

BALLINASLOE SOCIAL SERVICES



CHILD SAFEGUARDING STATEMENT

Child Safeguarding Statement

1. NAME OF SERVICE AND ACTIVITIES PROVIDED

Ballinasloe Social Services Pre-School is registered pre-school providing the following services for children aged 3 years to 6- years:

ECCE and NCS sessional services 5 morning and afternoons each week

We take children on trips and outings, the nature of these outings being determined by the appropriate regulations under the Childcare Act 1991 (Early Years Services) Regulations 2016 and Childcare Act 1991 (Early Years Services)

We have a designated, secure outdoor area where we provide learning activities for children.

We provide additional support under the AIM model to smaller groups to allow all children to meaningfully participate in our ELC service.

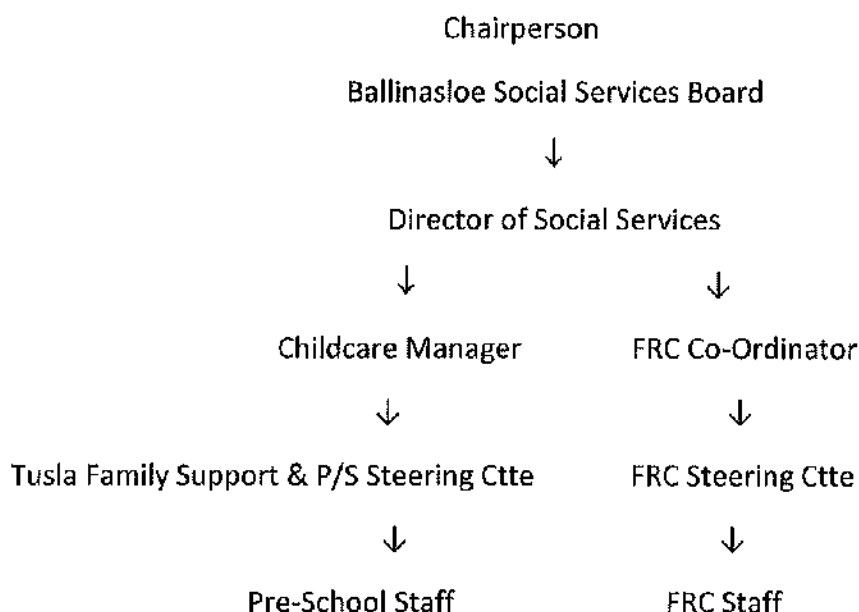
Ballinasloe Therapeutic Learning Centre is an early intervention service providing the following services to children aged 0 years to 6 years, who may not be reaching their full potential, supporting and coaching their parents, working closely with children's agencies

Individual sessions are provided with child and family, as referred by Tusla, Primary Care and Early Intervention.

Ballinasloe Community & Family Resource Centre provides universal and targeted supports and programmes to children, families, individuals, older people and the community. Aiming to combat disadvantage, improve the functioning of the family unit, and build resilience in the wider community by working in partnership with the local community in identifying needs and services to meet these needs.

Parents & Guardians can self-refer or be referred from a range of local agencies. Parents & Guardians are provided with individual sessions according to need of referral. Group programmes are provided to children by staff and trained volunteer team.

The management structure is



2. COMMITMENT TO SAFEGUARD CHILDREN & FAMILIES FROM HARM

- Our Service is committed to safeguarding the children and families in our care and to providing a safe environment in which they can play, learn and develop in all areas
- 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 and families.
- We are committed to upholding the rights of every child and young person who attend 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*, DCYA, 2017, *Child Safeguarding: A Guide for Policy, Practice and Procedure*, Tusla, 2018, and the *Children First Act 2015*, EU Convention on the Rights of the Child, National Vetting Bureau Act 2012.
- 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 abide by the policies, procedures and guidance encompassed by this policy declaration and our child safeguarding policy and accompanying procedures.
- All staff and volunteers must avail of relevant training with regard to Child Protection
- 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 (DLP) for Child Protection**

