

TÚSLA

An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Child Safeguarding Training -

What you need to know



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Child Safeguarding Information and Training - What you need to know

Introduction

This document has been developed to assist organisations¹ and solo practitioners, to identify and implement adequate and appropriate child safeguarding training and information for workers and volunteers.

Children First: National Guidance for the Protection and Welfare of Children (pg.38) provides the following guidance in relation to the provision of training:

'It is the responsibility of your organisation to identify what training your staff and volunteers need and to ensure that they receive adequate and appropriate [child safeguarding] information and training.'

'Your organisation should provide all workers and volunteers with good-quality information on the recognition and reporting of child protection and welfare concerns. Training should also include clear information about the role of the statutory agencies with primary responsibility in child protection and welfare, namely, Tusla and An Garda Síochána.'

'If your organisation has employees who are mandated persons under the *Children First Act 2015*, you should also ensure that training specifically on the statutory responsibilities of mandated persons under the Act is made available to them.'

'If your organisation has a nominated designated liaison person or deputy designated liaison person, you should ensure that they receive adequate child safeguarding information and training to enable them to undertake this role.'



Organisations who are the providers of relevant services under the Children First Act 2015, are legally obliged to have a 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'.

To effectively provide child safeguarding training and information, all organisations (including those who are not 'providers of relevant services') should develop a child safeguarding training strategy, which demonstrates their commitment to safeguard children. Each organisation will need to review the workers' training needs by conducting a training needs analysis and the information gained through this process will inform your training strategy. The level and type of information and training that is required by individual workers and volunteers will depend on the nature and extent of the work they undertake with children and families, their safeguarding roles and responsibilities and the degree of involvement in child protection and welfare cases. Organisations providing services to adults should also consider the welfare and safety of children whom these adults may have contact with. These organisations will also need to identify and meet the child safeguarding training needs of their workers and volunteers.

1. These include organisations working with adults that may need to consider the welfare and safety of children

It is the responsibility of the provider of a relevant service/employer to ensure that all workers and volunteers have the required child safeguarding knowledge and skills related to their role and level and type of contact with children.

The Tusla Children First Information and Advice Service have developed this document to assist organisations with this task. The document contains the following:

I. My Child Safeguarding Learning Journey

II. Child Safeguarding Training Needs Analysis Template

III. Child Safeguarding Training Strategy Template

Part one of this document, My Child Safeguarding Learning Journey provides general guidance for organisations and individuals who work with children and families to understand and identify the types and levels of training which different workers and volunteers with different responsibilities may wish to access.

Part two, provides guidance to assist you in conducting a training needs analysis with your workers and volunteers, which will inform your training strategy.

Part three, provides an overview of the core components for your organisation to consider when developing a child safeguarding training strategy. A child safeguarding training strategy is your organisation's plan to safeguard and promote the welfare of children through the provision of child safeguarding information and training. It outlines how your organisation will support your workforce to acquire the knowledge, skills and values to safeguard children, protect them from harm and promote their welfare.

I. My Child Safeguarding Learning Journey

This document provides general guidance for organisations to understand and identify types and levels of training which workers and volunteers² with different responsibilities may wish to access.

1. Levels of Child Safeguarding Training

Workers and volunteers, including solo practitioners, require different levels of knowledge, skills, and competence, depending on their role; degree of contact with children, young people, and families; the nature of their work; and their level of responsibility. Child safeguarding training should be delivered appropriate to individuals' roles and responsibilities. The levels listed below are suggested to assist organisations in identifying differing training needs of different workers and volunteers (see also Figure 1 - Levels of Training, p.6). For mandated persons, consideration should be given to the level of training appropriate to their role and function, as well as responsibilities under the Children First Act 2015. Also, Boards of Management (BOM) may wish to access levels of training relevant to the service they operate within.

- Level 1.** All people who work in organisations, including mandated persons, that have access to or contact with children or provide services to children and families³.
- Level 2.** Workers and volunteers, including mandated persons, who work directly with children and families, and staff who work with adults who for a range of reasons may have difficulties meeting their children's need for adequate care and protection.
- Level 3.** Designated Liaison Persons (DLP) and Deputy DLPs, (who may also be mandated persons) in organisations that work with children and families or work with adults who for a range of reasons may have difficulties meeting their children's need for adequate care and protection.

