



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CHILDREN FIRST SELF-ASSESSMENT TOOL FOR FUNDED SERVICES TO SUPPORT IMPLEMENTATION OF CHILDREN FIRST ACT 2015 & CHILDREN FIRST GUIDANCE 2017 FOR TUSLA FUNDED ORGANISATIONS

<u>TUSLA FUNDING MANAGER (OR NOMINEE RESPONSIBLE)</u>	<u>DATE:</u>
<u>AND CONTACT DETAILS:</u>	
_____	_____

<u>NAME and ADDRESS OF ORGANISATION:</u>	<u>NAME OF CONTACT PERSON:</u>
_____	_____



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Introduction

It is a requirement of your funding that, if requested, you demonstrate that your organisation is fulfilling any obligations it may have under the Children First Act, 2015 and that it is implementing Children First, National Guidance for the Welfare and Protection of Children 2017.

Purpose

The Children First Act, 2015 places a legal responsibility on organisations which are classed as “providers of relevant services” to produce a Child Safeguarding Statement.

Any organization may have workers who are classed as mandated persons under the Children First Act, 2015 and will therefore have specific responsibilities.

In addition, Children First Guidance 2017 places an obligation on organisations (not just providers of relevant services) to promote the well-being of children and to provide them with the highest possible standard of care and safeguard them from abuse.

It is the responsibility of government departments to ensure that children and young people are kept safe while accessing services provided or funded by each department. Tusla utilises government money to fund services and therefore has a responsibility to ensure that these services are aware of, and comply with, the obligations under Children First Guidance 2017 and relevant legislation.

This Self-assessment Tool is designed to ask specific questions to help organisations assure themselves and demonstrate to the funding manager that their Child Safeguarding Statement (where relevant) is compliant with the Children First Act, 2015. It also allows organisations to demonstrate that their guiding principles and child safeguarding procedures are in line with Children First: National Guidance for the Protection and Welfare of Children, 2017.

If the answer is “**NO**” to any of the questions, this may indicate that your child safeguarding statement and/ or policy requires a review and a plan to address this should be put in place.

How to use this Self-Assessment Tool

1. Identify a named senior person with lead responsibility to complete this Self-Assessment Tool
2. All sections to be completed in full,

3. Where response is “Yes” then outline supporting evidence.
4. Where response is “No”, the tool facilitates you to indicate what action is required, the timeframe and name of person responsible.

Please Note - Supporting Evidence

It is not necessary to submit this tool or supporting evidence at this stage, but it must be available if requested. Supporting evidence is evidence of how you have put your policy and procedures into practice.

Essential Resources, 2017

Children First Act, 2015

Children First: National Guidance for the Welfare and Protection of Children (DCYA 2017)

Child Protection & Welfare Practice Handbook (HSE 2011)

Child Protection & Welfare Practice Handbook 2 (Tusla 2019)

Child Safeguarding: A Guide for Policy, Procedure and Practice (Tusla 2017)

Guidance on Developing A Child Safeguarding Statement (Tusla 2017)

A Guide for the Reporting of Child Protection Concerns (Tusla 2017)

Mandated Assisting Protocol for Tusla Staff (Tusla 2017)

Best Practice Principles for Organisations in Developing Children First Training Programmes (Tusla 2017)

Abbreviations

Children First Guidance 2017: Children First: National Guidance for the Welfare and Protection of Children, 2017

CFA 2015: Children First Act, 2015

GNVB: Garda National Vetting Bureau

CSS: Child Safeguarding Statement

Child Safeguarding Guide: Child Safeguarding: A Guide for Policy Procedure and Practice

Please Note: The term “**workers**” refers to management, staff, volunteers, students, those on clinical / training / work placements, contractors (that have access to children), Board of Management and Management Committees

Type of Organisation	Yes	No
Are you the provider of a relevant service¹?		
If <u>you are a provider</u> of a relevant service please complete table below (Child Safeguarding Statement) and continue through the rest of the document. If <u>you are not a provider</u> of a relevant service, please go to page 6.		

¹ Provider of Relevant Service as defined in Children First Act, 2015

Child Safeguarding Statement

Please answer the questions below. The following are required to be stated on the CSS:	Yes	No	If no or partially, then indicate: 1. What actions are required 2. Person responsible 3. Date to be completed
Have you specified the name of the service you provide?			
Have you outlined what services and activities you provide to children in your care?			
Have you appointed and named your relevant person?			
Have you outlined the guiding principles to be observed to ensure that a child is safe from harm while availing of your service?			
Have you clearly stated that all six specified procedures as set out in s.11(3) of the CFA 2015 are in place?			
Have you stated all potential risks of harm (as defined in the CFA 2015) to a child availing of your service clearly in your CSS?(Children First Guidance, 2017 pg 32)			
Have you stated that all relevant policies and/or procedures are available on request?			

