



# **CHILD SAFEGUARDING STATEMENT**

## **Kidz@Play**

### **Scoil Chóca Naofa**

### **Kilcock**

#### **Notes:**

- This document is developed to ensure compliance with the Children First Act, 2015, it has been adapted from Tusla template to suit the needs, size and particulars of Kidz@Play service.
- Under the Children First Act, 2015 all pre-school services (including stand-alone afterschool services) as defined in the Childcare Act 1991 who employ one or more person are required to have a child safeguarding statement. Employ here includes people who are unpaid – for example, students or volunteers and back up persons.

# Child Safeguarding Statement

## Safe Guarding Statement Child Protection

### Kidz@Play Scoil Chóca Naofa Kilcock

This Safeguarding Statement had been developed in line with Tusla guidance on the development of a safe guarding statement. <http://www.tusla.ie>

This **Child Safeguarding Statement** includes the service Kidz@Play provide, the principles and procedures that are observed to ensure as far as practicable that a child while availing of the service is safe from 'harm' in line with Children First : National Guidance for child protection

This **Child Safeguarding Statement** has been developed by the registered childcare provider of the service

**1. Kildare Kidz@Play School & Afterschool Limited Evelyn Reilly Director/Owner & Jessica McGrath Director/Owner**

Kidz@Play Playschool & Afterschool Ltd is registered pre-school providing the following services for children aged 2 ½ to 6- years:

#### **Kidz@Play Service being provided:**

Sessional pre-school service 3 hours per session with morning and afternoon classes

Afterschool service term time for children age 4-12 yrs.

#### **The management structure is:**

Jessica McGrath Owner/Director Manager on site

Evelyn Reilly Owner/Director

Laura Moran: Manager on duty

Elaine Donnelly: Supervisor on duty

#### **2. COMMITMENT TO SAFEGUARD CHILDREN FROM HARM**

- Our Service is committed to safeguarding the children in our care and to providing a safe environment in which they can play, learn and develop.
- Our service believes that the welfare of the children attending our service is paramount. We are committed to child-centred practice in all our work with children.
- We are committed to upholding the rights of every child and young person who attends our service, including the rights to be kept safe and protected from harm, listened to, and heard.

- Our policy and procedures to safeguard children and young people reflect national policy and legislation and are underpinned by Children First: National Guidance for the Protection and Welfare of Children 2017, the Tusla Children First - Child Safeguarding Guide 2017, and the Children First Act 2015.
- Our policy declaration applies to all paid staff, volunteers, committee/ board members and students on work placement within our organisation. All committee board members, staff, volunteers and students must sign up to and abide by the policies, procedures and guidance encompassed by this policy declaration and our child safeguarding policy and accompanying procedures.
- We will review our child safeguarding statement and accompanying child safeguarding policies and procedures every 2 years, or sooner if necessary, due to service issues or changes in legislation or national policy.
- **Designated Liaison Person** for Child Protection

<p><b>DLP:</b></p> <p><i>Jessica McGrath: Owner/Director</i></p> <p><i>0879951222</i></p> <p><i>Evelyn Reilly : owner/Director</i></p> <p><i>0876683533</i></p>	<p><b>Deputy:</b></p> <p><i>Laura Moran:0894211733</i></p> <p><i>Elaine Donnelly:0894211733</i></p>
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### 3. RISK ASSESSMENT

In accordance with the Children First Act 2015, the Board of Management/Service Provider has carried out an assessment of any potential for harm to a child while attending the service or participating in service activities. A written assessment setting out the areas of risk identified and the service procedures for managing those risks is summarised below:

Risk Identified	Policies and/or Procedures in place to manage Risk
See the attached risk assessment list	Policies and procedures attached

### 4. CHILD SAFEGUARDING POLICIES AND PROCEDURES

*Kidz@Play Policies and Procedures attached.*

As required by the Children First Act, 2015, Children First National Guidance for Protection and Welfare of Children 2017 and the Guidance for Developing for a Child Safeguarding statement for Early Years Services 2018 the following safeguarding policies/procedures/measures are in place

- Procedures to maintain a list of mandated persons under the Children First Act, 2015
- A Relevant Person has been appointed
- A Designated Liaison Person and Deputy have been appointed
- Child Protection and Welfare Reporting Procedures
- Confidentiality Policy
- Policy for Dealing with Allegations of Abuse or Neglect Against Employees
- Procedure for Managing Child Protection Records
- Recruitment Policy
- Garda Vetting Policy
- Code of Behaviour for Working with Children
- Induction Policy (which includes procedures to inform new staff about the Child Safeguarding Statement and accompanying safeguarding policies and procedures)
- All staff have completed the Tusla eLearning module – *Introduction to Children First* and relevant staff have attended Always Children First Child Protection Training.
- Staff have access to regular Supervision and Support in line with the service policy.
- Complaints Policy
- Policy for Managing Outings
- Policy for Managing Accidents and Incidents
- Social Media Management Policy

