



# **CHILD SAFEGUARDING STATEMENT**

## **HAPPY DAYS CRECHE**

Adapted from:

**EARLY YEARS CHILD PROTECTION PROGRAMME**

January 2018



# Child Safeguarding Statement

## 1. NAME OF SERVICE AND ACTIVITIES PROVIDED

*Happy Days Creche, 11 Lugnaquilla Avenue, Walkinstown, Dublin 12. Ph:014527544*

*Type of Service:* Full Day Care (Six Months – 11 years), Part-time and Sessional childcare care facility.

*Management:* Directors: Sylvia Kelly, Kay Ingham

Manager on duty: Audrey French

Deputy Manager when Manager absent: Helen French

Non-Executive Director: Sarah Kelly Prior

Happy Days Creche trading as Mountainview Green Ltd. is registered pre-school providing the following services for children aged 12 months to 11- years:

## 2. COMMITMENT TO SAFEGUARD CHILDREN FROM HARM

- Happy Days Creche is committed to safeguarding the children in our care and to providing a safe environment in which they can play, learn and develop.
- Happy Days Creche 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 – Audrey Byrne

<p><b>DLP:</b></p> <p><i>Audrey Byrne, Senior Childcare Practitioner, Toddler Room</i></p> <p><i>Tel: 0863899297</i></p>	<p><b>Deputy:</b></p> <p><i>Audrey French, Manager</i></p> <p><i>Tel: 0864056866</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
New Staff Members	Recruitment and Induction Policy
Vetting staff	Garda vetting policy
Visitors to the service	Visitors policy
Students who attend work experience	Student Policy
Outing	Outing Poilcy

#### 4. CHILD SAFEGUARDING POLICIES AND PROCEDURES

*Amend as appropriate – other policies and procedures may be required in your service*

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 ✓

- Our Staff and Qualifications
- Inclusions and Admissions Policy
- Diversity
- Behaviour Policy
  - Code of Behaviour between staff and children – promoting positive behaviour
- Anti Bullying Policy
- Health Policy
- Medication Administration Policy
- Confidentiality and Diversity
- Day to Day Information
- Healthy Eating Policy
- Allergens Policy
- Outing and Outdoor Policy
- Toilet Training Policy
- Emergency and Accident Policy
- Infection Control Policy
- Safe Sleep Policy
- Student Policy

## 5. IMPLEMENTATION AND REVIEW

- We recognise that implementation is an ongoing process. Happy Days Creche 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:**

**For further information on this Statement, contact Relevant Person:** *Audrey Byrne, Audrey French and Sarah Kelly Prior*

## RISK ASSESSMENT

Person(s) carrying out Risk Assessment:

Date: 2<sup>nd</sup> March 2018

Risk Identified	Who is Responsible?	What is Currently in Place to Manage the Risk	What Future Actions are Needed?
Recruitment	Audrey French Sylvia Kelly Kay Ingham	Recruitment Policy in place. New staff members have two written references and a character reference over the phone. All references are validated. We only hire staff who have completed level 5 or 6 in Childcare. All staff must complete Children First before starting.	Continuing professional development and child protection training when available. We will ensure staff do not commence before Children First has been certified.
Induction	Audrey French Senior Staff in the room	All staff when commence are mentored by a senior staff members. They are given our policies before start date. They are given one month induction, six month probation. As part of induction the staff must sign the safe guarding statement.	After one month's induction their understanding of child protection and performance are reviewed. The probationary will continue when required.
Vetting	Audrey French Sarah Kelly Prior	New staff are vetted by Garda and Police if lived abroad at any time. All staff must have vetting to commence in the creche.	Ongoing from guidance of Tusla policy but vetting is reviewed and renewed after three years.
Visitors to service	Audrey French Helen French Sylvia Kelly Kay Ingham	Any visitor (parents viewing, professional visiting a child or carrying out a service such as maintenance) must sign the visitors book when they arrive and leave. They are at all time accompanied and not in the presence of children in our care.	Only allowing people who have made appointment and updating policy when required.

Outings	All Staff	Recording children when out of service continually. Adhering to the outings policy.	Ensuring all parents are informed of outings, our policies and taking account of our duty of care when out of the building. The outings checklist to be completed in each outing.
Student	All Staff Audrey	Ensuring that students have permission, indemnity, references and vetting if required.	Students purely monitor our staff. They have no access to children alone and are not given any information regarding the children. They are always supervised by senior staff.