



CHILD SAFEGUARDING STATEMENT

1. NAME OF SERVICE AND ACTIVITIES PROVIDED

Club Ardagh CLG is registered community childcare service providing the following services for children aged 2 years to 12 years of age -

- Preschool Service: 9:30am – 12:30pm
- Afterschool Service: 2:00pm – 6:00pm
- Camps: 9:30am – 3.00pm (during national school holidays in Oct, Feb Midterm, Easter and Summer)
- Half Day Service: 12:00pm – 6:00pm (early school closure)

The management structure

Board of Management - Aine McHugh (Chairperson), Rita Enright (Secretary), Louise Smith (Treasurer), Annette Glennon, Michael Keogh, Nicola Hidden Ryan

Manager - Melissa Eager

Staff - Carmel Keogh (Senior Room Leader), Melissa Tynan (Junior Room Leader), Jade Connolly (After school Room Leader) Catherine Smyth, Joan McKenna, Fiona Keane, Ciara Waters

2. COMMITMENT TO SAFEGUARD CHILDREN FROM HARM

- Our Service is committed to safeguarding the children in our care and to providing a safe environment in which they can play, learn and develop.
- Our service 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 their 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*, DCYA, 2017, *Child Safeguarding: A Guide for Policy, Practice and Procedure*, Tusla, 2018, 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 annually or sooner if necessary, due to service issues or changes in legislation or national policy.
- **Designated Liaison Person (DLP) for Child Protection**

DLP: Melissa Eager, Moor, Ardagh, Longford, Tel: 086 125 0549	Deputy: Preschool Deputy: Carmel Keogh, Kileen, Multyfarnham, Westmeath, Tel: 0879046559. Afterschool Deputy: Jade Connolly, Longford, Tel: 0852386802.
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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	Who is responsible	What is in place to manage it?	What future actions needed?
Risk of harm to a child by a member of staff	BOM / Manager	Recruitment Policy Induction Policy Garda Vetting Policy	Policies to be reviewed annually. Include info on Children First Act 2015 into staff induction. All new staff/Board Members to be vetted before commencing. Existing staff/Board members to be re-vetted every 3 years as per practice.
Risk of harm to a child by visitors	Manager / Staff	Procedures in place – visitors required to sign in. Door locked and staff must look out viewing window before opening front door to visitors. Release lock & key pad entry on front door of building	Keep door locked and follow procedure for answering door when visitors call.
Risk of harm to a child by access to social media or the Internet	Manager / Staff	Social Media, internet & Photography Policy	Policies to be reviewed annually.
Risk of harm to a child on outings by a member of staff or volunteer or stranger	Manager / Staff Volunteer	Outings Policy Garda Vetting Policy	Policies to be reviewed annually Policy on outings communicated to all volunteers

Risk of harm to a child through use of unauthorised photography	Manager / Staff	Staff Supervision Policy Social Media, internet & Photography Policy	Policies to be reviewed annually. Duty to care to Staff
Risk of harm to a child by bullying by a peer or older child or young person	Manager / Staff	Behaviour Management Policy Complaints Policy	Policy to be reviewed annually Child friendly versions available
Risk of harm to a child through health and safety measures being incorrectly followed	Manager / Staff	Fire Safety Policy & Procedures Infection Control Policy Accidents & Incidents Policy Critical Incident Policy Data Protection Policy Staff Illness & Absence Policy	-Have monthly fire drills and record in fire register. -Maintain and document that fire equipment and alarms are serviced annually. -All policies to be reviewed annually and staff to review and sign off that they have read and understand the policy at hand.

4. CHILD SAFEGUARDING POLICIES AND PROCEDURES

Our Child Safeguarding Statement has been developed in line with the requirements under the Children First Act 2015, the *Children First National Guidance for Protection and Welfare of Children 2017* 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:

- Procedure to maintain a list of mandated persons under the Children First Act, 2015: **(Melissa Eager, Carmel Keogh, Catherine Smyth, Melissa Tynan, Joan McKenna, Fiona Keane, Jade Connolly, Ciara Waters)**
- A Relevant Person has been appointed: **Melissa Eager**
- A Designated Liaison Person and Deputy have been appointed: **DLP Melissa Eager, Preschool Deputy: Carmel Keogh, Afterschool Deputy: Jade Connolly**
- Child Protection and Welfare Reporting Procedures
- Confidentiality Policy
- 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
- Critical Incident Policy
- Social Media Management Policy
- Infection Control Policy
- Food Hygiene & Nutrition Policy
- Data Protection Policy
- Equality, Diversity & Social Inclusion Policy
- Behaviour Management Policy

5. IMPLEMENTATION AND REVIEW

- We recognise that implementation is an ongoing process. Our service 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 annually or as soon as practicable after there has been a material change in any matter to which the statement refers.
- This statement is available and on display in the service. It has been provided to all board of management members, 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: Melissa Eager

Date: 25/3/25

Service Provider's name and contact details: Aine McHugh, Moor, Ardagh, Co. Longford.
Tel: 087 928 5964

For further information on this Statement, contact manager: Melissa Eager, Moor, Ardagh, Longford, Tel: 086 125 0549

RISK ASSESSMENT TEMPLATE

Person(s) carrying out Risk Assessment:

Date:

Risk Identified	Who is Responsible?	What is Currently in Place to Manage the Risk	What Future Actions are Needed?

