

Child Safeguarding Statement:

Procedure for the provision of
information and training of staff in
relation to the identification of the
occurrence of harm

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**Children
First**

TúsLA
An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency



Tusla Child Safeguarding Statement Procedure for the Provision of Information and Training to Staff in relation to the Identification of the Occurrence of Harm

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Glossary of terms

Child Safeguarding Statement – defined in the Children First Act 2015, this is a statement, including a written assessment of risk of harm to children and the measures that will be taken to manage any identified risks.

Child Safeguarding Statement Specified Procedures – these are the six procedures outlined in the Children First Act 2015 that all providers of relevant services are required to have to keep children safe from harm. The procedure contained herein is *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.*

Children First – This is an overarching term that refers to responsibilities under *Children First: National Guidance for the Protection and Welfare of Children* (DCYA, 2017) and/or *Children First Act, 2015*

Provider – as defined in the Children First Act 2015, ‘*means, in relation to a relevant service, a person-*

(a) who provides a relevant service, and

(b) who, in respect of the provision of such relevant service—

(i) employs (whether under contract of employment or otherwise) one or more than one other person to undertake any work or activity that constitutes a relevant service,

(ii) enters into a contract for services with one or more than one other person for the provision by the person of a relevant service, or

(iii) permits one or more than one other person (whether or not for commercial or other consideration and whether or not as part of a course of education or training, including an internship scheme) to undertake any work or activity, on behalf of the person, that constitutes a relevant service;'

Relevant service – as defined in the Children First Act 2015, 'means any work or activity specified in Schedule 1 [of that Act]'.

Harm- (a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or

(b) sexual abuse of the child whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise.

Tusla – the Child and Family Agency is the lead, statutory organisation for safeguarding children in Ireland.

1.0 Introduction

The Children First Act 2015 sets out the requirement of providers of relevant services to have a Child Safeguarding Statement and specified procedures. Tusla is identified as a provider of a relevant service. The specified procedure, herein, as required under the Act *details 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.*

Tusla has opted to develop online training programmes to meet this requirement under the act.

2.0 Purpose

The purpose of this procedure is:

1. To meet the requirements of the Child Safeguarding Statement and specified procedures.
2. To advise management on their role to ensure that staff have access to instruction and training in relation to the identification of the occurrence of harm.
3. To provide instruction to all staff to undertake the required mandatory training as outlined in this procedure.

3.0 Scope

This procedure applies to all staff of Tusla. In this procedure, references to staff should be interpreted as applying to direct employees of Tusla, agency contracted staff, persons on work placements, student placements. This procedure sets out guidance and direction for the Tusla Board, all Tusla staff and any member of the public who may request a copy of the Child Safeguarding Statement (CSS)'s specified procedure for the provision of Information and Training on the Occurrence of Harm.

4.0 Legislation and other related policies

- Children First Act 2015
- Children First National Guidance for the Protection and Welfare of Children (DCYA 2017)
- Tusla Guidance on Developing a Child Safeguarding Statement
- Tusla Child Safeguarding: A Guide for Policy, Procedure and Practice.
- Tusla Staff Procedure for Reporting Child Protection and Welfare Concerns
- Workforce Learning and Development Strategy (WLD)

5.0 Roles and Responsibilities

5.1 Roles

- Directorates to ensure that managers are aware of and implement this procedure.
- Managers to ensure that staff are aware of this procedure.
- Managers to ensure that staff comply with this procedure through monitoring, audit and review.
- Staff to undertake training available.

5.2 Responsibilities

- Tusla Workforce Learning and Development are required to develop and make available the information and training on the occurrence of harm.
- Managers must communicate procedure to employees.
- All Tusla staff must undertake an appropriate training programme on the occurrence of harm.
- Staff must communicate with managers that training has been undertaken.
- Managers are required to maintain a record of training completed.

6.0 Procedure

The procedure in respect of the provision of information and training on the Occurrence of Harm is as follows:

- Tusla Workforce Learning and Development will provide the appropriate information and training programmes on the occurrence of harm
- Tusla Workforce Learning and Development will disseminate information on all training programmes available.
- Tusla Line managers must be aware of what programmes are mandatory and optional.
- Tusla Line Managers will match the training programme to the needs of their staff and mandatory training requirements
- Line managers will communicate with staff the requirement to undertake training
- Line managers will make adequate accommodation so that staff may complete the training (for example, access to internet, time)
- Staff will inform the line manager that such training has been completed.
- Line managers will maintain a record of training undertaken with dates.
- Line managers will monitor the compliance of their staff with recertification requirements for mandatory training – staff are required to complete the Children First related training every 2 years.
- Tusla line managers and Tusla staff will utilise team meetings and other resources that are available on the Tusla website [Children First](#) Page to stay up-to-date and to address any outstanding issues

7.0 Review and Audit

The monitoring, audit and revision of the implementation of the ‘Tusla Child Safeguarding Statement Procedure for the Provision of Information and Training to Staff in relation to the Identification of the Occurrence of Harm’ will be undertaken when the Tusla Child Safeguarding Statement is reviewed unless a practice issue or change in legislation or policy guidance requires an earlier review.