Some individuals will need to complete training at multiple levels, leading to a cumulative acquisition of knowledge and skills. For example: it is recommended that workers and volunteers working directly with children complete training at Level 1 before progressing to training opportunities at Level 2.

Some workers and volunteers may also benefit from availing of additional learning opportunities specific to their role (see Figure 2 – Additional Learning Opportunities, p.6). These could include:

2. Workers and volunteers refer to any staff, volunteer, member of any board of management and students.

3. The learning outcomes for Level 1 are outlined in the Tusla's **Best Practice Principles for Organisations in Developing Children First Training**. The Tusla 'An Introduction to Children First' eLearning programme meets the requirements of Level 1.

Learning Opportunity	Suggested Target Audience
1. Children First in Your Organisation (Induction and Ongoing Learning)	<ul style="list-style-type: none"> • All workers and volunteers, including management. • Members of BOM • Relevant person as named on CSS
2. Information/ Training on developing a Child Safeguarding Statement (CSS)	<ul style="list-style-type: none"> • Managers of relevant services • Providers of relevant services • Members of BOM
3. Training for Mandated Persons	<ul style="list-style-type: none"> • Mandated persons, managers, etc. • Managers of mandated persons • Members of BOM
4. Information/Training on Safeguarding Policy, Procedure and Practice specific to their service context.	<ul style="list-style-type: none"> • Members of BOM • Relevant person as named on CSS • Managers of organisations • Person with responsibility for developing child safeguarding policy⁴
5. Service Specific Thresholds Workshops	<ul style="list-style-type: none"> • Mandated persons, DLPs and managers

2. Universally available Tusla Child Safeguarding Training

Tusla provides the following universally available training programmes to assist individuals and organisations in relation to Child Safeguarding Information and training.

- **An Introduction to Children First eLearning Programme**
- **Mandated Persons eLearning Module**
- **DLP eLearning Module⁵**

Tusla funded and partner organisations can contact the [Children First Information and Advice Service](#) for additional support regarding child safeguarding training if required.

