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Bord Oideachais agus Oiliúna
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Waterford and Wexford
Education and Training Board

Waterford and Wexford Education and Training Board

Child Safeguarding Policies & Procedures

Further Education & Training Services

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Introduction

The safety and well-being of children and young people are core values of the Waterford and Wexford Education and Training Board (WWETB). WWETB has a duty to protect children and young people, from any form of abuse. This duty applies to all management, staff, volunteers, placement students and students/learners/clients.

The following set of policies and procedures have been developed specifically for the WWETB Further Education & Training Services, which includes programmes and services such as:

- Adult Literacy Services,
- Back to Education Initiatives (BTEIs),
- Community Education,
- English for Speakers of Other Languages (ESOL)
- Adult Education Guidance Services,
- Refugee resettlement

Students, learners and clients of these programmes and services typically access them on a part-time basis. These programmes and services typically cater for individuals from the age of 16 with no upper age limit.

Purpose

This document is intended to state the policies and procedures agreed by the management, staff and volunteers of the WWETB Further Education & Training Services, in respect of the protection of children and young people.

Scope

While the majority of persons studying, working and using the facilities and services of WWETB Further Education & Training Services are adults, it is acknowledged that a number of programmes cater for children, young people and families. In addition, staff etc. may be informed by a student/learner/client of a child protection concern, or may become concerned that a student/learner/client may be harming children.

It is important for all learners to be aware of the 'Child Safeguarding Statement' in operation in the service, programme and/or location in which they attend, as every person has a responsibility to help protect, and pass on concerns, regarding children.

Definition of Key Terms

Child: Under the Child Care Act 1991, any unmarried person under 18 years of age is considered a child and should be protected under Children First, the National Child Protection guidelines.

Learner: The term 'learner', for the purposes of this document, refers to any person accessing an Adult Education Service. The term represents all types of learners, students and clients.

Tusla: The Child & Family Agency, established in 2014.

Garda Central Vetting Unit / National Vetting Bureau**:** The Vetting Unit deals with requests to vet certain prospective employees, volunteers and students/learners working with vulnerable persons.

Designated Liaison Persons: Persons authorised to deal directly, on behalf of WWETB Adult Education Services, with concerns raised regarding child protection and safeguarding concerns.

Relevant person: A Person who is defined in the Children First Act 2015 as –
'a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the provider's Child Safeguarding Statement'.
For the purpose of this document and the policies and procedures outlined within it, 'Designed Liaison Persons' and 'Relevant Persons' are one and the same.

Mandated Persons: Under the Children First Act 2015, mandated persons (e.g. registered teachers, Youth Workers) must by law make a mandated report to Tusla of any incidences of 'harm' (as defined under the Act) to children.

Harm: As it relates to a child, is defined within the Children First Act 2015 as -
'(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.'

Child Safeguarding Statement: Defined within the Children First Act 2015 as –

'A written 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.'

Risk assessment: Defined within the Children First Act 2015 as –

'An assessment of any potential for harm to a child while availing of the service.'

Types of Abuse

Physical Abuse: May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, misuse of medication, restraint or inappropriate sanctions, or otherwise causing physical harm to a child or young person. It may be the result of a deliberate act, but could also be caused through omission or failure to act to protect.

Psychological abuse: Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Emotional Abuse: The persistent ill-treatment of a child or young person such as to cause severe and persistent adverse effects on the victim's emotional development. It may involve making a child or young person feel or believe that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. Some level of emotional abuse is involved in all types of ill- treatment of a child or young person, though it may occur alone.

Sexual Abuse: Involves forcing, compelling or inappropriately enticing a child or young person to take part in sexual activities, whether or not the child or young person is aware of, or consents to, what is happening. It may involve physical contact, including rape or oral sex, or non-penetrative acts such as fondling. Boys/men and girls/women can be sexually abused by males and/or females and by other young people. It also includes non-contact activities such as involving children or young people in watching or taking part in pornographic material, or encouraging children or young people to behave in sexually inappropriate ways.

