidents of abuse and is therefore an effective means of stopping the cycle of

abuse. An increasing number of adults are disclosing abuse that took place during their childhoods. Such disclosures often come to light when adults attend counselling. It is essential to establish whether there is any current risk to any child who may be in contact with the alleged abuser revealed in such disclosures. If any risk is deemed to exist to a child who may be in contact with an alleged abuser, the Mandated person or Designated Liaison Person should report the allegation to the Child and Family Agency Tusla without delay. The National Counselling Service is in place to listen to, value and understand those who have been abused in childhood. The service is a professional, confidential counselling and psychotherapy service and is available free of charge in all regions of the country (see http://www.hse.ie/eng/services/list/4/Mental_Health_Services/National_Counselling_Service/).

The service can be accessed either through healthcare professionals or by way of self-referral. *Protections for Persons Reporting Child Abuse Act, 1998* Clondrohid Community Crèche Pre-School & After School Services wish to draw the attention of the staff and volunteers to this Act Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse “reasonably and in good faith” to Tusla or An Garda Síochána. Section 3(1) of the Act states: “A person who, apart from this section, would be so liable shall not be liable in damages in respect of the communication, whether in writing or otherwise, by him or her to an appropriate person of his or her opinion that a child has been or is being assaulted, ill-treated, neglected or sexually abused, or a child’s health,*

development or welfare has been or is being avoidably impaired or neglected, unless it is proved that he or she has not acted reasonably and in good faith in forming that opinion and communicating it to the appropriate person”.

Identity of Designated Liaison Person

Clondrohid Community Crèche Pre-School & After School Services nominated Designated Liaison Person is the Manager: **Gobnait Kelleher**, and the Deputy Designated Liaison Persons is the Crèche Supervisor **Aoife Corkery**.

Clondrohid Community Crèche Pre-School & After School Services, Clann Aire Clondrohid Macroom Co Cork 026 43344.

The role of the Designated Liaison Person & the Deputy Designated Liaison Person in Clondrohid Community Crèche Pre-School & after School Services has the ultimate responsibility for ensuring that the Guiding Principles on Safeguarding Children is promoted and implemented.

The role of the Designated Liaison Person involves the following duties:

- To be familiar Guiding Principles on Safeguarding Children of the Centre with National Guidance for the Protection and Welfare of Children and “Our Duty to Care”, the principles of good practice for the protection of children & young people and to have responsibility for the implementation and monitoring of the Guiding Principles on Safeguarding Children of Clann Aire
- Clondrohid Community Crèche Pre-School & After School Services Designated Liaison Person provides support to all mandated persons who

are in direct contact with children in their care.

- To be available to all mandated people to help with reports of alleged / suspected or actual child abuse and act on these in accordance with the guidelines;
- To ensure that training is provided for all new and existing staff to Clondrohid Community Crèche Pre-School & After School Services on the Guiding Principles on Safeguarding Children:
 - To build a working relationship with the Child and family Agency Tusla, An Garda Síochána and other agencies, as appropriate;
 - To ensure that supports are put in place for the young person, employees or volunteers in cases of allegations being made;
 - To keep up to date and undertake relevant training on child protection policy and practice, in order to ensure the relevance and appropriateness of Clondrohid Community Crèche Pre-School & After School Services policy and procedures in this area;
- To review Clondrohid Community Crèche Pre-School & After School Services policy and procedures on child protection on an annual basis and amend as appropriate;
- To ensure that systems are in place for recording and retaining all relevant documentation in relation to child protection issues. In matters of child abuse, mandated people should never promise to keep secret any information which is divulged. It should be explained to the child/young person that this information cannot be kept secret but only those who need to know in order to safeguard the child, will be told. It is essential in reporting

any case of alleged / suspected abuse that the principle of confidentiality applies. The information should only be shared on a 'need to know' basis which means sharing information with persons who have a need to know in order to safeguard a child/young person and is not a breach of confidentiality and the number of people that need to be informed should be kept to a minimum.

