

Child Safety Risk Assessment

Children are persons under 18 years of age but exclude a person who is married or who has been married.

Training Services is primarily an Adult focused service; there are occasionally children enrolled on programmes offered by the DDLETB (Dublin and Dún Laoghaire Education and Training Board) Training Centres

DLP (Designated Liaison Person) and DDLP (Deputy DLP)

Training Centre	DLP	Title	DDLP	Title
<i>Baldoyle TC (Training Centre)</i>	Aidan Owens	Manager	Sharon Fields	Assistant Manager
<i>Tallaght TC</i>	Wesley Kearns	Manager	Angela Donoghue	Assistant Manager
<i>Loughlinstown TC</i>	Estelle Webb	Manager	Tom O'Reilly	Assistant Manager

Please contact either the DLP or the DDLP if you may have concerns regarding a child protection issue.

General Activities:

Training Delivery

- Day courses
- Evening courses
- Contracted Training

Support Activities

- Recruitment
- Assessment

Associated Granted programmes.

- CTC (Community Training Centre) and LTI (Local Training Initiative) (These services will have their own Child Safety Statements)

Activities that may involve children:

1. Normal daily arrival and departure of learners
2. Recreation and comfort breaks for learners e.g., lunch, toilet breaks etc.
3. Classroom activities
4. Work Placement and related activities
5. Removing learners for disciplinary reasons, application of learner's sanctions under the centre's Code of Conduct and management of challenging behaviour amongst learners
6. Fire Drills
7. One-to-one mentoring/discussion with learners
8. Off campus trips
9. Awards events
10. Administration of First Aid and other emergency interventions
11. Care of learners with specific vulnerabilities/ needs such as
 - a. persons from ethnic minorities/migrants
 - b. members of the Traveller community
 - c. Lesbian, gay, bisexual, or transgender (LGBTQ) people

- d. Learners perceived to be LGBT (Lesbian, Gay, Bisexual or Transgender)
- e. Learners of minority religious faiths
- 12. Use of Information and Communication Technology by learners
- 13. Learners participating in work experience.
- 14. Use of video/photography/other media to record centre events.
- 15. Use of social media to record/ share centre activities, events.

Risks and Risk Rating:

Risk	Likelihood of happening (Based on past history, and the number of children in the service)	Impact on a Child's wellbeing (There is no child <16 years of age in the service making the impact rating of any foreseeable event as Low)
'harm' not being recognised by centre personnel	Low	Low
'harm' not being reported properly and promptly by centre personnel	Low	Low
A child being 'harmed' in the centre by a member of centre personnel or by a visitor to the centre relating to an inadequate or unenforced Code of Conduct	Low	Low
A child being 'harmed' by a member of centre personnel, a member of staff of another organisation or other person while the child is participating in out of centre activities i.e., Trips	Low	Low
'harm' due to bullying of child	Low	Low
'harm' due to inadequate supervision of children in centre - in class and at dispersal times/ break times	Low	Low
'harm' due to inappropriate relationship/communications between child and another child or adult	Low	Low
'harm' to children with diagnosed learning/behavioural disabilities who have particular vulnerabilities	Low	Low
'harm' in one-to-one teaching, mentoring, coaching situation(s)	Low	Low
'harm' caused by member of centre personnel communicating with learners via social media, texting, digital device or any other manner	Low	Low

General Risk reduction practices for Staff when working or dealing with children:

Staff members of the centre must ensure that they work in an open environment (i.e., avoiding private or unobserved situations).

- Avoid being alone with a child. If this is not avoidable, take steps to minimise risk e.g., ask another staff member to join, leave the door open or move to a public place.
- It is recognised that it may not be possible in certain events to avoid a one-to-one situation (e.g., one-to-one careers advice, financial interviews, or other situations). Staff members should use their professional judgement when in such a situation and should try, where possible, to avoid being alone with a child.
- Treat all children equally and with respect and dignity.
- Adopt the safest possible practices to minimise the possibility of harm or accidents happening to children.
- Provide a safe, appropriately monitored environment for any children visiting the centre.
- Demonstrate exemplary behaviour in the presence of children.
- Avoid negative criticism and never use any form of physical punishment.
- Never make unnecessary physical contact with a child.
- Never exchange personal details with a child e.g., phone numbers, e-mail, Facebook, Twitter, or other social media accounts.
- Never have a child alone in a car unless absolutely necessary (e.g., in the case of an emergency) in which case, every effort should be made to notify the parent/guardian/carer before having the child alone in a car.
- Never discuss or provide details to another party on any child protection issue unless that other party is the DLP, the deputy DLP, TUSLA, or An Garda Síochána. (Under no circumstances should one gossip about a child protection issue)

Specific Risk Reduction Actions:

Action	Ownership
1. All personnel are provided with access (via TC internet site and induction information) to a copy of the centre's <i>Child Safeguarding Statement</i> .	TC Management
2. Staff are informed about the TUSLA Children First E-Learning programme and encouraged to complete it ¹ .	DDLDP
3. All Instructors with children in their classes will be notified of the child's presence. (Course Recruitment)	Recruitment
4. No personal contact by Centre staff via social or other forms of media or physical personal contact outside of required business activity is permitted.	Collective