Neglect and acts of omission: The persistent failure to meet a child's or young person's basic physical and/ or psychological needs, likely to result in the serious impairment of the person's health or development. It may involve failing to provide adequate food, shelter and clothing, or failing to ensure that a child or young person gets appropriate medical and physical care or treatment.

Recruitment of Staff, Volunteers, Placement Students and Learners -

Garda Vetting and re-vetting is a core part of the recruitment of WWETB staff. (See 'Garda Vetting Policy for Employees' - waterfordwexford.etb.ie/information-compliance/wwetb-policies/).

Learners who engage on courses which include work placements which will give learners' access to members of the public, in particular vulnerable populations e.g. courses in childcare, youth work, social care and health care, will be Garda Vetted by the WWETB prior to the commencement of their placement. A copy of this vetting will be provided to all work placement supervisors by the learner. (See 'Garda Vetting Policy for Employees' - waterfordwexford.etb.ie/information-compliance/wwetb-policies/).

WWETB Staff, volunteers, placement students and learners are responsible for proactively notifying WWETB Further Education & Training Services of any offence they have committed, or any charges being brought against them, in relation to offences against a child or vulnerable adult.

Child Safeguarding Training Strategy

WWETB Adult Education Services will request that all staff attend WWETB child safeguarding and vulnerable adult protection training within their first year of employment and at least once every three years after their initial/last training.

All new staff, volunteers and placement students will be requested to successfully complete Tusla's free online Children First E-Learning Programme (childrenfirstuniversal.hseland.ie) before taking up their post. This requirement may be mandatory for some posts. Upon successful completion of the E-Learning Programme they will be issued with a certificate of completion, a copy of which should be supplied to their coordinator.

In addition, all staff and volunteers will also be requested to successfully re-complete the Tusla's online Children First E-Learning Programme every 3 years and to provide their coordinator with an updated copy of their certificate of training.

All staff, volunteers and WWETB placement students will be given access to, or a copy of, the WWETB Adult Education Services 'Child, Vulnerable Adult & Older Person Protection Handbook'.

WWETB Further Education & Training Services undertake to inform all learners of the relevant 'Child Safeguarding Statement' for their service, programme and/or location.

Information about the Child Safeguarding Statement will be communicated by having the statement displayed clearly within our services (see appendix 3); by communicating the statement to prospective learners during the enrolment stage; and by communicating the statement to learners when they start their courses.

Designated Liaison Person(s)

There are named Designated Liaison Persons (DLPs) for all WWETB Further Education & Training Services (see appendix 2). They have responsibility for dealing with child protection and safeguarding concerns.

The role of a Designated Liaison Person is to:

- Know which external agency/service to contact in the event of a child protection concern happening.
- Provide information and advice on child protection and safeguarding to WWETB Adult Education Services' staff, volunteers and placement students.
- Liaise with Tusla and other agencies as appropriate.
- Manage referrals to Tusla and ensure information is kept confidential.
- Ensure that appropriate information is available at the time of referral to Tusla and that the referral is confirmed in writing under confidential cover using the Tusla 'Child Protection and Welfare Form'. This form is available at: https://www.tusla.ie/uploads/content/Child_Protection_and_Welfare_Report_Form_FINAL.pd.
- Keep the WWETB Chief Executive (CE) informed about any action taken and any further action required. This will be done by informing the CE via email that a child protection

concern is present. The email should be non-identifying in relation to the alleged victim and alleged abuser. The email should have a subject heading stating 'Private and Confidential – Addressee Only'.

