

## Safeguarding at Kiddlywinks CC LTD

The safety and wellbeing of children is central to all kiddlywinks cc ltd services.

Kiddlywinks cc ltd is committed to safeguarding children and young people in our care and to providing a safe environment where children can play, learn and develop.

We operate in line with Children First: National Guidance for the Protection and Welfare of Children and the Children First Act 2015.

### **Our Safeguarding Framework**

- Organisation Child Safeguarding Statement
- Site-Specific Safeguarding Statements
- Child Protection & Welfare Policy
- Staff Professional Code of Conduct
- Active Supervision Policy
- Recruitment & Vetting Procedures

All kiddlywinks cc ltd staff complete Tusla Children First safeguarding training and undergo Garda Vetting prior to employment.

The Designated Liaison Person and Service Managers receive additional safeguarding training to support the implementation of child protection procedures.

All staff also receive ongoing safeguarding guidance and supervision from the Designated Liaison Person.

## Safeguarding Reporting

If you have a concern regarding the safety or welfare of a child attending kiddlywinks cc ltd service, please contact the Designated Liaison Person directly or submit a concern using the form below.

## **Designated Liaison Person**

Denise Gallagher

Concerns regarding child protection or welfare may also be reported directly to:

**Tusla – Child and Family Agency.**

## **Kiddlywinks cc ltd and Activities Provided**

kiddlywinks cc ltd is a registered provider of Out-of-School Recreation Services, delivering childcare services for children aged 4–15 years outside of normal school hours across multiple school locations.

Services provided may include:

- Breakfast Club
- Afterschool Care
- Full and Part-Time Care during School Breaks
- Activity Camps during School Holidays

Kiddlywinks cc ltd operates wrap-around childcare services during the school term and full-day or part-time care during school holiday periods.

Individual services operate within designated school premises or community facilities.

Each service operates within the regulatory requirements of Tusla Early Years

Inspectorate and in line with the Children First Act 2015.

Each kiddlywinks cc ltd service maintains its own site-specific Child Safeguarding Statement and Risk Assessment, which is displayed within the service and provided to parents upon enrolment.

## Commitment to Safeguard Children from Harm

kiddlywinks cc ltd is committed to safeguarding the children in our care and to providing a safe environment in which they can play, learn and develop.

We believe that the welfare of children attending our services is paramount and we are committed to child-centred practice in all of our work.

We are committed to upholding the rights of every child and young person who attends our services, including the rights:

- to be kept safe and protected from harm
- to be listened to
- to be respected and heard

Our safeguarding policies and procedures reflect national policy and legislation and are underpinned by:

- Children First: National Guidance for the Protection and Welfare of Children (2017)
- Child Safeguarding: A Guide for Policy, Practice and Procedure (Tusla, 2018)
- Children First Act 2015

This safeguarding statement applies to:

- Owner Directors
- Service Managers
- Staff members
- Students on placement
- Volunteers
- Any person working with children within Smart Steps services.

All personnel must adhere to the organisation's safeguarding policies and procedures and must follow all reporting procedures where child protection or welfare concerns arise.

This safeguarding statement and accompanying policies will be reviewed every two years, or sooner if required due to changes in legislation, national guidance, or service practice.

## Designated Liaison Person (DLP)

Smart Steps has appointed a Designated Liaison Person (DLP) and Deputy DLP in accordance with Children First legislation.

The Designated Liaison Person is responsible for:

- receiving child protection concerns
- making reports to Tusla where appropriate
- providing advice and guidance to staff
- ensuring safeguarding procedures are implemented.

Contact details for the Designated Liaison Person are available within each service and within service-specific safeguarding statements.

## Relevant Person under the Children First Act

In accordance with the Children First Act 2015, Smart Steps has appointed a Relevant Person.

The Relevant Person is responsible for ensuring that this Child Safeguarding Statement and the accompanying risk assessment have been developed and are in place.

The Relevant Person is also responsible for ensuring that:

- This safeguarding statement is displayed and made available to parents, guardians, staff and visitors
- The safeguarding policies and procedures outlined in this statement are implemented across all Kiddywinks cc ltd services

- Safeguarding practices are reviewed regularly in line with national guidance.

The Relevant Person for Kiddlywinks cc ltd is:

Denise Gallagher

Managing Director

Kiddlywinks cc ltd

## Risk Assessment

In accordance with the Children First Act 2015, Smart Steps has carried out an assessment of the potential for harm to a child while attending our services or participating in service activities.

Potential risks identified across Smart Steps services include:

- recruitment of unsuitable staff
- unauthorised persons collecting children
- bullying or peer conflict
- unsupervised areas within premises
- online safety risks
- misuse of photographs or social media
- safeguarding concerns relating to visitors or external providers
- misuse of personal or sensitive information
- harm occurring during outings or off-site activities.

Policies and procedures are in place to manage and minimise these risks.

Each individual service also maintains a site-specific risk assessment which reflects the particular premises, operational practices and environment of that service.

# Child Safeguarding Policies and Procedures

Kiddlywinks cc ltd has implemented a comprehensive set of safeguarding policies and procedures, including:

- Child Protection and Welfare Policy
- Child Protection Reporting Procedures
- Confidentiality Policy
- Recruitment and Garda Vetting Procedures
- Staff Code of Behaviour for Working with Children
- Staff Training Policy
- Induction Procedures for New Staff
- Complaints Policy
- Drop-off and Collection Procedures
- Incident and Accident Reporting Procedures
- Internet and Gadgets Policy
- Photography and Image Use Policy
- Social Media Policy
- Anti-Bullying Policy
- Active Supervision Policy
- Outings Policy
- Data Protection and GDPR

All staff complete the Tusla eLearning Programme – Introduction to Children First, and relevant staff undertake additional safeguarding training where required.

Staff receive ongoing support and supervision in accordance with organisational policy.

All safeguarding policies and procedures are available to parents, staff and partner schools upon request.

## Implementation and Review

Kiddlywinks cc ltd recognises that safeguarding is an ongoing process.

Our organisation is committed to implementing this Child Safeguarding Statement and the safeguarding policies and procedures that support it in order to keep children safe from harm while attending our services.

This statement:

- Is available on the Kiddlywinks cc ltd website
- is displayed within each service
- is provided to staff, volunteers and students
- is accessible to parents and guardians on request.

This statement will be reviewed every two years or sooner where necessary following any change to legislation, guidance or service practice.

## Service Provider

Denise Gallagher