4. This includes Child Safeguarding Statement and Procedures.

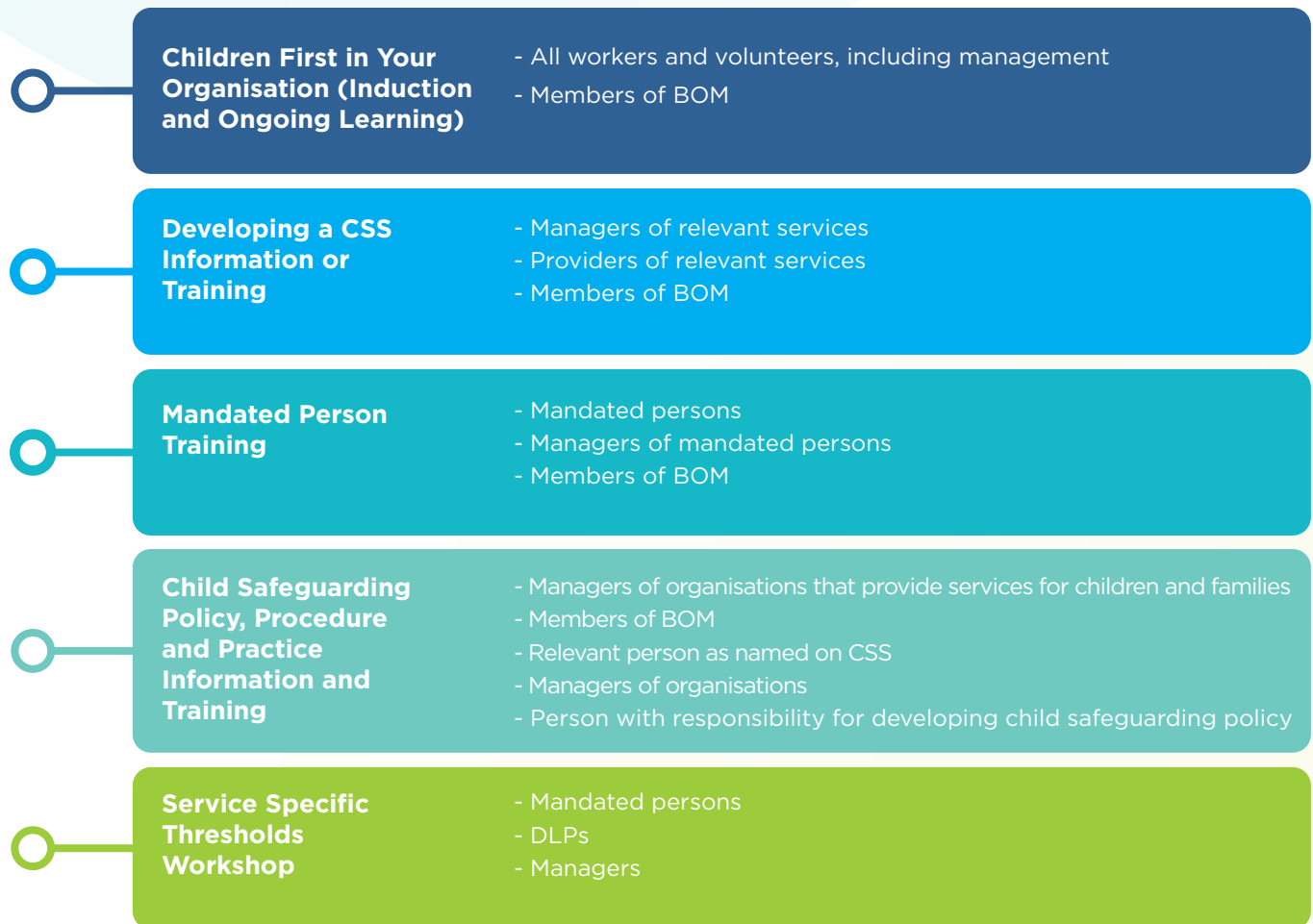
5. The DLP eLearning module is universally accessible. It is supported by a further in-person workshop for DLPs, prioritising Tusla funded agencies. Consideration can be given on a case-by-case basis for other organisations, including government funded.

3. My Learning Journey

Figure 1 - Levels of Training



Figure 2 - Additional Learning Opportunities



II. Child Safeguarding Training Needs Analysis Template

This template provides guidance to assist you in conducting a training needs analysis (TNA) with your workers and volunteers, which will inform your training strategy. The TNA should also be informed by your organisation's training records which outlines the type and date of child safeguarding training previously completed by workers and volunteers.

1. Introduction

This section should include a rationale for conducting a training needs analysis. It should also outline the process and who was involved.

2. Profile of organisation

Name of organisation:

Brief description of organisation:

Services provided	Describe level and type of contact with children and families

3. Child safeguarding statement and child safeguarding procedures

	Yes	No	Comment
Do you have a Child Safeguarding Statement in place, if required?			
Do you have child safeguarding policy & procedures in place?			
Have your organisation's child safeguarding procedures been reviewed for consistency with the Children First Act 2015 and Children First: National Guidance for the Protection and Welfare of Children?			
If yes, by whom and date of review:			
Please identify any outstanding issues identified in the review:			
Have all relevant workers and volunteers received induction training on your organisation's CSS and child safeguarding procedures?			

4. Review of numbers of workers and volunteers

Type of contact with children	Number of workers & volunteers
Direct contact e.g. Working , engaging, or communicating with children as part of their role.	
Indirect contact e.g. Ancillary workers or adult service	
No contact e.g. BOM	
Total number of workers & volunteers	

Safeguarding role	Number of workers & volunteers
Mandated persons	
DLP/deputy DLP	
BOM/management/provider of relevant service/ relevant person/person with responsibility for developing child safeguarding policy	

5. Child safeguarding training required within the organisation:

Below, is an example of a table (Figure 3) to record your organisation’s expectations regarding the type of child safeguarding training workers and volunteers should complete.

Figure 4, below, provides an example of a completed row. This organisation is requiring their Mandated Persons to complete An Introduction to Children First, Child Safeguarding Foundation Training, Children First in Your Organisation and Mandated Person Training.

