



# ALEXANDRA COLLEGE DUBLIN

## Child Safeguarding Statement

Document Title:	Child and Adult Protection Policy
Unique Reference Number:	010
Document Author:	Alexandra College Junior School, CB
Document Approved:	Avril Lamplugh
Person(s) responsible for developing, distributing and reviewing Policy	Avril Lamplugh
Person responsible for approving Policy	Board of Management
Method of communication of policies to staff (email / hard copy / induction training)	Email
Method of communication of policies to parents/guardians (full policies via email, hard copy)	Email
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**This policy is available and communicated to parents, staff and relevant stakeholders.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.**

**1. Type of Service:** Alexandra College Junior School is an After-School facility in accordance with the Child Care Act 1991 (Registration of School Aged Childcare) Regulations 2018

The purpose of this Service is to provide an After-School facility for children aged 4 years to 12 years.

**This Service is privately owned by The Church of Ireland Council.**

**KEY INFORMATION:**

<b>Opening Hours:</b>	1:00 p.m. to 6:00 p.m.
<b>No of Weeks per year opened:</b>	38
<b>No. of Children attending the Service</b>	35
<b>Capacity:</b>	48
<b>Age Range:</b>	3 years to 12 years
<b>Ratios:</b>	1:12
<b>Programme of Activities:</b>	Play outside/drawing/games/ dress up/art activities
<b>Address:</b>	Milltown Road, Dublin 6
<b>Phone Number:</b>	01-4704617
<b>Email:</b>	jsinfo@alexandracollege.ie

**Key Personnel: In-House**

<b>Manager (Person in charge):</b>	Avril Lamplugh
<b>Deputy in the absence of Manager:</b>	Paula Murphy
<b>Health and Safety Officer:</b>	Joe Wright (Operations Manager)

<b>Fire Officer:</b>	Joe Wright (Operations Manager)
<b>First Aid Co-ordinator:</b>	Joe Wright (Operations Manager)
<b>Relevant Person for the Purpose of this Statement:</b>	Avril Lamplugh
<b>Designated Liaison Officer:</b>	Avril Lamplugh
<b>Deputy Designated Liaison Officer:</b>	Aisling Gorry
<b>Data Controller:</b>	Erwin Lalu (IT Support)

**Key Personnel: External**

<b>TUSLA Early Years Inspection Team:</b>	Dun Laoghaire, Loughlinstown Health Centre, Loughlinstown, Co. Dublin Ph. 01 2822122
<b>TUSLA Social Work Department:</b>	Our Lady's Clinic, Patrick Street, Dun Laoghaire, County Dublin Ph. 01- 6637300
<b>Garda:</b>	Dundrum Garda Station, Kilmacud Road Upper, Dundrum Ph. 01 6665600
<b>Hospital:</b>	National Children's Hospital, Tallaght Ph. 01-4142000  Our Lady's Children's Hospital, Crumlin Ph. 01-4096100
<b>Garda Vetting:</b>	Vetted by Teaching Council and JMB

## 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 in this Service by:

- Making sure that our staff 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.
- 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 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

All potential risks have a relevant procedure to manage the risks as outlined below

RISK IDENTIFIED	PROCEDURES IN PLACE TO MANAGE RISK	Responsibility
Risk of harm of bullying a child by a member of staff/volunteer/peer	<p><b>Procedures in place</b></p> <ul style="list-style-type: none"> <li>Anti-bullying policy</li> <li>Staff Training</li> <li>Supervision</li> <li>Discipline Procedure</li> <li>School-Aged children have access to complaints policy in child-friendly format</li> </ul>	Management, staff
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><b>Procedures in place</b></p> <ul style="list-style-type: none"> <li>Vetting in place to include Garda vetting, police checks, validated references.</li> <li>No unsupervised access by unauthorised personnel. Staff aware of mandated requirement to report abuse.</li> <li>Staff trained in child protection</li> <li>DLPs appointed</li> <li>Mandated persons named and listed</li> <li>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</li> <li>School-Aged children have access to complaints policy in child-friendly format</li> </ul>	Management, Staff, DLP

<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>
<p>Lost child</p>	<p><b>Procedures in place</b></p> <p>Missing Child Policy in place and followed</p> <p>Risk Assessments carried out</p> <p>Critical Incident Plan in place.</p> <p>Only authorised Persons allowed access to the service</p>	<p>Management, Staff</p>
<p>Accidents Caused by Neglect</p>	<p><b>Procedures in place</b></p> <p>Safety Statement in place</p> <p>Risk Assessments carried out following an accident and corrective action taken</p> <p>Accident and Incident Policy in place and followed</p>	<p>Management, Staff</p>
<p>Medical Neglect</p>	<p><b>Procedures in place</b></p>	<p>Management, staff</p>

	<p>Medicines Policy in place and followed</p> <p>Parental Consent Forms signed</p> <p>Individual Child Care/Emergency Plans in place</p>	
<p>Child not collected/ Unauthorised collection and Access Rights</p> <p>Persons unfit to collect</p>	<p><b>Procedures in place</b></p> <p>Collections Policy in place and followed</p> <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>	<p>Management, staff</p>
<p>Unvetted Staff or students that may lead to children being harmed</p>	<p><b>Procedures in place</b></p> <p>Recruitment and Selection Policy in place</p> <p>Garda Vetting Policy in place</p>	<p>Management, Staff</p>

	<p>Relevant validated References available for all staff</p> <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 of abuse when on outings</p>	<p><b>Procedures in place</b></p> <p>The Service does not go on outings.</p>	<p>Management, Staff, DLP</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 the Service's website with parental consent. Service does not otherwise publish images on social media.</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</p>	<p>Management, staff</p>



	other devices and the Service has devised a child friendly policy for school age children in the Service. No mobile phones allowed in classrooms	
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### **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 as provider Alexandra College Junior School 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 maintaining a list of the persons (if any) in the service who are mandated persons.
- Procedure for the appointment of a relevant person for the purposes of this statement who is Avril Lamplugh.

## 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: .....(Provider)Date.....

Name.....Tel.....

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

Name.....Tel.....

For further information on this Statement please contact the Relevant Person  
Avril Lamplugh, Ph. 4704617



Signed:

**Date: Nov. 12<sup>th</sup> 2019**

**Name: Avril Lamplugh**

**Name of Person Approving Policy**