¹ <http://www.tusla.ie/children-first/children-first-e-learning-programme>

5. First Aiders will be made aware of issues relating to Child Protection via training activities. (First Aid co-ordinator/team)	TC Management
6. DDLETB will appoint a DLP and a deputy DLP. They will be made known to staff and will assist with the understanding of the process in the event an issue or query arising.	ETB SMT and TC Management
7. Redacted information relating to Child Protection issues will be shared with the Executive line manager (FET (Further Education and Training) Director) as appropriate. The FET Director will be informed as appropriate where a Child Protection issue may result in disciplinary actions for a staff member.	DLP and/or DDLP

The Policy will promote good practice by:

- Providing children and young people with the appropriate safety and protection while visiting or involved with DDLETB Training Centres (the centre).
- Advising staff of the child protection measures which are in place in the centre to ensure that reasonable care is exercised in dealing with children.
- Assisting staff to make informed decisions and confident responses to specific child protection issues.
- Giving direction and guidance to the centre management and staff in dealing with allegations or suspicions of abuse (physical, emotional, sexual and neglect), with protection and well-being of the child being the most important consideration.

Children should be protected, treated with respect, listened to, and have their own views taken into consideration.

The protection of children must always come first.

Learners under the age of 18, in most respects, will be treated no differently to learners aged 18 years and over. Staff have a duty to raise concerns about the behaviour of others which may be harmful to children with whom the centre interacts.

If issues are shown to give rise to a reasonable concern for the safety of a child, a staff member should report such concerns to the DLP or DDLP who will address the issue in line with this policy and the requirements of the associated legislation using the forms and templates provided on the TUSLA website².

² <http://www.tusla.ie/children-first/publications-and-forms/>

Garda Vetting

Garda Vetting will be required where a person is mainly working with children³. Offers of employment and/or continued employment/engagement by DDLETB for employment relating to activities mainly involving children will be strictly conditional on the appropriate clearance being obtained.

Training

All staff must attend briefings on the policy and be made aware of the risks and risk management activities impacting on children.

Any person mainly working with children must complete the appropriate training stipulated by TUSLA

The DLP and DDLP must complete the TUSLA Children First E-Learning Programme

Designated Liaison Person (DLP)

A DLP and a deputy DLP will be assigned by the employer (DDLETB) typically the Area Training Manager and an Assistant Manager.

The DLP main responsibilities are:

1. To consult with a staff member who raises a child protection issue and guide them through the initial processes.
2. To report the harm of children above a defined threshold to Tusla.
3. To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.

If a staff member of the centre is reticent for any reason in reporting the incident internally to the DLP or where they are dissatisfied with the response, they should contact TUSLA and/or An Garda Síochána and he/she must notify the DLP that they are doing so. They should keep a written note of any communication made and any advice received. Confidentiality must be maintained other than communicating with TUSLA and/or An Garda Síochána.

³ It is noted that it is 'merely incidental' if there is a 17-year-old in an adult class. (Superintendent Sarah Myler, Garda Central Vetting Unit) and GV is not a general requirement for the Training Centre activities.

Appendix 1: General Information and explanatory notes

[02.10.2017 Children First - National Guidance for the Protection and Welfare of Children](#)

Must have a bullying policy - For example:

Bullying has been defined as ***“repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work. An isolated incident of the behaviour in this definition may be an affront to dignity but as a once-off incident is not considered to be bullying”***.

A key characteristic of bullying is that it usually takes place over a period of time. It is regular and persistent inappropriate behaviour which is specifically targeted at one employee or a group of employees.

Concerns about an adult who may pose a risk to children.

While in most cases concerns for the welfare or safety of a child develop from your own observation or knowledge of the child or their family, sometimes concerns arise about whether an adult may pose a risk to children, even if there is no specific child named in relation to the concern. For example, based on known or suspected past behaviour, a concern could exist about the risk an individual may pose to children with whom they may have contact. You should report any such reasonable concerns to Tusla, who will try to establish whether or not any child is currently at risk from the individual in question.

While Tusla will make every effort to examine such cases, it is a very complex area involving the accused’s constitutional rights to their good name, privacy, and the right to earn a living, as well as the requirements of natural justice. Tusla must work within the Constitution, the law, the legal system, and the demands of natural justice to balance the conflicting rights of those involved. This may limit how much feedback Tusla can provide to you on the progress or outcome of the case. Tusla’s examination can be greatly improved if the alleged victim feels able to cooperate with Tusla in its assessment or investigation.

PROTECTIONS FOR PERSONS REPORTING CHILD ABUSE ACT 1998

This Act protects you if you make a report of suspected child abuse to designated officers of Tusla, the Health Service Executive (HSE) or to members of the Gardaí as long as the report is made in good faith and is not malicious.