Figure 3 - Example Table of Child Safeguarding Training Requirements

Type of worker/volunteer	An Introduction to Children First	Child Safeguarding Foundation Training	DLP Training	Children First in Your Organisation (Induction and Ongoing Learning)	Developing a CSS	Mandated Person Training	Child Safeguarding Policy and Procedure	Service Specific Thresholds Workshop
BOM/ Managers/ Provider of Relevant Service/ Relevant Person								
DLPs/Deputy DLPs								
Mandated persons								
Workers and volunteers with direct contact with children								
Workers and volunteers with indirect contact with children								
Workers and volunteers with no contact								
Person with responsibility for developing child safeguarding policy								

Figure 4 - Example of Table

Type of worker/volunteer	An Introduction to Children First	Child Safeguarding Foundation Training	DLP Training	Children First in Your Organisation (Induction and Ongoing Learning)	Developing a CSS	Mandated Person Training	Child Safeguarding Policy and Procedure	Service Specific Thresholds Workshop
Mandated persons	X	X		X		X		

III. Child Safeguarding Training Strategy Template

The template below includes core components of a child safeguarding training strategy, you may identify other areas to be addressed. It is important that you involve key stakeholders in the development of this strategy. The text below each heading provides suggested content.

1. Introduction

This should include your rationale for having a training strategy, including your commitment to safeguarding children through the provision of child safeguarding training and information. It should also outline who was involved in developing the strategy and the process.

2. Policy and legal context

This section should outline the policy and legal context of your child safeguarding training strategy.

- Children First Act 2015
- Children First: National Guidance for the Protection and Welfare of Children (2017)
- Tusla Child Safeguarding: A guide for Policy, Procedure and Practice 2nd ed.
- Your organisation's Child Safeguarding Statement
- Your organisation's child safeguarding procedures

3. The purpose of the child safeguarding training strategy

Outline the purpose of your child safeguarding training strategy. Content may include:

- To raise awareness and create an understanding of workers and volunteers obligations under the Children First National Guidance and Children First Act 2015
- To provide good quality, evidence-based training opportunities for workers and volunteers which will enable them to fulfil their roles and responsibilities under the Children First National Guidance and Children First Act 2015
- To ensure workers and volunteers engage with children appropriately, work in a child centred way and promote children's rights.
- To ensure that specific training is provided to the person with responsibility for developing the child safeguarding policy, mandated persons and designated liaison persons to enable them to carry out their respective roles and fulfil their statutory responsibilities.
- To develop a confident and competent workforce, that understand their responsibilities to recognise and report child safeguarding concerns in a timely manner.

4. Types of child safeguarding training required for workers and volunteers

This section should include:

- Induction training to introduce new workers and volunteers to your organisation’s Child Safeguarding Statement and child safeguarding procedures.
- In-house training to ensure workers and volunteers have a good working knowledge of your organisation’s Child Safeguarding Statement and child safeguarding procedures.
- Child safeguarding training, appropriate to the specific roles and responsibilities of various workers and volunteers.
- Specific training for mandated persons in relation to their statutory responsibilities under the Children First Act 2015.
- Specific training for those with additional responsibilities, such as DLPs/Deputy DLPs, providers of relevant services/employers and BOM.
- Expectations for child safeguarding refresher training.
- Guidance on what training is mandatory.

Note: Some information and training opportunities will be universally available through Tusla, others may be accessed from a funding body, department or sector, while others may be provided in-house or sourced externally.

5. Findings from your Training Needs Analysis

Below is an example of a table which can be used to calculate the numbers of people in your organisation who require different types of training (taken from Training Needs Analysis, Section 5).

	An Introduction to Children First	Child Safeguarding Foundation Training	DLP Training	Children First in Your Organisation (Induction and Ongoing Learning)	Developing a CSS	Mandated Person Training	Child Safeguarding Policy and Procedure	Service Specific Thresholds Workshop
Number of workers or volunteers requiring training								

* an organisation may wish to include a timescale for the completion of training

6. Key features for delivering, accessing, monitoring and evaluating training:

Figure 5, below, outlines key features your child safeguarding training strategy should show how child safeguarding information and training is delivered, accessed, monitored and evaluated within your organisation. The figure below outlines key features to be included in your child safeguarding training strategy.

Figure 5 - Key Features of a Training Strategy