If a Mandated Person has any doubt as to whether a report should be made, he / she should consult with the childcare service's Designated Liaison Person. Under the Data Protection Act every person has a right to establish the existence of personal data, to have access to any such data relating to him and to have inaccurate data rectified or erased. Clondrohid Community Crèche Pre-School & After School Services Data Controller will ensure that data that is collected fairly, is accurate and up-to-date, is kept for lawful purposes and is not used or disclosed in any manner incompatible with those purposes.

All data in relation to child protection records collected must be stored in a safe and confidential manner in a secure locked cabinet. This will be kept in the office of the Designated Liaison Person. Only the Designated Liaison will have access to this information.

Mandated Persons Responsibilities:

Workers who are mandated persons are made aware of their responsibilities under the legislation at commencement of their employment. Mandated persons can make joint reports with the DLP in their organisation, or on their own and a copy of the report is to be give the their DLP. Best practice would say always speak to your DLP if you have a concern. However, mandated persons

cannot discharge their statutory responsibility to report by reporting to another person (e.g. by reporting to their DLP).

Identifying reasonable grounds for concern

There are many reasons a worker/ volunteer may be concerned about the welfare or protection of a child or young person. Children First: National Guidance for the Protection and Welfare of Children states that "Tusla should always be informed when a person has: reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected"..

Alongside the signs and symptoms of the four types of abuse (physical abuse, sexual abuse, emotional abuse and neglect), the Child Protection and Welfare Practice Handbook identifies a number of known **complicating factors and circumstances** which may make children more vulnerable to harm that need to be considered when identifying, responding to and assessing child protection concerns. **Complicating factors** are features of the child or young person's circumstances that are known to be associated with heightened risk to health, development and welfare. Age of the child

Domestic and sexual violence

Parental mental health problems

Parental substance misuse

Parental intellectual disability

Children with disabilities

Unknown male partners and their history/association with the family

Families who are 'uncooperative' or 'hard to engage'

Poverty and social exclusion

Recruitment and Child Protection

All advertisements, screening and recruitment for vacant posts within the childcare service will reflect the childcare service's commitment to equality. We will ensure that interviewers conduct interviews in a non-discriminatory way. Interviews will be undertaken by a minimum of two representatives from Clann Aire using an agreed set of questions. All assessments and workplace tests, including psychometric testing for job applicants and performance assessments for employees, will be conducted in a fair and non-discriminatory way, bearing in mind the principles of equality of opportunity. Advertisements will be posted on our website, recruitment websites and newspapers where applicable (national or local). All applicants will be provided with: Details of the childcare service A Job Description and Person Specification an Application Form. A minimum of two references (one from the most recent employer) will be taken up followed by a telephone reference check using Clondrohid Community Crèche Pre-School & After School Services postal /telephone Reference Check for same. References should be in writing and no references from family or relatives will be accepted. Successful candidates will be offered a Contract of Employment in accordance with Employment legislation requirements and each contract will include a probationary period. All employees' contracts will include signing up Clondrohid Community Crèche Pre-School & After School Services Child Protection Policy.

These guidelines will apply both to the recruitment of new employees and to the selection of internal candidates for promotion or job change. We will not employ, contract or involve as a volunteer, any person to work with children or young adults who has a criminal conviction for violent crime, sexual crime, drugs related offences, or any other offences deemed inappropriate in relation to work with children. All workers employed, contracted to work, or volunteering to work with children through any of our services will be required to sign a declaration form outlining any previous criminal convictions and granting permission for vetting from An Garda Síochána to be sought. Garda Vetting will be undertaken for all Clondrohid Community Crèche Pre-School & after School Services Board and staff. Formal Support & Supervision meetings take place when required. Informal Support & supervision is available to staff members as requested or if required at short notice. Room Meetings take place weekly where staff gets the opportunity to meet as a group regularly. Individual meetings with DLP or Deputy DLP can be arranged when required. In accordance with Clondrohid Community Crèche Pre-School & after School Services all new staff receives a Staff Handbook & all new staff undergoes an induction process including Our Guiding Principles on Safeguarding Children and will confirm in writing that the induction process has taken place

Clondrohid Community Crèche Pre-School & after School Services Our Guiding Principles on Safeguarding Children will be rolled out to existing staff through an in-house training programme. On-going training will be provided following annual review or statutory/ guideline changes.