- The email will be then be followed up by the posting of the appropriate reporting/recording form (appendix 6) to the CE, which will contain the details of the specific concern. The posted records should be addressed 'Private and Confidential – Addressee Only'.
- Once the reporting/recording form has been posted to the CE, a phone call/message is to be made/left for the CE informing him/her that the form is to be expected.
  (CE contact details are contained in appendix 1)
- A copy and record of all conversations and correspondence (e.g. forms, phone calls and emails) are to be securely kept by DLPs and the CE.
- Ensure WWETB Further Education & Training Services' policies and procedures relating to child protection and safeguarding are followed for any particular incident.
- Advise the WWETB CE of any child protection and safeguarding administrative needs (e.g. secure filing cabinet).
- Maintain his/her training and awareness of child protection and safeguarding issues to keep himself/herself updated on new developments by taking the free Tusla elearning course and attending the WWETB Child & Vulnerable Adult Protection training every 3 years.

Procedure for Reporting Concerns

Any person who suspects that a child is being abused, or is at risk of abuse, has a responsibility to immediately report their concerns to a Designated Liaison Person (DLP) or to directly phone Tusla (appendix 7).

A concern may be based on suspected abuse experienced by a child that you work with, or suspected abuse intentionally or unintentionally perpetrated by a child or adult that you work with. A standard reporting form (see appendix 6) should also be filled out and sent onto the appropriate people/services. A copy should be kept in a secure location by the DLP.

Information around concerns should be kept confidential and only shared with the appropriate people. In some cases it is a criminal offence to share confidential information with non-necessary people.

The DLP will consider the reported concern and either refer this immediately to Tusla or, after taking appropriate advice (which may include discussing the circumstances with Tusla on a confidential

basis), decide not to refer the concerns to the authorities. A full record of a concern should be recorded (appendix 6) regardless of whether it is referred on to Tusla.

Reporting Procedure

The employee/ volunteer/ placement student/ learner

will inform the designated liaison person of their concern

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The Designated Liaison Person

will consider and record the concern and decide what will happen next.

They have 3 options –

1. If the DLP feels the concern is unfounded or does not require any immediate action, he/she may decide not to report the concern to Tusla. In this case, he/she must give a clear written statement of the reasons why the service is not taking action to the person who made his/her concerns known. The concerned person should be advised that if he/she remains concerned about the situation, he/she is free as an individual to consult with, or report the concern onto, Tusla or An Garda Síochána. A copy of any report should be provided to the DLP for his/her records.

   The DLP must record the concern and actions taken/not taken for future reference, using the WWETB Adult Education Services 'Child Protection and Safeguarding Recording Form' (appendix 6).

2. The DLP may ring Tusla for informal advice to discuss his/her concerns without identifying the child, their family, or any other adult involved. After speaking with the on-duty social worker he/she may decide to follow option 1 or 3.

3. The DLP may make a formal report to Tusla accompanied by (or followed up with) a completed 'Tusla Child Protection & Welfare Report Form' (appendix 6). If the initial concern came from a mandated person, the formal report should be jointly filled in by the DLP and the mandated person. If the concern relates to a possible 'serious offence against a child', then the DLP must also communicate the concern to An Garda Síochána.

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The Designated Liaison Person

must email and call the CE and post on the reporting/recording form to the CE.

The DLP keeps a record of all communication and a copy of all correspondence in a secure location.

Note: Primary carers and children have the right to know if personal information is being shared and a report is being made to Tusla, unless doing so could put the child or a WWETB worker at risk. The right to being informed is not the same as having to get consent. If a mandated person and a DLP make a joint report, it is the responsibility of the DLP to communicate with primary carers. A record of all communication should be kept.

Information Needed for Reporting Purposes

The following information should be contained in any report:

- Date
- Time
- People involved in the concern or disclosure
- The facts
- Any opinions to be supported by facts

The 'Tusla Child Protection & Welfare Report Form' is to be used to pass on child protection concerns to Tusla. If a concern is not being passed on to Tusla, the WWETB Adult Education Services 'Child Safeguarding Recording Form' is to be used (see appendix 6).

