



# **CHILD SAFEGUARDING STATEMENT**

## **Family Tree Crèche**

### **Notes:**

- Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice 2nd Edition.
- This document is developed to ensure compliance with the Children First Act, 2015, it has been adapted from Tusla template to suit the needs, size and particulars of Family Tree Crèche service.
- Under the Children First Act, 2015 all pre-school services (including stand-alone afterschool services) as defined in the Childcare Act 1991 who employ one or more person are required to have a child safeguarding statement. Employ here includes people who are unpaid – for example, students or volunteers and back up persons.

# Child Safeguarding Statement

## Family Tree Crèche

This Safeguarding Statement had been developed in line with Tusla guidance on the development of a safeguarding statement. <http://www.tusla.ie>

This **Child Safeguarding Statement** includes the service Family Tree Crèche provides, the principles and procedures that are observed to ensure as far as practicable that a child while availing of the service is safe from 'harm' in line with Children First: National Guidance for child protection

This **Child Safeguarding Statement** has been developed by the registered childcare provider of the service

*Limerick Enterprise Network CLG t/a Family Tree Crèche*

Family Tree Crèche is registered pre-school providing the following services for children aged 2 ½ to 5- years:

### **Family Tree Crèche Service being provided:**

Sessional pre-school service 3 hours per session with mornings.

Full-day childcare service for children aged 6 months – 5 yrs.

### **The management structure is:**

**Mr Niall O'Callaghan:** Chief Executive and Service Provider

**Ms Niamh Cagney:** Manager on duty

## **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 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 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:

<b>DLP:</b>  <i>Niamh Cagney: Manager 087-3932821</i>	<b>Deputy:</b>  <i>Leona Cotter: 085-7543223</i>  <i>Andrea Slater: 085-2803812</i>
-------------------------------------------------------------	-------------------------------------------------------------------------------------------------

### 3. RISK ASSESSMENT

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice 2nd Edition.

The procedures listed in our Risk Assessment and the Specified Procedures below support our intention to safeguard children while they are availing of our service:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service;
- Procedure for the safe recruitment and selection of workers and volunteers to work with children;
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm;
- Procedure for the reporting of child protection or welfare concerns to Tusla;
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons;
- Procedure for appointing a Relevant Person. This Child Safeguarding Statement will be displayed prominently. All procedures will be made available to staff, parents, young people, members of the public and Tusla, if requested.

A written assessment setting out the areas of risk identified and the service procedures for managing those risks is summarised below:

<b>Risk Identified</b>	<b>Policies and/or Procedures in place to manage Risk</b>
See the attached risk assessment list	Policies and procedures attached

#### **4. CHILD SAFEGUARDING POLICIES AND PROCEDURES**

*Family Tree Crèche Policies and Procedures attached.*

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)
- 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



# CHILD SAFEGUARDING STATEMENT

## Family Tree Crèche

### 5. IMPLEMENTATION AND REVIEW

- We recognise that implementation is an ongoing process. Family Tree Crèche 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 for 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: Niall O'Callaghan

Date: 15/09/2025

Chief Executive and Service Provider

[niall@ledp.ie](mailto:niall@ledp.ie)

086-8393397

Signed: Niamh Cagney

Date: 15/09/2025

Manager and Relevant Person

[niamh@ledp.ie](mailto:niamh@ledp.ie)

087-3932821

For further information on this Statement contact the Relevant Person under the Children First Act 2015.

