

# **CHILD SAFEGUARDING STATEMENT**

## **Little Buds Childcare**

<b>Document Title:</b>	<b>Child Safeguarding Statement</b>
<b>Document Author and Relevant Person under Children First Act 2015:</b>	<b>Bernice Gardiner</b>
<b>Number of Pages:</b>	<b>12</b>
<b>Date the Document is Effective From:</b>	<b>September 2018</b>
<b>Scheduled Review Date:</b>	<b>August 2020</b>

### **1. Type of Service**

Little Buds Childcare is a Full Day Care Service in accordance with the Child Care Act 1991 (Early Years Services) Regulations 2016.

Our service also provides a school-aged service (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 Bernice Gardiner.

## KEY INFORMATION

<b>Opening Hours:</b>	8am-6pm Monday-Friday
<b>No of Weeks per year:</b>	50 weeks per year
<b>Capacity:</b>	38
<b>Age Range:</b>	2.5years-12years
<b>Ratios:</b>	Preschool Session 1:11 Full Day Service 1:8 Afterschool Session 1:12
<b>Curriculum:</b>	At Little Buds Childcare we provide a play-based service. Our curriculum is based around the children's emerging interests.
<b>Address:</b>	38 Main Street Mullagh Cavan
<b>Phone Number:</b>	0876804356 0469286469
<b>Email:</b>	littlebudschildcare@hotmail.com

**Key Personnel: In-House**

<b>Manager (Person in charge):</b>	Bernice Gardiner
<b>Deputy in the absence of Manager:</b>	Michelle Smith
<b>Health and Safety Officer:</b>	Eva Duffy
<b>Fire Officer:</b>	Jennifer Maguire
<b>First Aid Co-ordinator:</b>	Aoife Burke
<b>Designated Liaison Officer:</b>	Bernice Gardiner
<b>Deputy Designated Liaison Officer:</b>	Michelle Smith
<b>Data Controller:</b>	Bernice Gardiner

**Key Personnel: External**

<b>TUSLA Early Years Inspection Team:</b>	04730906
<b>TUSLA Social Work Department:</b>	04730475
<b>Garda:</b>	0429694570 Bailieboro Station
<b>Doctor:</b>	0469244306 Moynalty Surgery
<b>Pharmacist:</b>	0469242879 McNally Mullagh
<b>Hospital:</b>	0494376000 Cavan General
<b>Fire Brigade:</b>	999 / 112
<b>Fire Maintenance:</b>	0863770806 Elite Fire Safety
<b>Pest Control:</b>	0862337727 Effective Pest Control
<b>Garda Vetting:</b>	0214547060 Barnardos

## 2. Principles

Protecting children and young people is everyone's responsibility. The welfare of the child is paramount to us. Therefore, we want to make sure that the children in the Service are protected and kept safe from harm while they are with the staff and the students in this Service by:

- Making sure that our staff and students are carefully selected, trained and supervised.
- Having procedures to recognise, respond to and report concerns about 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.
- Having a procedure to respond to accidents and incidents.
- Giving parents/guardians, children and workers 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 anything they are not happy about. Having a procedure to respond to these complaints.
- We have a clear reporting procedure to be followed should a staff member have a concern about a child regarding *Children First (2017)* and *The Children First Act 2015*
- Having a procedure to respond to allegations of abuse and neglect against staff members.
- The Child and Adult Protection policy will be reviewed annually by the Management.