Reports to Tusla should ideally be made in person or over the phone, and followed up/accompanied by a hard copy, or online submission, of the appropriate referral form (appendix 6) which should be signed by the DLP and/or the concerned person were applicable. If the concerned person is also a mandated person he/she must fill out the form with the DLP and co-sign it. The form should then be posted or handed in, not faxed or scanned. All communication which is not in written form (e.g. phone calls) should be recorded and confirmed by a follow-up email without using identifying information. For example, 'To recap our conversation today, Learner A will be asked to…'

Responsibilities of Registered Teachers

Under the Children First Act 2015, certain people, referred to as 'mandated persons' (see appendix 9), must by law report to Tusla any incidences of harm to children that they become aware of through the course of his/her employment or profession. Teachers registered with the Teaching Council are named in the Act as mandated persons.

Mandated persons have two main legal obligations under the Children First Act 2015:

1. To report past, present or likely future harm to a child.
2. To help Tusla, if requested, in assessing a concern which has been the subject of a mandated report.

Every registered teacher, as a mandated person, now also has a statutory obligation to make his/her own mandated report to Tusla where the concern about a child is at or above a threshold of harm as defined in the Act. Therefore, in addition to reporting a child protection concern to a DLP, a registered teacher must also consider whether or not the concern is at or above the defined threshold of harm. If he/she determines the threshold of harm has been reached he/she must submit a mandated report to Tusla, either jointly with the DLP or as an individual. If he/she determines the threshold of harm has not been reached, he/she does not have to make a solo or joint report: the DLP may still decide to report the concern to Tusla.

In accordance with section 2 of the Children First Act, 2015, the defined threshold of 'harm' in relation to a child is as follows:

> *"harm" means, in relation to a child-*
> *(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*

'Ill-treatment' means, in relation to a child, to abandon or cruelly treat the child, or to cause or procure or allow the child to be abandoned or cruelly treated; 'neglect' means, in relation to a child, to deprive the child of adequate food, warmth, clothing, hygiene, supervision, safety or medical care; 'welfare' includes, in relation to a child, the moral, intellectual, physical, emotional and social welfare of the child.

Each coordinator will establish whether present and any new staff are mandated persons. They will create, maintain and update a list of mandated persons working with their programme.

Designated Liaison Person Unavailable

When trying to make a concern known, if the DLP for a service or area is unavailable, then the concerned person should call through the list of Designated Liaison Persons until they get to speak to a DLP. If they are unable to access any DLP, then they will call Tusla. In the event that a DLP or Tusla on-duty social worker cannot be contacted, then the concerned person will contact An Garda Síochana. (See appendix 7 & 8 for Tusla and Garda contacts)

Emergency Situations/ Outside of Social Work Department Hours

Under no circumstances should a child be left in a situation that exposes him or her to serious harm or to risk of serious harm pending Tusla intervention.

If a concern needing immediate attention arises outside of Social Work hours, the Designated Liaison Person (DLP) or concerned person (if no DLP is available) should contact An Garda Síochana.
(See appendix 8 for contact details for local Garda Stations)

Child Safeguarding Statements

The actions outlined in this section will be completed by December 2019 and risk assessments and Child Safeguarding Statements will be reviewed at least every 2 years after that.

Under the Children First Act, 2015, organisations that provide services to children (persons under the age of 18) have a legal obligation to keep children safe from harm while they are accessing their services. In order to ensure this, organisations legally have to undertake a risk assessment (see appendix 5) of any potential harm which could occur to a child while they are accessing their services and produce a Child Safeguarding Statement (see appendix 4), or several individualised statements, to ensure all services, programmes and locations are covered.

This means that each WWETB Further Education & Training Services' programme will undertake an initial risk assessment for all aspects of its service and all locations. Based on the risk assessment, an individualised Child Safeguarding Statement will be developed for each service and location.

Individualised, shortened Child Safeguarding Statements (see appendix 3) will be prominently displayed in all locations where services and programmes take place. The name and contact details of the relevant DLP(s) will be included.