CRIMINAL JUSTICE (WITHHOLDING OF INFORMATION ON OFFENCES AGAINST CHILDREN AND VULNERABLE PERSONS) ACT 2012

Under this Act, it is a criminal offence to withhold information about a serious offence, including a sexual offence, against a person under 18 years or a vulnerable person.

NATIONAL VETTING BUREAU (CHILDREN AND VULNERABLE PERSONS) ACTS 2012–2016

Under these Acts, it is compulsory for employers to obtain vetting disclosures in relation to anyone who is conducting relevant work with children or vulnerable adults.

CHILDREN FIRST ACT 2015

The Children First Act 2015 is an important addition to the child welfare and protection system as it will help to ensure that child protection concerns are brought to the attention of Tusla without delay.

CRIMINAL LAW (SEXUAL OFFENCES) ACT 2017

This Act addresses the sexual exploitation of children.

MANDATED PERSONS

Mandated persons are people who have contact with children and/or families and who, because of their qualifications, training and/or **employment role**, are in a key position to help protect children from harm.

Mandated persons have two main legal obligations under the Children First Act 2015. These are:

1. To report the harm of children above a defined threshold to Tusla;
2. To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.

All National Guidance for the Protection and Welfare of Children - Chapter 3 is relevant for the DLP.

Organisation Requirements:

The Act places specific obligations on organisations which provide services to children and young people, including the requirement to:

1. Keep children **safe from harm** while they are using your service.
2. Conduct a **risk assessment** to identify whether a child or young person could be harmed while receiving your services.
3. Develop a **Child Safeguarding Statement** that outlines the policies and procedures which are in place to manage the risks that have been identified.
4. Appoint a **relevant person** to be the first point of contact in respect of the organisation's Child Safeguarding Statement

Risk Assessment:

STEP 1

Identify potential risks: Think about who or what might cause harm to children or young people using your service. Make sure all persons in the service, including children, are involved in this process.

STEP 2

Rank each risk: Rank each risk in terms of low, medium, and high risks. To help rank each risk, consider the likelihood of the risk occurring and how serious the consequences could be.

STEP 3

Control and manage the risks: Who owns the risk? Assign risk owners. What current controls are in place to reduce the risk? What future actions must be done to reduce the risk? What else do you need to do about the risk?

STEP 4

Monitor and review.

Child Safeguarding Statement

To be developed after the risk assessment

To develop a Child Safeguarding Statement [section 11(3)] which must include both the written risk assessment **and** the procedures that are in place to:

- Manage any risk identified.
- Investigate an allegation against any staff member about any act, omission, or circumstance in respect of a child availing of the service Select and recruit staff who are suitable to work with children.
- Provide information and training to staff on child protection and safeguarding issues.
- Enable staff members, whether mandated persons or otherwise, to make a report to Tusla in accordance with the Act or any guidelines issued by the Minister for Children and Youth Affairs
- Maintain a list of persons in the organisation who are mandated persons under the Act.
- Appoint a relevant person in the organisation for the purposes of the Act.

Upon completion, you must circulate the Child Safeguarding Statement to all staff members. Your organisation must also display the Child Safeguarding Statement publicly and review every 2 years.

Appointing a designated liaison person

Both public and private organisations that are providing services to children **should consider** appointing a designated liaison person in keeping with best practice in child safeguarding.

You should make the name and contact details of the designated liaison person available to all staff and volunteers working within your organisation. It may also be useful to appoint a deputy designated

liaison person who will assume responsibility when the designated liaison person is not available or on leave.

If, as a designated liaison person, you decide not to report a concern to Tusla, the following steps should be taken:

- The reasons for not reporting should be recorded.
- Any actions taken as a result of the concern should be recorded.
- The employee or volunteer who raised the concern should be given a clear written explanation of the reasons why the concern is not being reported to Tusla.
- The employee or volunteer should be advised that if they remain concerned about the situation, they are free to make a report to Tusla or An Garda Síochána

Reporting concerns about a child

All organisations should have procedures in place for reporting any concerns about the welfare or protection of a child that arise. You should make sure the procedures are available and followed by all staff members, volunteers, and individuals undertaking work experience or internships within your organisation.

Procedures for your staff and volunteers on reporting concerns should include:

- **Seeking advice and guidance:** When to seek advice and guidance from the designated liaison person.
- **How to report a concern:** Procedures for non-mandated and mandated persons and contact details for any designated liaison person, if applicable, within your organisation.
- **Immediate risk to a child:** The steps to be taken where an immediate risk to a child is believed to exist.
- **Recording:** Guidance on how the details of the concern and the actions taken are to be recorded.
- **Talking to parents/guardians:** The process for discussing a concern with parents/guardians before reporting and the circumstances in which this is not advised, as it may further endanger the child or the person making the report.
- **Cases not reported to Tusla:** The process for recording both the reasons for the decision and any actions taken.

Advice, information and training for staff and volunteers of organisations

It is the responsibility of your organisation to identify what training your staff and volunteers need and to ensure that they receive adequate and appropriate child welfare and protection information and training.

If your organisation has a nominated designated liaison person or deputy designated liaison person, you should ensure that they receive adequate child protection and welfare information and training to enable them to undertake this role.