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| **Don oifig amháin**  |
| **Sásúil** |  |
| **Teagmháil le déanamh** |  |

**Safeguarding Policy Checklist**

If you answer **X** to any of the questions, please indicate what actions you are undertaking or intending to take to ensure compliance and state a time frame for doing so **or** provide an explanation for why it is not in place or necessary for your organisation. Please note that your organisation was required **under law** to be compliant with Children First National Guidance 2017 from 11 March 2018 onwards.

Foras na Gaeilge may withdraw funding from organisations which are not compliant after this date.

Foras na Gaeilge do **not** require a copy of your organisation’s Safeguarding Policy or evidence of compliance but we do require a signed copy of this checklist.

The terms ‘Safeguarding Policy’ and ‘Child Protection and Welfare Policy’ are commonly used, however for consistency we will use the term Safeguarding Policy in this document.  Both terms are the same and cover all aspects of safeguarding/child protection.

|  |  |
| --- | --- |
| Organisation:  |  |
| Grant Reference Number(s): |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Safeguarding Policy**  | **✓**  | **X** | **Actions you are undertaking or intending to take to ensure compliance or;****an explanation for why it is not in place or necessary for your organisation** | **Timeframe****(to undertake work, if appropriate)** |
|  | Do you have a Safeguarding Policy which is consistent with Children First National Guidance 2017? |  |  |  |  |
|  | Do you have a Safeguarding Statement which is consistent with Children First National Guidance 2017? |  |  |  |  |
|  | Is your Safeguarding Statement on public display in a prominent place in your premises and any other places you use during all your activities? |  |  |  |  |
|  | Is your Safeguarding Statement available for parents and service users online i.e. on your website and/or social media? |  |  |  |  |
|  | Does your organisation complete risk assessments with regards to safeguarding and continually review them? |  |  |  |  |
|  | Does your policy include definitions of abuse and information regarding signs of abuse as outlined in Children First Act 2015?  |  |  |  |  |
|  | Does your policy include information on Section 176 of the Criminal Justice Act 2006[[1]](#footnote-1) (reckless endangerment of children) and Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012[[2]](#footnote-2) |  |  |  |  |
|  | Do you outline what is meant by ‘reasonable grounds for concern’?  |  |  |  |  |
|  | Does your policy include retrospective disclosure?  |  |  |  |  |
|  | Does your policy outline a clear reporting structure setting out, in particular:* whose responsibility it is to report safeguarding concerns and;
* to whom it is to be reported?
 |  |  |  |  |
|  | Do you have a ‘Designated Liaison Person’ appointed for your organisation in line with Children First Act 2015? Please provide the name of the ‘Designated Liaison Person’.  |  |  | Name of Designated Liaison Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | Do you have a ‘Deputy Designated Liaison Person’ appointed? Please provide the name of the Deputy Designated Liaison Person. |  |  | Name of Deputy Designated Liaison Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | Does your organisation require a Mandated Person(s)?[[3]](#footnote-3)If yes, please provide the name of the Mandated Person(s) |  |  | Name of the Mandated Person(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | Does your policy have procedures in relation to confidentiality?  |  |  |  |  |
|  | Does your policy include procedures on how to deal with allegations against staff?  |  |  |  |  |
|  | Does your policy set out a code of practice for behaviour between staff and young people?  |  |  |  |  |
|  | Does your policy provide guidance on how to manage challenging behaviour? e.g. verbally and physically aggressive behaviour  |  |  |  |  |
|  | Do you have procedures in place for day trips for children?  |  |  |  |  |
|  | Do you have specific guidance for staff for especially vulnerable children[[4]](#footnote-4)? |  |  |  |  |
|  | Does your policy set out good practice in relation to the safe management of activities, including for one-to-one situations?  |  |  |  |  |
|  | Does your policy set out a complaints procedure?  |  |  |  |  |
|  | Does your policy set out procedures in relation to incidents / accidents?  |  |  |  |  |
|  | Does your policy set out procedures on record keeping?  |  |  |  |  |
|  | If so, do your procedures state that records should be kept in a safe and confidential?  |  |  |  |  |
|  | Do your record keeping procedures identify where records of allegations and safeguarding concerns are stored?  |  |  |  |  |
|  | Does your policy cover therisks associated with the internet and social media? |  |  |  |  |
|  | Do you have a process of notifying any funding organisation of any allegations of abuse? |  |  |   |  |
|  | If so, do you keep a record of the correspondence to the funding organisations?  |  |  |  |  |
|  | **Staff and Volunteers**  |  |  |  |  |
|  | Do you have procedures to recruit and manage volunteers? |  |  |  |  |
|  | Do you apply for Garda vetting and vetting from other countries, if applicable, for staff and volunteers?  |  |  |  |  |
|  | Do staff and volunteers receive induction information on your safeguarding policy?  |  |  |  |  |
|  | Do you provide training to staff on safeguarding?  |  |  |  |  |
|  | **Review Mechanisms** |  |  |  |  |
|  | How often is your safeguarding policy reviewed? Please provide the date of the last review. |  |  | Provide Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | Who is responsible for reviewing your Child Protection and Welfare Policy? |  |  | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

**STATEMENT**

I hereby confirm that the information which I have provided above is true and correct.

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

Contact details:

|  |  |
| --- | --- |
| Name: |  |
| Post/title: |  |
| Name of organisation: |  |
| Phone: |  |
| Email: |  |

Date checklist completed: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

1. places a requirement on a person with authority or control over a child or over an abuser not to intentionally or recklessly endanger the child by leaving or placing them in a situation of substantial risk of serious harm or sexual abuse. It states that they have committed an offence if they have failed to take reasonable steps to protect a child that they know may be in a risk situation. [↑](#footnote-ref-1)
2. criminal offence of withholding information relating to the commission of a serious offence, including a sexual offence, against a person who is under the age of 18 years or an otherwise vulnerable person. [↑](#footnote-ref-2)
3. To check whether or not a mandated person(s) is required please see: <http://www.tusla.ie/children-first/mandated-persons> [↑](#footnote-ref-3)
4. Children who may have been abused or neglected, or who are at risk of abuse or neglect, including children in residential settings; children in the care of the State under the Child Care Act 1991 (foster care, relative care; residential care); children who are homeless; children with disabilities; separated children seeking asylum; children being trafficked. [↑](#footnote-ref-4)