

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)

Date of Review by CSSCU	
Name of CSSCU Staff Member undertaking review	
Reason for Review (Provided Voluntarily / Resubmission as change to CSS/ Requested by CSSCU following UI/ Implementation Review/Referred by other Internal Dept.)	
Review Number (First / Second etc)	
Case ID	

Organisation Name	
Setting (e.g. Sports Club; Educational Setting)	
Affiliated Organisation	
Funding Body (If available)	
Relevant Person Name	
Overall Purpose and Function	

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 type="checkbox"/>	<input type="checkbox"/>	
	Does the CSS include the name of the service?	<input 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 type="checkbox"/>	<input type="checkbox"/>	
4.	Has the service provider specified the service being provided? (If more clarity needed, choose “No”)	<input 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 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 type="checkbox"/>	<input type="checkbox"/>	

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7.	Are the procedures in place to manage the risks identified, specified in the statement?	<input 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 <i>section 6</i>” 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 type="checkbox"/>	<input type="checkbox"/>	
9.	Is there either a date for adoption or review of the CSS? (Either is acceptable)	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Is the name and address of the provider included?	<input type="checkbox"/>	<input type="checkbox"/>	



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

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

/16

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

Date of Review	REVIEW OF STATEMENT: COMPLIANCE OUTCOME	Signature



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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;



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- 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).
- 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 titles 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.