



St. Kevin's Family Resource Centre

St. Kevin's Girls' School, Kilnamanagh, Tallaght, Dublin 24
Email: admin@stkevinsfrc.ie Website: www.stkevinsfrc.ie
Tel: (01) 4627149

St. Kevin's Family Resource Centre's

Child Safe Guarding Statement

1. Type of Organisation: St. Kevins Family Resource Centre is part of the national family resource centre programme and run the following programmes: Childcare, Counselling and play therapy, Community Education, Children and youth programme, Family support and Community work

Key Information:

Opening hours:	Monday – Friday 8.30am – 5pm We run some programmes on a Saturday throughout the year, for example our annual Family Fun Day.
Address:	St. Kevin's Girls' School, Kilnamanagh, Dublin 24
Phone number:	(01) 4627149
Email:	info@stkevinsfrc.ie

Designated Liaison Persons for Child Protection:

Designated Liaison Officer:	Gráinne Begley (Resource Centre)	(085) 8669385
	Grace Murphy (Childcare service)	(086) 6077254
Deputy Designated Liaison Officer:	Samantha Byrne	(086) 6077254

Key Personnel: In-House

Managers (persons in charge):	Gráinne Begley (Resource Centre Co-ordinator) Grace Murphy (Childcare Manager)	(085) 8669385 (086)6077254
Deputy in absence of Manager:	Cynthia Moore & Susan Mongan (Administrators) Samantha Byrne (Assistant Childcare Manager)	(01) 4627149 (086) 6077254
Health & Safety Officer:	Gráinne Begley	(085) 8669385
Fire Officer:	Susan Mongan (Resource Centre) Kim Wood (Childcare Service)	(01) 4627149 (086) 6077254
First Aid Co-ordinators:	Cynthia Moore (Resource Centre) Sharon Aspil (Childcare Service)	(01) 4627149 (086) 6077254
Data Controller:	St. Kevin's Family Resource Centre	
Data Processors:	Gráinne Begley, Grace Murphy, Susan Mongan, Cynthia Moore, Samantha Byrne and Ciara Treacy	(01) 4627149

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 organisation are protected and kept safe from harm while they are with the staff and the students in this organisation by:

- Upholding the rights of every child and young person who attends our service, including the right to be kept safe and protected from harm, listened to and heard.
- Our policy declaration applies to all paid staff, volunteer, committee/board members and students on placement within our organisation. All committee members, staff, volunteers and student must sign up and abide by the policies and procedures in place.
- Making sure 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 parent/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 follow should staff have a concern about a child with regard to *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: We have carried out an assessment of any potential for harm to a child while participating in activities and programmes in our organisation. Below is a list of the areas of risk identified and the list of procedures for managing these risks.

RISK IDENTIFIED	PROCEDURES IN PLACE TO MANAGE RISK
Accidents and incidents	Safety statement, risk assessments, accidents and incident policy, health and safety policy
Unsuitable staff, students or volunteers	Recruitment and selection policy, Garda vetting policy, relevant references, Risk assessment of disclosures
Untrained staff	Staff training policy, supervision policy. Support and Supervision is carried out with all staff on a regular basis through management lines.
Unvetted staff/students/ volunteers	Garda vetting policy
Lost Child	Missing child policy, outing policy
Medication errors Child not treated for a condition	Parental consent forms
Poor supervision of programmes	Risk assessments
Child not collected Unauthorised collection	Parental consent form
Poor behaviour strategies where the dignity of the child is undermined	Managing behaviour policy, staff training policy

Access to inappropriate online resources Unauthorised sharing of images and information about a child	Internet and photographic and recording devices policy, parental consent forms. Data protection policy
Lack of clarity on how to report a child protection concern.	Child Safeguarding statement is on the notice boards in the Resource Centre and Childcare Service. The Child Safeguarding statement is on our website. The statement is also given to all staff/volunteers/students/board members.

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:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service.
 - Procedure for the safe recruitment and selection of workers and volunteers to work with children.
 - Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm.
 - Procedure for the reporting of child protection or welfare concerns to Tusla *Child and Adult Protection Policy*.
 - Procedure for maintaining a list of the persons in the relevant service who are mandated persons.
 - Procedure for appointing a relevant person as Designated Liaison Person see
- All procedures listed are available upon request.

Implementation: We recognise that implementation is an ongoing process. Our organisation is committed to the implementation of this Child Safe Guarding Statement and the procedures that support our intention to keep children safe from harm while availing of our services and programmes. This Child Safeguarding Statement will be reviewed in August 2020 or as soon as practicable after there has been a material change in any matter to which the statement refers. This statement will be placed in notice boards in the Resource Centre and in our Childcare Service as well as on our website www.stkevinsfrc.ie

Signed:  Co-ordinator

Date: 27th August 2019

Co-ordinators name and contact details: Gráinne Begley

St. Kevin's Family Resource Centre, St. Kevin's Girls' School, Tallaght, Dublin 24

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