## **5. IMPLEMENTATION AND REVIEW**

- We recognise that implementation is an ongoing process. Our service is committed to the implementation of this Child Safeguarding Statement and the accompanying child safeguarding policies and procedures that support our intention to keep children safe from harm while availing of our service.
- This Statement will be reviewed every 2 years or as soon as practicable after there has been a material change in any matter to which the statement refers.
- This statement has been published on the service website and is displayed in the service. It has been provided to all staff, volunteers and any other persons involved with the service. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla if requested.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Service Provider's name and contact details:**

**Jessica McGrath Owner/Director: 0879951222**

**Evelyn Reilly Owner/Director: 0876683533**

**For further information on this Statement contact Relevant Person:**

*Jessica McGrath: 0879951222*

*Evelyn Reilly: 0876683533*

## RISK ASSESSMENT TEMPLATE

Person(s) carrying out Risk Assessment:

Date:

Risk Identified	Who is Responsible?	What is Currently in Place to Manage the Risk	What Future Actions are Needed?
Recruitment of staff	Evelyn Reilly Jessica McGrath	All recruited staff will be Garda vetted prior to starting in Kidz@Play References will be verified Induction process is in place.	This policy will be reviewed annually.
Visitors to the service	Management and all staff	Visitors must enter via buzzer. Sign and date visitors book. Never be allowed to be alone with any child. Personal mobile phones are not permitted to be used while visiting the Kidz@Play External support services for children such as AIM inclusion officer, Speech and Language, Psychologists, Occupational Therapists must produce photo ID and work with management with children. Visitors who can access children and staff personal information and observations such as Inspectors from TUSLA, POBAL, DES must produce photo ID, sign in time and date. A member of management team will accompany such inspectors.	Management and staff will be updated at staff meetings All staff aware where visitor book is located and this policy and procedure.
SNA, Pre-school assistants from external agencies such as NDT, Enable Ireland	Management	Information from agency management about support person received. Garda vetting, photo ID, references from agency received and a copy on file. A meeting with management, parent of child and staff team prior to working with the child.	Management and staff aware and meet with designated person. Any substitute person must have relevant documentation on file. Reviewed each time a person appointed.

Staff members attending to children's personal care needs.	All staff	Staff inform other staff in advance that they are attending to child's needs. Children's toilets are nearby and accessible without easily to all staff and toilets are not locked. A record verbal/written of any toileting accident is recorded with room management and parents.	New staff members are made aware of this policy and procedure. Reviewed annually.
Staff working in room alone with children.	Management and relevant staff.	Staff working alone work to ratio as set out by the pre-school regulations. A management structure of checking in to the room frequently is in place. Staff member have a means of contacting management or other staff when required. Staff member asks for assistance in relation to assisting children with personal care needs.	Any staff member working alone will be informed of procedures from management.
Students on work placement including TY students	Management	All students must produce college verification, Garda vetting, photo ID and references prior to starting work placement. TY students under 18 must have 2 references and school verification of work experience. No student is permitted in Kidz@Play to work on their own with children. Students are not permitted to help children with personal care needs.	This policy and procedures will be shared with all students and reviewed yearly.
Parents visiting service	Management/staff	Parents who visit and stay with their child during transitions can only attend to their own child's needs. Parents will never be left alone with any other children except their own. If a parent is supporting their own child with toileting a staff member must be in attendance in the toilet area if other children are using the toilets.	Parents who visit are made aware of this policy and procedure. Reviewed yearly.

<p>Open days Gatherings with parents/families, SUCH AS Christmas, Graduation, Sports Day.</p>	<p>Management and staff</p>	<p>Parents/Guardians must accompany their child during any open days. They must only attend to their own children’s personal care needs. Staff members will be vigilant around security during open-days.</p>	<p>Visitors on open days and community days are made aware of these policies under health and safety and child protection. Reviewed annually.</p>
<p>Social Media and IT PHOTOGRAPHS AND VIDEOS</p>	<p>Management and all staff</p>	<p>In line with Kidz@Play Social media and IT policy and procedure photos and videos of children in relation to observations and assessments are taken with Kidz@Play cameras/phones <b>only</b> and signed permission of parents/guardians. These photos cannot be used or shared by staff to anyone except parents without written permission. No faces of children can be used on any social media platform by staff or other parents. Community gatherings such as graduation parents are verbally informed and referred to written policy to ensure other children’s photos are not shared.</p> <p>A conscious effort is made by all staff to communicate this policy to parents with English as an additional language.</p> <p>No staff member can use their own mobile device to record children’s images/videos.</p> <p>External supports such as psychologists/SNA/Speech and Language etc are not permitted to use their own mobile phones either to voice record or video /photograph when in Kidz@Play without explicit permission from parents and management. Children are also to be consulted around any photos/videos taken.</p>	<p>Plans to share with parents prior to any upcoming events. Reviewed annually.</p>



Voice of the child	Management/Staff	In recognition of children's rights children are to be consulted in all aspects in relate to self- care, photos, and support.	Staff informed during induction, staff meetings. Reviewed annually.
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