Upon receipt of an allegation, the Designated Liaison Person will notify the Committee Chairperson.

If the allegation relates to the Committee Chairperson, the Designated Liaison Person will notify the Board of Management of the allegation.

If the allegation relates to the Designated Liaison Person then the Deputy Designated Liaison Person will notify the Committee Chairperson

If an allegation is made against an employee, the Designated Liaison Person & the Deputy Designated Liaison Person will be involved in these situations as there are two parts to the process, i.e. dealing with the allegation of abuse and dealing with the employee/volunteer. Where possible these two pieces should be dealt with by two different people.

There are two different procedures that are followed:

1 The reporting procedure in respect of the child

a) The safety of the child is the first priority of Clondrohid Community Crèche Pre-School & after School Services and all necessary measures will be taken to ensure that the child and other children/young people are safe.

b) The Designated Liaison Person will deal with the procedure involving the child/young person and the reporting to the Child and Family, Tusla.

2 The procedure for dealing with the worker

a) The Deputy Liaison Person will work in close co-operation with the worker, the HSE and An Garda Síochána.

b) If a formal report is being made, the Designated Liaison Person, will notify the employee that an allegation has been made and what the nature of the allegation is. The employee has a right to respond to this and this response should be documented and retained. Furthermore,

Clondrohid Community Crèche Pre-School & after School Services will ensure that the principle of 'natural justice' will apply whereby a person is considered innocent until proven otherwise.

c) The Designated Liaison Person will suspend the employee / volunteer with pay (where appropriate). In the case where the worker is not suspended the level of supervision of the worker will be increased.

d) The Deputy Designated Liaison Person will liaise closely with the HSE Children and Family Services/An Garda Síochána to ensure that the actions taken by the childcare service will not undermine or frustrate any investigations.

e) The protective measures which can be taken to ensure the safety of children and young people can include the following:

- Suspension of duties of the person accused,
- Re-assignment of duties where the accused will not have contact with children / young people,
- working under increased supervision during the period of the investigation
- or other measures as deemed appropriate.

Code of Behaviour

All employees and volunteers of Clondrohid Community Crèche Pre-School & after School Services must make themselves aware of the childcare service's good practice guidelines and must be familiar with the overall Guiding Principles on Safeguarding Children of the childcare service and sign up to it;

- Parents of children involved with our work must be informed of our policy and procedures;
- Clondrohid Community Crèche Pre-School & after School Services has appointed a Designated Liaison Person to deal with any complaints or issues arising which concern the safety or welfare of any child / young person (see above for identity of the Designated Liaison Person of Clann Aire).

This person is appropriately trained and familiar with the procedures to be followed in the event of an allegation, concern or disclosure of child abuse;

Clondrohid Community Crèche Pre-School & after School Services Has put in place an anti-bullying policy.

Clondrohid Community Crèche Pre-School & after School Services will not tolerate any

bullying behaviour by children/young people or adults and will deal with any incidents immediately in accordance with the DCYA anti-bullying policy when working with children and young people. Where bullying amounts to any form of abuse it will be treated as such and be recorded and reported as appropriate;

Clondrohid Community Crèche Pre-School & after School Services staff show respect and understanding for the rights, safety and welfare of the children and young people;

Clondrohid Community Crèche Pre-School & after School Services has put in place a complaints procedure,

Employees and volunteers should avoid working in isolation with children and favouritism.

Clondrohid Community Crèche Pre-School & after School Services respects and promotes the principles of equality and diversity and works with all children in a culturally sensitive way within the context of the Irish Constitution and law and the UN Convention on the Rights of the Child i.e. staff should never physically punish or be in anyway verbally abusive to a child, nor should they ever tell jokes of a sexual nature in the presence of children.

Clondrohid Community Crèche Pre-School & after School Services will review their Child Protection Policy on an annual basis.

Notification of our policy and any changes devised will be displayed here on the Staff and Parents Noticeboard/ website.

Date: 17/4/18

Signed by:

_____ on
behalf

Of Management

This Policy will be reviewed on May 2020

In collaboration with staff Duty Social Worker
Number: 086-7871967

Garda Station contact details: Macroom 41724:
Ballyourney 45002