Individualised statements and the WWETB Further Education & Training Services' Child Safeguarding Policies and Procedures will be provided to all staff, volunteers and placement students associated with a service or programme, and will be made available upon request to any member of the public, the Department of Education and Skills, and Tusla. An electronic copy is also to be displayed on the WWETB policy website page and, where applicable, individual services and programmes' pages.

Child Safeguarding Statements and risk assessments are to be reviewed and updated at least every 2 years, or sooner if there has been a material change in any of the issues to which it refers.

Services and programmes which provide funding or grants to other services, should ensure funded services are Children First compliant (if people under the age of 18 access their services) and have a Child Safeguarding Statement.

Legal Protection

Individuals or organisations who make child protection concerns known to Tusla or Garda Síochána in good faith are protected by law from civil liability in cases where concerns prove to be unfounded. This protection is provided under the provisions of the Protections for Persons Reporting Child Abuse Act 1998.

A person who makes a report in good faith and in the child's best interests may also be protected under common law by the defence of qualified privilege. Privilege can be displaced only where it can be established that the person making the report acted maliciously.

Legal Obligations

The Criminal Justice Act 2006 created an offence of ***reckless endangerment of children***. This offence may be committed by a person, who has authority or control over a child or an abuser, who intentionally or recklessly endangers the child by:

a) causing or permitting the child to be placed or left in a situation that creates a substantial risk to the child of being a victim of serious harm or sexual abuse, or

b) failing to take reasonable steps to protect a child from such a risk while knowing that the child is in such a situation.

Under the Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Act 2012, it is an ***offence to withhold information*** from An Garda Síochána about a serious offence, including a sexual offence, against a person under 18 years or a vulnerable person. This means that if a person has information about a serious offence against a child, it is not enough to report their concern to Tusla, they must also communicate what they know to An Garda Síochána.

Section 17 of the Children First Act 2015 makes it an ***offence for a person to disclose information to a third party*** which has been shared by Tusla during the course of an assessment arising from a mandated report, except for in accordance with law, or unless Tusla has given that person written authorisation to do so.

Retrospective Disclosure of Child Abuse by Adults

In the case of an adult disclosing abuse that took place during their childhood, it is essential to establish whether there is any current risk to any child who may be in contact with the alleged abuser revealed in such disclosures. If any risk is deemed to exist to a child, a report of the allegation should be made to Tusla without delay.

If an adult wishes to report past abuse, even if the abuser no longer has access to children or is dead, they may contact Tusla. Tusla have a 'Retrospective Abuse Report Form' which DLPs, mandated personnel (e.g. registered teachers), or disclosing adults may fill out (see appendix 6).

The HSE National Counselling Service is in place to listen to, value and understand those who have been abused in childhood. The service is a professional, confidential counselling and psychotherapy service and is available free of charge in all regions of the country. The service can be accessed by free phoning a national phone number - 1800 670700, or a HSE South (Waterford, Wexford, Kilkenny, Carlow and South Tipperary) phone number - 1800 234118.

Reporting of Underage Sex

The age of consent for an individual to have sex with another person in Ireland is 17. If an individual has concerns for the welfare of a child in relation to their sexual relations with another, he/she should follow the normal reporting procedures for child protection concerns.

However, under Section 14 (3) of the Children First Act, 2015 (which is reflected in the Criminal Law (Sexual Offences) Act 2017) a DLP or mandated person shall not be required to make a report to Tusla, if he/she satisfied that -

• The child concerned is aged between 15 and 17 years old;

• The age difference between the child and the other party to the sexual activity is not more than 24 months;

• There is no material difference in capacity or maturity between the parties engaged in the sexual activity concerned;

• The relationship between the parties engaged in the sexual activity concerned is not intimidatory or exploitative of either party;

• The child concerned makes known to the DLP or mandated person that he or she does not want any information about the activity to be disclosed to Tusla.

Treatment of Information - Confidentiality

WWETB is committed to ensuring people's right to confidentiality. However, while every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated by the relevant body, there are limits to confidentiality.