Is your Child Safeguarding Statement displayed prominently in your service(s)?			
Have you given your workers a copy of your CSS?			
Is your CSS available to parents, young people, members of the public and Tusla if requested?			
Have you added the review date (dated within 2 years) on the CSS?			

Guiding Principles and Child Safeguarding Procedures

Best Practice Theme 1: Guiding Principles	If yes, list supporting evidence available?	If no or partially, then indicate: 1. What actions are required 2. Person responsible 3. Date to be completed
Have you developed a declaration of guiding principles for your service?		
Does your declaration of guiding principles specify whom it applies to?		
Have you communicated your guiding principles to children/young people, parents/guardians, workers and volunteers?		

Best Practice Theme 2: Key Personnel in Safeguarding	If yes, list supporting evidence including how this has been communicated and put into practice?	If no or partially, then indicate: 1. What actions are required 2. Person responsible 3. Date to be completed
Do your procedures include a named person to develop your organisation's guiding principles and child safeguarding procedures?		
Do your procedures name the designated liaison person and deputy DLP?		
Do your procedures outline the role and responsibilities of the DLP / deputy DLP?		
Do your procedures outline the role and responsibilities of mandated persons?		
Do you outline the procedure for maintaining a list of all mandated persons in your organisation?		

Best Practice Theme 3: Responding to and	If yes, list supporting evidence including how this has been	If no or partially, then indicate: 1. What actions are required
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reporting of child protection & welfare concerns	communicated and put into practice?	2. Person responsible 3. Date to be completed
Do you include guidance on “Reasonable Grounds for Concern”?		
Do your procedures make reference to the definitions, signs and indicators of child abuse and neglect as per Children First Guidance 2017?		
Do your procedures outline the responsibility of mandated persons to report child protection concerns?		
Do you have a reporting procedure that clearly outlines the responsibility to report child abuse, neglect and welfare concerns?		
Do you have procedures on dealing with disclosures?		
Do you have a reporting procedure for dealing with adult disclosures?		
Do you have a procedure to deal with allegations of abuse		

against workers / volunteers / management?		
Do you have a statement on confidentiality?		
Do you have standardised recording procedures in all your services in cases of children at risk or potentially at risk of abuse, neglect or welfare concerns?		
Do your procedures state that you will cooperate with Tusla on the sharing of records where a child welfare or protection issue arises?		

Best Practice Theme 4: Working safely with children & young people	If yes, list supporting evidence including how this has been communicated and put into practice?	If no or partially, then indicate: 1. What actions are required 2. Person responsible 3. Date to be completed
Do you have a recruitment and selection procedure?		
Do you have a training strategy for all workers/volunteers/management in child safeguarding?		

Do you outline the procedures to support the safe management of activities?		
Do you have a code of behaviour between staff and children/young people?		
Do you have an accident procedure?		
Do you have an incident procedure?		
Where relevant, do you have a procedure on day-trips and outings for children?		
Do you have a procedure for support and supervision of all workers and volunteers?		
Do your procedures outline the responsibility for all workers to report concerns they have about a colleague's practices?		
Do you have a disciplinary procedure?		

Best Practice Theme 5: Procedures for sharing your guiding principles and child safeguarding procedures & Involving parents/carers, families, children and young people	If yes, list supporting evidence including how this has been communicated and put into practice?	If no or partially, then indicate: 1. What actions are required 2. Person responsible 3. Date to be completed
Do your procedures state that you will provide a copy of your guiding principles and child safeguarding procedures to parents upon request?		
Do you outline the procedure for providing information on your guiding principles and child safeguarding procedures to parents and children / young people?		
Do your procedures outline how you routinely inform children of their right to be protected, consulted and treated with respect?		
Do you have an anti-bullying procedure?		

Do you have a communications strategy?		
Do you have a procedure on working in partnership with parents?		
Do you have a complaints procedure consistent with Child and Family Act 2014?		

ONLY COMPLETE THIS SECTION IF YOU PROVIDE SERVICES TO CHILDREN AS OUTLINED ON PAGE 11, CHAPTER 2, CHILDREN FIRST GUIDANCE 2017.

<p>Additional Guidance: Children First Guidance 2017 outlines circumstances which may make children more vulnerable to harm. Depending on the children you work with, you may have to tailor your guidance/ procedures to take account of the range of issues that may place them at greater risk of abuse or neglect.</p>	<p>If yes, do you have specific guidance to take account of additional vulnerabilities to abuse and neglect? Please outline supporting evidence, including how this has been communicated and put into practice.</p>	<p>If you do not have specific guidance to take account of additional vulnerabilities to abuse and neglect, indicate:</p> <ol style="list-style-type: none"> 1. What actions are required 2. Person Responsible 3. Date to be completed
<p>Do you provide services to children with disabilities?</p>		
<p>Do you provide services to children in care?</p>		
<p>Do you provide services to children living away from home (e.g. recreational settings, educational settings, etc.)?</p>		

Do you provide services to children with communication difficulties?		
Do you provide services to children who have a parent / parents with problems in their own lives?		