### 3. 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
<p>Risk of harm of bullying a child by a member of staff/volunteer/peer</p>	<p><b>Procedures in place</b></p> <p>Anti-bullying policy</p> <p>Staff Training</p> <p>Supervision</p> <p>Discipline Procedure</p> <p>School-Aged children have access to complaints policy in child-friendly format</p>	<p>Management, staff</p>
<p>Risk of harm of sexual abuse (as defined in the Children First Act 2015) of a child by a member of staff/ Child Abused within setting</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 aware of mandated requirement to report abuse.</p> <p>Staff trained in child protection</p> <p>DLPs appointed</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 when</p>	<p>Management, Staff, DLP</p>

	<p>children are not present as they are unvetted</p> <p>School-Aged children have access to complaints policy in child-friendly format</p>	
<p>Risk of harm or physical / psychological/ emotional harm (as defined by the Children First Act 2015) of a child by a member of staff</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 aware of mandated requirement to report abuse.</p> <p>Staff trained in child protection</p> <p>DLPs appointed</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 when children are not present as they are unvetted</p> <p>School-Aged children have access to complaints policy in child-friendly format</p>	<p>Management, Staff, DLP</p>

Lost child	<b>Procedures in place</b>  Missing Child Policy in place and followed  Outing Policy in place and followed  Risk Assessments carried out  Critical Incident Plan in place.  Only authorised Persons allowed access to the service	Management, Staff
Accidents Caused by Neglect	<b>Procedures in place</b>  Safety Statement in place  Risk Assessments carried out following an accident and corrective action taken  Accident and Incident Policy in place and followed	Management, Staff
Medical Neglect	<b>Procedures in place</b>  Medicines Policy in place and followed  Parental Consent Forms signed  Individual Child Care/Emergency Plans in place	Management, staff
Child not collected/  Unauthorised collection and Access Rights	<b>Procedures in place</b>  Collections Policy in place and followed	Management, staff

Persons unfit to collect	<p>Emergency Collectors available, Parental Agreements &amp; Permissions in place</p> <p>Child Registration Form completed with emergency contacts and authorisations.</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</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 before engaging with the parent</p> <p>Children will not be released to parents/guardians who are in an unfit state. Procedure in place</p> <p>School aged children have access to child-friendly policy</p>	
Unvetted Staff or students that may lead to children being harmed	<p><b>Procedures in place</b></p> <p>Recruitment and Selection Policy in place</p> <p>Garda Vetting Policy in place</p> <p>Relevant validated References available for all staff</p>	Management, Staff



	<p>Child and Adult Protection Policy in place</p> <p>Risk Assessment of Disclosures on Garda Vetting forms completed if required</p>	
<p>Poor behaviour strategies where the dignity of the child is undermined</p>	<p><b>Procedures in place</b></p> <p>Managing Behaviour Policy in place and followed</p> <p>Positive strategies only used</p> <p>No Corporal punishment</p> <p>No isolation</p> <p>Professional assistance sought for very challenging behaviour</p> <p>Staff trained in evidence based behaviour management strategies</p> <p>Management support provided to staff in relation to very challenging behaviour</p>	<p>Management, staff</p>
<p>Risk of harm or abuse when on outings</p>	<p><b>Procedures in place</b></p> <p>Outings policy in place</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>Management, Staff, DLP</p>

	<p>No unsupervised access by unauthorised personnel.</p> <p>Staff aware of mandated requirement to report abuse.</p> <p>Staff trained in child protection</p> <p>DLPs appointed</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 when children are not present as they are unvetted</p>	
<p>Access to inappropriate online resources.</p> <p>Unauthorised sharing of images and information about a child</p>	<p><b>Procedures in place</b></p> <p>Internet and Photographic and Recording Devices Policy</p> <p>Parental Consent Forms completed</p> <p>Images only published on social media with parental consent</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</p> <p>No staff mobile phones allowed in classrooms. Only use of service</p>	<p>Management, staff</p>

	owned phones/tablets to be used during working hours.	
--	---	--

## Responsibility

The DLP is responsible for ensuring the above risks are managed.

## 4. 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 provider (Bernice Gardiner, Little Buds Childcare) 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.

## 5. Implementation

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 every *twenty-four months* or as soon as practicable after there has been a material change in any matter to which the statement refers.

Signed: .... Benrice Gardiner.....(Provider) Date..28/08/2019.....

Name.....Bernice Gardiner.....Tel.....0876804356.....

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

Name...Bernice Gardiner.....Tel...0876804356

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

Bernice Gardiner

0876804356