DLP: <i>Elaine Murphy</i> <i>Childcare Manager</i> <i>087 9038440</i> <i>Email:</i> <i>preschool@ballinasloesocialservices.ie</i>	Deputy: <i>Teresa Coughlan</i> <i>Director of Services</i> <i>087 7639881</i> <i>Email:</i> <i>teresa@ballinasloesocialservices.ie</i>
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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	Policies and/or Procedures in place to manage Risk
Risk of injury	Incident recorded, parents informed, staff training and awareness
Harm from peers	Supervision of children at all times. Behaviour Management Programme in place addressing peer abuse, bullying, Immature behaviour etc. Child Safeguarding Training in place Anti-bullying Policy in place
Harm from adults	Safe recruitment policy, garda clearance required, Staff Supervision procedure, Lone Working Policy Codes of behaviour for all adults, Child Safeguarding Training in place
Individual sessions with children	Parents are always required to be present for individual Sessions for 0-6 years old
Safety of children on outings	Outings policy in place, risk assessment of venue carried out prior to visit, Child Safeguarding Training in place
Safety of School Aged Children in groups	Children in 7 – 18 y.o. are offered sessions without parents In line with individual small group working procedure

4. CHILD SAFEGUARDING POLICIES AND PROCEDURES

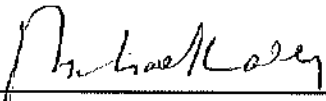
As required by the *Children First Act 2015* and *Children First National Guidance for Protection and Welfare of Children, 2017* the following safeguarding policies/procedures/measures are in place

- Procedure 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 and Risk Assessment)
- Individual and Small Group Policy on working with School Aged Children aged 7 – 18 y.o.
- All staff have completed the Tulsa eLearning module – *Introduction to Children First* and relevant staff have attended Always Children First Child Protection Training and Tulsa’s ‘Children First Mandated Person’, and training is updated regularly as advised by the government.
- 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
- IT Communication & Monitoring Policy
- Inclusion Policy
- Lone Workers 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 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 to all staff, volunteers, students 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: 
Chairperson

Date: 3.9.2024

For further information on this Statement, contact Relevant Person:

Elaine Murphy 087 9038440

LIST OF MANDATED PERSONS IN BALLINASLOE SOCIAL SERVICES CHILDCARE SERVICE:

Chairperson: Michael Lally

Childcare Staff: Every Childcare Worker – list available on request

FRC Staff: Every FRC staff – list available on request

Director of Services: Teresa Coughlan

All visiting professionals, as listed in Schedule 2 of the Children First Act 2015, to Ballinasloe Social Services facility

RISK ASSESSMENT TEMPLATE

Person(s) carrying out Risk Assessment: **Elaine Murphy, Una Daly & Teresa Coughlan**

Date: **15th July, 2024**

Risk Identified	Who is Responsible?	What is Currently in Place to Manage the Risk	What Future Actions are Needed?
Injury	Childcare Manager	<p>Adult Supervision at all times Staff awareness and vigilance First Aid Accidents & Incidents Policy, Complaints Policy</p>	<p>Post injury incident review every 2 years or as needed</p>
Harm from peers	Childcare Manager	<p>Supervision of children at all times. Behaviour Management Programme in place addressing peer abuse, bullying, immature behaviour Staff training and supervision, Child Safeguarding Training Age-appropriate staff conversations with children ensuring they know how to voice concerns</p>	<p>Raising of Staff Awareness Staff Training Possible consultation with relevant, appropriate professional, referral agent. Positive discussion with parent if appropriate.</p>
Harm from adults	Childcare Manager	<p>Recruitment policy in place, garda vetting policy in place Induction procedure – staff informed of Child Protection Policy Codes of behaviour for all adults Staff meetings, Staff Training & Supervision, Child Safeguarding training Support given by Childcare Manager, to staff, 'live' in session appropriate to staff learning and work.</p>	<p>Policies and Codes updated every 2 years or as needed.</p>
Safety of Children on Outings	Childcare Manager	<p>Outings Policy in place Risk Assessment of venue carried out prior to visit Child Safeguarding Training Staff roles outlined on outings. Details outlined on how to address safety issues</p>	<p>Staff Awareness. Awareness on how the non-verbal can have an impact on children and parents.</p>

School-Aged Children aged 7 – 18 years old	Family & Community Resource Centre	Individual and Small Group Policy	
Counselling	Family & Community Resource Centre	Disclosures	

BALLINASLOE SOCIAL SERVICES

Child Protection Policy

Child protection is the primary responsibility of the management and staff for the care and protection of the children in our care. If the staff members have reasonable grounds for concern the following procedures will apply.

