Foras na Gaeilge

07/03/2019

Guidance on completing Safeguarding Policy Checklist (South)

This guidance relates to the checklist that organisations providing relevant services are required to complete. Your organisation must decide whether it provides a relevant service or not.

You can find a description of relevant services here: https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf (Page 55-56.)

Please note that your organisation was required **under law** to be compliant with Children First National Guidance 2017 **from 11 March 2018** onwards.

- If your organisation decides that they **do** provide a relevant service the checklist must be completed. 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 timeframe for doing so **or** provide an explanation for why it is not in place or necessary for your organisation.
- If your organisation decides that it **does not** provide a relevant service you must inform Foras na Gaeilge in writing and you are not required to complete this checklist.

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 the 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.

	Safeguarding Policy	**Guidance**
1.	Do you have a Safeguarding Policy which is consistent with Children First National Guidance 2017?	See the following documents: • https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf • https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf
2.	Do you have a Safeguarding Statement which is consistent with Children First National Guidance 2017?	See the following documents: • https://www.tusla.ie/children-first/organisations/what-is-a-child-safeguarding-statement/how-do-i-develop-a-child-safeguarding-statement/ • https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf (Chapter 4, pages 34-35)

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3.	Is your Safeguarding Statement on public display in a prominent place in your premises and any other places you use during all your activities?	See the following document: • https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf (Chapter 4, pages 34-35)
4.	Is your Safeguarding Statement available for parents and service users online i.e. on your website and/or social media?	See the following document: • https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf (Chapter 4, page 34)
5.	Does your organisation complete risk assessments with regards to safeguarding and continually review them?	See the following document: • https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf (Chapter 4, pages 32-33)
6.	Does your policy include definitions of abuse and information regarding signs of abuse as outlined in Children First Act 2015?	See the following document: • https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf (Chapter 2, pages 7-13)
7.	Does your policy include information on Section 176 of the Criminal Justice Act 2006 (reckless endangerment of children) and Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012	See the following document: • https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf (Chapter 2, pages 16-17)
8.	Do you outline what is meant by 'reasonable grounds for concern'?	See the following document: • https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf (Chapter 2, pages 6-7)
9.	Does your policy include retrospective disclosure?	See the following document: • https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf (Chapter 3, page 23)
10.	Does your policy outline a clear reporting structure setting out, in particular: • whose responsibility it is to report safeguarding concerns and;	See the following document: • https://www.tusla.ie/uploads/content/4214-TUSLA_Guide_to_Reporters_Guide_A4_v3.pdf (please see the full guide) • https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf (Chapter 2, pages 13-15 & APPENDIX 4, pages 60-61)

	• to whom it is to be reported?	
11.	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'.	See the following document: • https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf (Chapter 4, pages 35-37)
12.	Do you have a 'Deputy Designated Liaison Person' appointed? Please provide the name of the Deputy Designated Liaison Person.	See the following document: • https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf (Chapter 4, pages 35-37)
13.	Does your organisation require a Mandated Person(s)? If yes, please provide the name of the Mandated Person(s)	See the following document: • https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf (Chapter 3, pages 18-28 & Appendix 2, pages 57-58)
14.	Does your policy have procedures in relation to confidentiality?	See the following document: • https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf (Pages 34-35)
15.	Does your policy include procedures on how to deal with allegations against staff?	See the following document: • https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf (Pages 59-60)
16.	Does your policy set out a code of practice for behaviour between staff and young people?	See the following document: • https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf (Pages 50-51 & 54-57)

17.	Does your policy provide guidance on how to manage challenging behaviour? e.g. verbally and physically aggressive behaviour	See the following document: • https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf (Pages 50-51 & 54-57)
18.	Do you have procedures in place for day trips for children?	See the following document: • https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf (Pages 52- 54)
19.	Do you have specific guidance for staff for especially vulnerable children?	See the following document: • https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf (Chapter 2, pages 11-12)
20.	Does your policy set out good practice in relation to the safe management of activities, including for one-to-one situations?	See the following document: • https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf (Pages 50- 51)
21.	Does your policy set out a complaints procedure?	See the following document: • https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf (Pages 70-71)
22.	Does your policy set out procedures in relation to incidents / accidents?	See the following document: • https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf (Pages 49- 50)
23.	Does your policy set out procedures on record keeping?	See the following document: • https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf (Pages 33-34)
	If so, do your procedures state that records should be kept in a safe and confidential?	See the following document: • https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-

		_A_Guide_for_Policy,_Procedure_and_Practice.pdf (Pages 33-34)
	Do your record keeping procedures identify where records of allegations and safeguarding concerns are stored?	See the following document: • https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf (Pages 33-34)
24.	Does your policy cover the risks associated with the internet and social media?	See the following document: • https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf (Pages 102-111)
25.	Do you have a process of notifying any funding organisation of any allegations of abuse?	It is necessary to include a process where the designated safeguarding officer or the deputy designated safeguarding officer reports to Foras na Gaeilge immediately any instances of abuse or allegations of abuse that have occurred within your organisation. Foras na Gaeilge do **not** need to know any details relating to the safeguarding issue but do need to be informed that an instance or allegation has occurred. See the following document: • https://www.forasnagaeilge.ie/wp-content/uploads/2018/08/82f2edf6feaadc1374db900e34e0e6c1-1.pdf (page 34)
	If so, do you keep a record of the correspondence to the funding organisations?	Please note that in this case the standard reporting procedures are followed. See the following document: • https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf (Lch 33-34)
	Staff and Volunteers	
26.	Do you have procedures to recruit and manage volunteers?	See the following document: • https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf (Pages 45-47)
27.	Do you apply for Garda vetting and vetting from other countries, if	See the following document: • https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-

	applicable, for staff and volunteers?	_A_Guide_for_Policy,_Procedure_and_Practice.pdf (Pages 45-47)
28.	Do staff and volunteers receive induction information on your safeguarding policy?	See the following document: • https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf (Pages 47-48)
29.	Do you provide training to staff on safeguarding?	See the following documents: • https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf (Chapter 4, Page 38) • https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf (Lch 47-48)
	Review Mechanisms	
30.	How often is your safeguarding policy reviewed? Please provide the date of the last review.	See the following document: • https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf (Pages 74-78)
31.	Who is responsible for reviewing your Child Protection and Welfare Policy?	It is the responsibility of the organisation to make this decision, this should be outlined in the policy.