## RISK ASSESSMENT TEMPLATE

Person(s) carrying out Risk Assessment: Niall O'Callaghan/Niamh Cagney

Date: 15/09/2025

Risk Identified	Who is Responsible?	What is Currently in Place to Manage the Risk	What Future Actions are Needed?
Recruitment of staff	Niamh Cagney Niall O'Callaghan	<ul style="list-style-type: none"> <li>• All recruited staff will be Garda vetted prior to starting in Family Tree Crèche.</li> <li>• References will be verified Induction process is in place.</li> </ul>	This policy will be reviewed annually.
Visitors to the service	Management and staff	<ul style="list-style-type: none"> <li>• Visitors must enter via buzzer. Sign and date visitor's book.</li> <li>• Never be allowed to be alone with any child. Personal mobile phones are not permitted to be used while visiting the Family Tree Crèche.</li> <li>• External support services for children such as AIM inclusion officer, Speech and Language, Psychologists, Occupational Therapists must produce photo ID and work with management with children.</li> <li>• Visitors who can access children and staff personal information and observations such as Inspectors from TUSLA, POBAL, DES must produce photo ID, sign in time and date.</li> <li>• A member of management team will accompany such inspectors.</li> </ul>	Management and staff will be updated at staff meetings. All staff aware where visitor book is located and this policy and procedure.
Staff members attending to children's personal care needs.	All staff	<ul style="list-style-type: none"> <li>• Staff inform other staff in advance that they are attending to child's needs.</li> <li>• Children's toilets are nearby and accessible to all staff and toilets are not locked.</li> <li>• A record of any toileting accident is recorded with room management and parents.</li> </ul>	New staff members are made aware of this policy and procedure. Reviewed annually.

Risk Identified	Who is Responsible?	What is Currently in Place to Manage the Risk	What Future Actions are Needed?
Recruitment of staff	Niamh Cagney Niall O'Callaghan	<ul style="list-style-type: none"> <li>• All recruited staff will be Garda vetted prior to starting in Family Tree Crèche.</li> <li>• References will be verified Induction process is in place.</li> </ul>	This policy will be reviewed annually.
Parents visiting service	Management and staff	<ul style="list-style-type: none"> <li>• Parents who visit and stay with their child during transitions can only attend to their own child's needs. Parents will never be left alone with any other children except their own.</li> <li>• If a parent is supporting their own child with toileting a staff member must be in attendance in the toilet area if other children are using the toilets.</li> </ul>	Parents who visit are made aware of this policy and procedure. Reviewed yearly.
Open days Gatherings with parents/families, SUCH AS Christmas, Graduation, Family Fun Day.	Management and staff	<ul style="list-style-type: none"> <li>• Parents/Guardians must accompany their child during any open days. They must only attend to their own children's personal care needs.</li> <li>• Staff members will be vigilant around security during open days.</li> </ul>	Visitors on open days and community days are made aware of these policies under health and safety and child protection. Reviewed annually.
Voice of the child	Management and staff	<ul style="list-style-type: none"> <li>• In recognition of children's rights children are to be consulted in all aspects in relate to self-care, photos, and support.</li> </ul>	Staff informed during induction, staff meetings. Reviewed annually.

Risk Identified	Who is Responsible?	What is Currently in Place to Manage the Risk	What Future Actions are Needed?
Social media and IT PHOTOGRAPHS AND VIDEOS	Management and staff	<ul style="list-style-type: none"> <li>• In line with Family Tree Crèche social media and IT policy and procedure photos and videos of children in relation to observations and assessments are taken with Family Tree Crèche cameras/phones only and signed permission of parents/guardians. These photos cannot be used or shared by staff to anyone except parents without written permission.</li> <li>• Community gatherings such as graduation parents are verbally informed and referred to written policy to ensure other children's photos are not shared.</li> <li>• A conscious effort is made by all staff to communicate this policy to parents with English as an additional language.</li> <li>• No staff member can use their own mobile device to record children's images/videos.</li> <li>• External supports such as psychologists/SNA/Speech and Language etc are not permitted to use their own mobile phones either to voice record or video/photograph when in Family Tree Crèche without explicit permission from parents and management. Children are also to be consulted around any photos/videos taken.</li> </ul>	Plans to share with parents prior to any upcoming events. Reviewed annually.



Risk Identified	Who is Responsible?	What is Currently in Place to Manage the Risk	What Future Actions are Needed?
A Relevant person in charge/procedure for appointing a Relevant Person.	Niamh Cagney Niall O'Callaghan	<ul style="list-style-type: none"> <li>• Designated relevant person appointed in line with Children First: National Guidance for the Protection and Welfare of Children 2017 and the Children First Act 2015.</li> <li>• Clear reporting procedures for child protection concerns.</li> <li>• Staff aware of who the relevant person is and displayed in reception for parents.</li> <li>• This Child Safeguarding Statement will be displayed prominently. All procedures will be made available to staff, parents, young people, members of the public and Tusla, if requested.</li> </ul>	<p>Ensure details of relevant person are displayed publicly.</p> <p>Regular review of Child Safeguarding statement.</p> <p>Maintain up to date contact details for Tusla and Gardai.</p>