1. A record of pattern of signs, report to Designated Liaison Person (DLP)
2. Co-operation with parents, an open and honest relationship with parents, informing them of a likely report.
3. In an emergency situation, report to the Gardai
4. DLP reports to Tusla. There is a process for informally discussing a child protection or welfare concern with Tusla to seek advice on whether a report should be made.
5. The employer will address allegations made against an employee by:
 - i. Discussing / informing the member of staff about the allegation made against them.
 - ii. Completing the report form and informing Tusla

The management will assist and encourage the ongoing training of staff in the area of child protection. The management also have a staff recruitment policy.

Children First Guidelines

Objectives of the National Guidelines are to:

1. Improve the identification
2. Reporting.
3. Assessment
4. Treatment and management of child abuse.

Carers/parents have primary responsibility for the care and protection of their children.

Sometimes it may be necessary for the Tusla to intervene.

Principles for best practice in child protection

1. The welfare of the child is paramount
2. A balance must be found between protecting the child and respecting the rights and needs of the carer, but the child's welfare must come first.
3. Children have a right to be heard and taken seriously, developing trust and security.
4. Early intervention and support should be available.
5. Parents/carers have a right to respect and should be consulted through good, sensitive communication.
6. Every action to protect the child should consider the overall needs of the child.
7. Intervention should see the child in a family setting.
8. Criminal dimension should not be ignored.
9. Re-union with parents should always be considered and monitored, not generalised.

10. Effective prevention, detection and treatment of child abuse require a multi-disciplinary approach.
11. There is compulsory training for personnel working with children, following Government regulations "First 5".
12. Early intervention and support should be available to parents and staff.
13. Avenues to open discussion developed to relevant, appropriate authorities.

Definition of child abuse.

1. Neglect
2. Emotional
3. Physical
4. Sexual

1. Neglect:

This is where a child suffers significant harm or impairment by being deprived of:

- Food
- Clothing
- Warmth
- Hygiene
- Intellectual stimulation

Supervision and safety.

Medical Care.

Attachment to and affection from adults.

Signs & Symptoms. (over a period of time)

1. Series of minor injuries (safety & supervision)
2. Failure to gain weight, height is significantly below average.
3. Misses school consistently (intellectual stimulation).
4. If the child's well-being or development is severely affected.

2. Emotional Abuse:

This occurs when a child's needs for affection, approval, consistency and security are not met e.g.:

1. Persistent criticism, sarcasm.
2. Conditional parenting.
3. Emotional unavailability by the parent/carer.
4. Inconsistent expectations of a child.
5. Premature imposition of responsibility on a child

6. Unrealistic expectations of a child's behaviour.
7. Under or over protection of a child.
8. Failure to show interest in or provide appropriate opportunities.
9. Use of over harsh disciplinary measures.
10. Exposure to domestic violence.

Signs & Symptoms:

1. Excessive clinginess to the parent
2. Avoidance of the parent.
3. Low self-esteem, unhappiness.

3. Physical Abuse:

Any form of non-accidental injury e.g:

- Shaking
- Using excessive force in handling.
- Deliberate poisoning.
- Suffocation

- Parents fabricate stories of illness about the child.
- Creating a substantial risk of significant harm to a child.

4. Sexual Abuse:

Occurs when a child is used by another person for his or her gratification e.g.:

1. Intentional touching or molesting of the body of a child.
2. Masturbation in the presence of or involvement of a child.
3. Sexual intercourse with a child.
4. Sexual exploitation of a child.
5. Consensual sexual activity (the age of consent is 17 years).

Signs & Symptoms

The recognition of abuse runs along 3 stages:

1. Considering the possibility
2. A cluster or pattern of signs direct or indirect disclosures, play situations may reveal information.
3. Recording of information.

Reasonable grounds for concern.

1. A specific indication from the child.

2. A statement from a person who witnessed the abuse
3. An illness, injury or behaviour consistent with abuse.
4. A symptom which has corroborative evidence of deliberate harm or neglect.
5. Consistent signs of neglect over a period of time.
6. Child isn't thriving.