Additionally, if further developments and reviews are made by Workforce Learning and Development these will also be taken into account. Any audit and review will be

with members of the original Development Group and the Children First Steering Committee. All recommendations from the review will be forwarded to the National Policy Oversight Committee (NPOC) to form the basis for any revised version of the Policy, Procedures, Protocol, Guidelines (PPPG).

A National PPPG Catalogue will be maintained and will be published on the Tusla Hub. All approved PPPGs will be listed as well as the scheduled year of review.

8.0 References

- Children First Act 2015
- Children First National Guidance for the Protection and Welfare of Children 2017
- Tusla Guidance on Developing a Child Safeguarding Statement
- Tusla Child Safeguarding: A Guide for Policy, Procedure and Practice.
- Tusla Staff Procedure for Reporting Child Protection and Welfare Concerns
- Workforce Learning and Development Strategy

Appendix 1

Outline of Children First Mandatory Training Programmes

Children First – An Introduction to Children First

Who Should Take This: All staff of Tusla.

Aim: The aim of the programme is to help staff recognise child abuse and to report a concern in relation to a child's welfare or protection.

Duration: 90 Minutes

Objectives of Programme

At the end of this programme participants will have:

- Knowledge of the Children First Act 2015 and Children First: National Guidance for the Protection and Welfare of Children.
- Understanding of the role of Tusla and An Garda Síochána in protecting children.
- Understanding of the roles and responsibilities of mandated persons as assigned under legislation.
- Understanding of the role and responsibilities of designed liaison persons.
- Knowledge of the types and features of abuse.
- Knowledge of the factors which may make children more vulnerable to harm
- Knowledge of how to respond to a disclosure of abuse from a child.
- Reviewed the reasonable grounds for concern and the thresholds for reporting.
- Knowledge of the importance of confidentiality and record-keeping.
- Knowledge of how to report child protection and welfare concerns.

Contents of Programme

- Safeguarding children
- Recognising Abuse
- Reporting concerns about a child

Learning in practice

A separate assessment will become available once you've completed this programme. You'll need to get a 90% pass mark in the assessment in order to get your certificate of completion

Implementing Children First in Tusla

Aim: This programme aims to support all Tusla staff in creating awareness of and implementing the Tusla Child Safeguarding Statement in line with the requirements of the Children First Act 2015.

Duration: 30 minutes

Who Should Take This: All Tusla staff

Prerequisites: Enrolment is not permitted unless you have taken all of the modules/programs listed below, or their equivalents: (Overall status must be completed.)

[Introduction to Children First \(2017\)](#)

Contents of Programme

- Understanding the Tusla Child Safeguarding Statement
- Children First Principles of Best Practice
- Mandated Persons and Authorised Persons
- Safeguarding children who attend Tusla services
- Tusla Child Safeguarding Risk Assessment
- Tusla Child Safeguarding procedures
- Implementation of the Child Safeguarding Statement

Children First in Action – Tusla’s Response to a Child Protection & Welfare Concern

Aim: This programme informs Tusla staff of the impact of the Children First Act 2015 and Children First: National guidelines on how Tusla responds to a Child Protection and Welfare report.

Duration: 45 minutes

Who Should Take This:

Social Workers, Social Care Workers, Therapeutic Services and Educational Welfare Officers.

Prerequisites:

Enrolment is not permitted unless you have taken all of the modules/programs listed below, or their equivalents: (Overall status must be completed.)

[Implementing Children First in Tusla](#)

Contents of Programme

- Follows a fictional scenario about a child protection concern, allowing the learning to consider what responses are required of particular roles.
- The role of a Mandated Person and Authorised Person under the CF Act 2015
- Children First Principles of Best Practice
- HIQA standards
- Mandated Persons’ Web Portal
- Acknowledgement of mandated report
- Communication with parents
- Responding to a child or young person’s needs
- SW Assessment of concerns and analysis of harm
- Role and obligations of other professionals in assessing concerns
- Defence of reasonable chastisement
- Mandated assisting protocol
- Recording

- Response pathways in Tusla – Early Intervention, CW, CP, Alt Care
- Child Protection Conference and CPNS
- Rights of parents
- Responding to concerns about a child unknown to the agency
- Resources
- Communicating outcomes of assessments
- Continue your learning

Revision History

This Tusla CSS Procedure for the Provision of Information and Training on the Occurrence of Harm, will be reviewed 24 months after adoption and every 24 months thereafter. It should be reviewed earlier if there is a material change to legislation and policy, or if there is an incident relating to matters covered in this policy. All managers must ensure that all staff comply with this policy.

A National PPPG Catalogue will be maintained and published on the Tusla Hub/ All approved PPPGs will be listed as well as the scheduled year of review.

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