The National Guidelines for the Protection and Welfare of Children state that the 'welfare of the child is paramount'. This means that considerations of confidentiality, which might apply to other situations, should not be allowed to over-ride the right of children to be protected from harm.

In relation to information pertaining to an allegation of child abuse -

- Information will only be forwarded on 'a need to know basis';
- Total confidentiality is not guaranteed where the best interests of the child are at risk;
- The provision of such information to the relevant parties is not a breach of confidentiality;
- Primary carers and children have the right to know if personal information is being shared and a report is being made to Tusla, unless doing so could put the child or any WWETB staff member at risk;

- Images of children will not be used for any reason without the consent of the parent/carer;
- Confidential information will be stored in a secure place.

Storage of Records

Only appropriate individuals involved with child protection concerns will have access to related confidential files on a need to know basis.

Records of child protection concerns should be treated as highly confidential and placed in a secure location. ***No records related to child protection concerns should be kept by non-DLPs.*** Records should be kept indefinitely by DLPs and the CE.

Allegations against Staff, Volunteers, Placement Students, Learners

In respect of an allegation being made against someone representing a WWETB service, programme or course, the appropriate DLP should also be informed of the allegation and he/she should pass it on to Tusla (if deemed appropriate). The DLP should deal with the allegation in the same manner he/she would deal with any child protection concern.

In relation to the WWETB employee, volunteer, placement student or learner, the Programme/Services Coordinator will deal with any employment related issues.
They may consult with the CE as to whether Tusla or An Garda Síochána need to be informed of the allegation, if the DLP has not already done so.

In the case of an allegation being made against a staff member, volunteer or learner, where the DLP and the relevant Programme/Services Coordinator are the same person, a different DLP should be asked to deal with the allegation in relation to passing it on to the appropriate bodies.

Tusla Training

Tusla provide an e-learning training module that covers recognising and reporting child protection and welfare concerns; the role of mandated persons and mandated assisting; responsibilities of organisations working with children; and the role of designated liaison persons. The Tusla Children First E-learning Programme can be accessed at:
https://www.tusla.ie/children-first/children-first-e-learning-programme/

APPENDIX 1: Contact Details for WWETB CE (Jan.2019)

Waterford & Wexford Education & Training Board **Chief Executive**		
Name	**Phone & Email**	**Postal Address**
Kevin Lewis	053 9123799 kevinlewis@wwetb.ie	Chief Executive, Waterford and Wexford Education and Training Board Head Office, Ardcavan Business Park, Ardcavan, Wexford Y35 P9EA

APPENDIX 2: LIST OF DESIGNATED LIAISON PEOPLE FOR ALL PROGRAMMES

Updated 18th November 2021

The following names the WWETB Further Education & Training Services; Designated Liaison Persons for Child Protection

	Designated Liaison Persons		**dDLPs**	
Service / Centre	**Name**	**Contact Details**		**Manager**
Co. Wexford Back to Education Initiatives (Incl. St Michaels FETC & FABLAB)	Susan Neville	086 1074556 susanneville@wwetb.ie	TBC	Mary Walsh O'Shea
Waterford City Back to Education Initiatives	Denise Healy	086 0675831 denisehealy@wwetb.ie	TBC	Mary Walsh O'Shea
Co. Waterford Back to Education Initiatives	Mary Upton	058-41780 0860460986 maryupton@wwetb.ie	TBC	Mary Walsh O'Shea
EROC	Antonia Splini	086 0749224 antoniasplini@wwetb.ie	Aisling Cusack 051 302287	Sarah Lavan
Co. Wexford ESOL	Mary Waters	0877189541 marywaters@Wwetb.ie	Stephen Wickham 0873637845	Sarah Lavan
Dungarvan Adult Literacy	Nicola McCarthy Hanlon	0876535141 nicolamccarthyhanlon@Wwetb.ie	Nikki Kiely 058 42774	Sarah Lavan
Waterford City Adult Literacy	Jackie Browne	051- 854444 086 8533649 jackiebrowne@wwetb.ie	TBC	Sarah Lavan
Tramore Adult Literacy	Margaret Howard	0860617072 MargaretHoward@wwetb.ie	Christine Casey christinecasey@wwetb.ie 086 0362461	Sarah Lavan
South Wexford Adult Literacy	Siobhan Connors	0876678748 siobhanconnors@wwetb.ie	Clare Bolger 087 094 3023	Sarah Lavan