Reporting procedure:

1. All workers have a responsibility to safeguard children and to report child protection and concerns in line with the organisation's reporting procedures
2. All child protection or welfare concerns must be brought to the attention of the DLP without delay.
3. The DLP, in consultation with the worker who brought the concern, decide if reasonable grounds for concern exist and if a report should be made to Tusla.
4. Mandated persons can make a joint report with DLP
5. In the event of an emergency report to An Garda Síochána.
6. In the case of retrospective disclosures, it will be established if there is any current risk to any child who may be in contact with the alleged abuser. If a risk is deemed to exist, the allegation will be reported to the Tusla

Recording Concerns:

1. Written records must be kept of all child protection and welfare concerns, including those that may not reach the threshold for reporting to Tusla
2. Records will be managed and held securely by the DLP.
3. Records will include: details of the concerns, details of the person who raised the concern, details regarding informal consultation, any action taken, details regarding informing parents.

Co-operation with parents:

Professionals must develop an open and honest relationship with parents/carers.

If a professional suspects child abuse, they should inform the family if a report is likely to be submitted to the Tusla.

Childcare services:

1. Should have safe and clearly defined methods of selecting staff.
2. Develop procedures for reporting child protection concerns.
3. Have a Designated Liaison Person who is responsible for reporting allegations.
 - a) Listen supportively to the child or parent/carer.
 - b) Do not interview formally.
 - c) Gather enough information to establish grounds for concern.
 - d) Record the conversation accurately.
 - e) Inform the designated person, who will report the matter to Tusla.
 - f) Confidentiality must never be promised. Inform the intention to report to the parent.

Employers should have dual responsibility in respect of both the child and the employee.

Employers should have agreed procedures to address situations where allegations are made against an employee.

The Checklist Review Outcome Form is the document that the Child Safeguarding Statement Compliance Unit uses to review statements for compliance. This is the criteria, based on the requirements as set out in the Children First Act 2015, that is used to determine whether a statement would be considered as meeting the requirements of the relevant legislation. The Children First Act 2015, Section 11(3) is prescriptive in its definition of a Child Safeguarding Statement. This Checklist Review Form serves to assist Relevant Services in the interpretation of this section. A relevant service for the purposes of the Act is means any work or activity specified in Schedule 1. Section 11(3) as prescribed is set out below and we suggest that the checklist is used to assist relevant provider organisations to either develop a statement or review a statement that they have already drafted.

Should you have any questions regarding any matter concerning child safeguarding statements please do not hesitate to contact the CSSCU at csscu@tusla.ie or 061 461738

11.

(1) Where a person proposes to operate as a provider of a relevant service, he or she shall, within 3 months from the date on which he or she commences as such a provider—

- (a) undertake an assessment of any potential for harm to a child while availing of the service (in this section referred to as a "risk"),*
- (b) prepare, in accordance with subsection (3), a written statement (in this Act referred to as a "child safeguarding statement") specifying the service being provided and the principles and procedures to be observed to ensure as far as practicable, that a child, while availing of the service, is safe from harm, and*
- (c) appoint a relevant person for the purposes of this Part.*

(2) A person who, immediately before the commencement of this section, was operating as a provider of a relevant service shall, not later than 3 months from the date of such commencement—

- (a) undertake an assessment of any risk,*
- (b) prepare, in accordance with subsection (3), a child safeguarding statement, and*
- (c) appoint a relevant person for the purposes of this Part.*

(3) A child safeguarding statement shall include a written assessment of the risk and, in that regard, specify the procedures that are in place—

- (a) to manage any risk identified,*
- (b) In respect of any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child availing of the relevant service,*
- (c) for the selection or recruitment of any person as a member of staff of the provider with regard to that person's suitability to work with children,*
- (d) for the provision of information and, where necessary, instruction and training, to members of staff of the provider in relation to the identification of the occurrence of harm,*
- (e) for reporting to the Agency by the provider or a member of staff of the provider (whether a mandated person or otherwise) in accordance with this Act or the guidelines issued by the Minister under section 6,*
- (f) for maintaining a list of the persons (if any) in the relevant service who are mandated persons, and*
- (g) for appointing a relevant person for the purposes of this Part.*

(4) A provider of a relevant service shall ensure that the child safeguarding statement being prepared by the provider has due regard to, and is in accordance with, any guidelines issued by—

- (a) the Minister under section 6, and
- (b) the Agency concerning child safeguarding statements.

(5) A provider of a relevant service shall furnish a copy of the provider's child safeguarding statement—

- (a) to members of staff of the provider, and
- (b) on request—
 - (i) to a parent or guardian, as the case may be, of a child availing of the relevant services,
 - (ii) to the Agency, or
 - (iii) to members of the public.

(6) As soon as may be after the preparation of a child safeguarding statement or any review of it, the provider shall display the statement in a prominent place where the relevant service concerned relates or is provided, or both, as may be appropriate.

(7) Subject to subsection (8), a provider of a relevant service shall, at intervals of not more than 24 months, undertake a review of the provider's child safeguarding statement and the first such review shall be undertaken not more than 24 months from the date on which the first child safeguarding statement was prepared under subsection (1) or (2), as the case may be, and displayed under subsection (6), and any subsequent review shall be undertaken not more than 24 months from the date when the last review was undertaken.

(8) A provider of a relevant service shall review a child safeguarding statement prepared under this section as soon as practicable after there has been a material change in any matter to which the statement refers.

(9) Any of the following matters may be prescribed:

- (a) the form of a child safeguarding statement;
- (b) the matters to be included in a child safeguarding statement;
- (c) the procedures to be followed by a provider of a relevant service in respect of a review, by the provider, of a child safeguarding statement.

(10) In this section "member of staff" means, in relation to a provider, a person referred to in subparagraph (i), (ii) or (iii) of paragraph (b) of the definition of "provider" as set out in section 8



Checklist Review Outcome Form (Ref: RF/CSSCU/005)

Organisation Name	Ballinasloe Social Services Ltd
Setting (e.g. Sports Club; Educational Setting)	Charity
Affiliated Organisation	
Funding Body (if available)	Tusla
Relevant Person Name	Teresa Coughlan
Overall Purpose and Function	To improve the quality of life for the elderly, people in need, children and their families in Ballinasloe area.

PART 1: REVIEW OF CHILD SAFEGUARDING STATEMENT FOR COMPLIANCE WITH THE CHILDREN FIRST ACT 2015

No.	Checklist Review Lines of Investigation	Yes (✓)	No (✓)	Rationale (if "No" only)
1.	Is the CSS titled correctly? (Must be titled Child Safeguarding Statement)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Does the CSS include the name of the service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3.	Are there clear Principles and evidence of a commitment to safeguard children from harm (i.e., how they intend to safeguard children)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4.	Has the service provider specified the service being provided? (If more clarity needed, choose "No")	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.	Does the Statement include that a risk assessment has been completed to identify any potential for harm (as defined in the Act) to a child while availing of their services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.	Are the risks identified sufficient, relevant, and realistic, based on the nature of the service? (If there are obvious gaps in risk identification, choose "No")	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Checklist Review Outcome Form (Ref: RF/CSSCU/005)

7.	Are the procedures in place to manage the risks identified, specified in the statement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8.	<p>Are the procedures below (s.11(3), Children First Act 2015) specified as being in place?</p> <ul style="list-style-type: none"> • “[Procedure] for reporting to [Tusla] by the provider or a member of staff of the provider (whether a mandated person or otherwise) in accordance with this Act or the [Children First] guidelines issued by the Minister under section 6” i.e. A reporting procedure. • “[Procedure] in respect of any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child availing of the relevant service” i.e. A procedure for managing allegations of abuse against staff. • Procedure for selection or recruitment of any person as a member of staff of the provider with regard to that person’s suitability to work with children. • Procedure for the provision of information and, where necessary, instruction and training to members of staff of the provider in relation to the identification of the occurrence of harm. • Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons. • Procedure for appointing a relevant person for the purposes of the [Statement]. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9.	Is there either a date for adoption or review of the CSS? (Either is acceptable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10.	Is the name and address of the provider included?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Checklist Review Outcome Form (Ref: RF/CSSCU/005)

11.	Is the relevant person clearly identified and their name and contact details provided in the CSS?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PART 1 TOTAL SCORES (No. of Yes / No results out of a possible 16)		16 /16	/16

TOTAL NUMBER OF YES ANSWERS (Out of a Possible 16)

16 /16

Score (Out of 11)	Outcome
16/16 (100%)	Compliant
< 16	Non-Compliant

Date of Review	REVIEW OF STATEMENT: COMPLIANCE OUTCOME	Signature
18/09/2024	Compliant	<i>Jessie Kaulfalan</i>



Checklist Review Outcome Form (Ref: RF/CSSCU/005)

Guidance Notes

This review tool is used by Tusla's Child Safeguarding Statement Compliance Unit (CSSCU) when reviewing child safeguarding statements (CSS) which have been provided to the CSSCU, either voluntarily or in response to a request from the CSSCU. Providers of relevant services, under the Children First Act 2015, are required to prepare a CSS. Tusla has published general guidance to assist providers in writing their CSS, as well as a CSS Sample Template. Tusla has also worked with a number of service sectors and government departments to assist them in developing tailored templates for particular contexts.

It may be helpful to providers of relevant services, when either developing or reviewing their CSS, to refer to the CSSCU Review Outcome Form to assist them to assess their compliance with the safeguarding requirements set out in the Children First Act 2015.

Specific Guidance for Reviewers:

- **Affiliate Organisation** – this applies when a provider has a material relationship to another body. This could include Government Departments, funding, or governance organisations (e.g., Tusla, HSE, IPAS, Dept of Education and Skills, Sport Ireland, etc).
- **Overall Purpose and Function** – should be copied from the CSS section on service provided.

Part 1 Guidance:

- **CSS Title** – All CSS must be titled Child Safeguarding Statement.
- **Principles** – The CSS must include principles to keep children safe from harm, such as the right to be consulted, the right to protection, and adherence to inclusion/anti-discriminatory practice.
- **Service being provided** – the CSS must outline the service provided to children by the service provider.
- **Risk assessment** – the risks identified must be specific to the services provided, listed in the previous section. They must relate to the protection of the child/children from harm, as defined in the Children First Act 2015. Services can include an amalgamated list of the main risks identified and develop a more detailed secondary risk assessment document. Where a secondary risk assessment document is developed, this must be noted on the CSS and provided with the CSS whenever the CSS is requested.
- **Risks sufficient, relevant and realistic** – while a reviewing officer is not expected to know the nuances of every service whose CSS is being reviewed, there are certain general risks which it is reasonable to expect would be in place in most services. These include
 - Risk of harm (as defined in the Children First Act 2015) to a child by a member of staff/volunteer from things they have done (e.g. hurt a child) or failed to do (e.g. not report a concern);
 - Risk of harm (as defined in the Children First Act 2015) to a child caused by a lack of supervision;
 - Risk of harm (as defined in the Children First Act 2015) by a visitor to the service (workers, parents, placements, etc.);
 - Risk of harm (as defined in the Children First Act 2015) by another child in the service;
 - Risk of harm (as defined in the Children First Act 2015) to a child on outings by a member of staff/volunteer/stranger/peer;



Checklist Review Outcome Form (Ref: RF/CSSCU/005)

- o Risk of harm (as defined in the Children First Act 2015) through access to ICT (e.g., social media or web access, electronic contact, etc).
- o Risk of harm (as defined in the Children First Act 2015) to a child from the use/misuse of digital images.
This is not a comprehensive or definitive list. Reviewers are expected to use their discretion and professional judgement when assessing risk assessments for compliance with the requirements of the Act. Service providers are responsible for carrying out a comprehensive assessment of the risk of harm to children while availing of their service.
- Specified procedures – all six specified procedures must be included in the CSS. It is not a requirement that they are listed separately to the risk assessment. It is not a requirement that the files are verbatim as they are presented in the Act (e.g., Recruitment and selection procedures or reporting procedure for child protection or welfare concerns would both be acceptable).
- Date for review – the CSS must specify either the date it was introduced/ratified or the proposed date for review. Either are acceptable.
- Name and address of the provider – this information must be included as the Act places numerous responsibilities associated with the CSS directly on the Provider. For services operating at multiple sites, if they are using a single corporate CSS, address of provider can be head office.
- Name and contact details for Relevant Person – this information must be included, as well as a clear designation that the person named is the relevant person.
- It is not a requirement that the CSS is signed by the provider
- CSS submitted should be final versions.

Where the CSSCU reviews a CSS, all requisite components must be present and in line with the guidance to be deemed compliant.