North Wexford Adult Literacy	Kristin Gray	0867815062 kristingray@Wwetb.ie	Mary Jordan 086 8533145	Sarah Lavan
Waterford City Community Education Programmes	Deborah Butler	087 9026116 deborahbutler@wwetb.ie	TBC	Fran Kennedy
Co. Waterford Community Education	Aine Whelan	087 9026116 ainewhelan@wwetb.ie	TBC	Fran Kennedy
Co. Wexford Community Education	Bridin Moloney	087-0509689 bridinmoloney@wwetb.ie	TBC	Fran Kennedy
Waterford Training Centre	Nichola Long	nicholalong@wwetb.ie	TBC	John Cassidy
Wexford Training Centre	Shay Cummins	shaycummins@wwetb.ie	TBC	John Cassidy
Wexford NZEB centre	Shay Cummins	shaycummins@wwetb.ie	TBC	John Cassidy
Enniscorthy FABLAB	Shay Cummins	shaycummins@wwetb.ie	TBC	John Cassidy
Waterford YR	Jim Darcy	jimdarcy@Wwetb.ie	Sianna Crowley	Liz Duffy
Tramore YR	Paul Cleary	paulcleary@Wwetb.ie	Louise Grey	Liz Duffy
Subla,Waterford YR	Michael Sweeney	michaelsweeney@wwetb.ie	Stephen Dineen	Liz Duffy
Dungarvan YR	Maria Carney	mariacarney@wwetb.ie	Shane Duggan	Liz Duffy
New Ross YR	Michelle Keating	michellekeating@wwetb.ie	Shirley Doyle	Liz Duffy
Enniscorthy YR	Hugh J Dunne	HUGHDUNNEJNR@wwetb.ie	Sinead Colfer	Liz Duffy
Wexford YR	Laura Kelly	LauraKelly@wwetb.ie	Ann Martina Kehoe	Liz Duffy
Gorey YR	Robbie Mc Cabe	robbiemccabe@WWETB.ie	Tina Tyrell	Liz Duffy

WCFE	Noreen Reilly	noreenreilly@wwetb.ie	0860224202	Noreen Reilly
AEGS Waterford	Peter Lucey	peterlucey@wwetb.ie	Edyta Sienecka (requires training) EdytaSienecka@wwetb.ie	Mary Walsh O'Shea
AEGS Waterford	Phillip Cullinane (requires training)	philipcullinane@wwetb.ie	Aisling Cusack (requires training) AislingCusack@wwetb.ie	Mary Walsh O'Shea
AEGS Wexford	Rosarii Curran (requires training)	rosariicurran@wwetb.ie	TBC	Mary Walsh O'Shea

APPENDIX 3: Draft SHORT Policy Statement

TO BE DISPLAYED IN ALL WWETB FET CENTRES

Child Safeguarding Statement

1. NAME OF SERVICE AND ACTIVITIES PROVIDED

Include details of your service here. Activities provided, to who and management structure

[Insert service name] provides:

2. COMMITMENT TO SAFEGUARD CHILDREN FROM HARM

Amend as appropriate to your service

- Our Service is committed to safeguarding the children and young people who access our service and to providing a safe environment in which they can learn and develop.
- Our service believes that the welfare of the children and young people is paramount.
- We are committed to upholding the rights of every child and young person who attends our service, including the rights to be kept safe and protected from harm, listened to, and heard.
- Our policy and procedures to safeguard children and young people reflect national policy and legislation and are underpinned by Children First: National Guidance for the Protection and Welfare of Children 2017, the Tusla Children First - Child Safeguarding Guide 2017, and the Children First Act 2015.
- Our policy declaration applies to all paid staff, volunteers, committee/ board members and students on work placement within our organisation. All committee board members, staff, volunteers and students must sign up to and abide by the policies, procedures and guidance encompassed by this policy declaration and our child safeguarding policy and accompanying procedures.
- We will review our child safeguarding statement and accompanying child safeguarding policies and procedures every 2 years or sooner if necessary, due to service issues or changes in legislation or national policy.
- **Designated Liaison Person** for Child Protection

DLP:	**Alternative DLP:**
Insert name and contact details	*Insert name and contact details*

APPENDIX 4: Draft Policy Statement

Child Safeguarding Statement

1. NAME OF SERVICE AND ACTIVITIES PROVIDED

Include details of your service here. Activities provided, to who and management structure

[Insert service name] provides:

2. COMMITMENT TO SAFEGUARD CHILDREN FROM HARM

Amend as appropriate to your service

- Our Service is committed to safeguarding the children and young people who access our service and to providing a safe environment in which they can learn and develop.
- Our service believes that the welfare of the children and young people is paramount.
- We are committed to upholding the rights of every child and young person who attends our service, including the rights to be kept safe and protected from harm, listened to, and heard.
- Our policy and procedures to safeguard children and young people reflect national policy and legislation and are underpinned by Children First: National Guidance for the Protection and Welfare of Children 2017, the Tusla Children First - Child Safeguarding Guide 2017, and the Children First Act 2015.
- Our policy declaration applies to all paid staff, volunteers, committee/ board members and students on work placement within our organisation. All committee board members, staff, volunteers and students must sign up to and abide by the policies, procedures and guidance encompassed by this policy declaration and our child safeguarding policy and accompanying procedures.
- We will review our child safeguarding statement and accompanying child safeguarding policies and procedures every 2 years or sooner if necessary, due to service issues or changes in legislation or national policy.
- **Designated Liaison Person** for Child Protection

DLP:	**Alternative DLP:**
Insert name and contact details	*Insert name and contact details*

3. RISK ASSESSMENT

In accordance with the Children First Act 2015, the [insert Service name] has carried out an assessment of any potential for harm to a child or young person while attending our service or participating in associated activities. A written assessment setting out the areas of risk identified and the service procedures for managing those risks is summarised below:

Risk Identified	Policies and/or Procedures in place to manage Risk

4. CHILD SAFEGUARDING POLICIES AND PROCEDURES

Amend as appropriate – other policies and procedures may be required in your service

As required by the Children First Act, 2015, and the Children First National Guidance for Protection and Welfare of Children 2017, the following safeguarding policies/procedures/measures are in place

- Procedures to maintain a list of mandated persons under the Children First Act, 2015
- A Designated Liaison Person (DLP) has been appointed and an alternative DLP has been identified
- Child Protection and Welfare Reporting Procedures
- Confidentiality Policy
- Policy for Dealing with Allegations of Abuse or Neglect Against Employees
- Procedure for Managing Child Protection Records
- Garda Vetting Policy /
  WWETB adhere to the statutory vetting requirements of the National Vetting Bureau (Child and Vulnerable Persons) Acts 2012 to 2016.
- Code of Behaviour/Conduct

- Induction Policy (which includes procedures to inform new staff about the Child Safeguarding Statement and accompanying safeguarding policies and procedures which all staff have received a copy)
- All staff have completed the Tusla eLearning module – *Introduction to Children First*.
- Complaints Policy
- Policy for Managing Accidents and Incidents
- Social Media Management Policy

This Statement should be read in conjunction with the WWETB Adult Education Services Child Safeguarding Policies and Procedures.
WWETB policies can be accessed at: http://waterfordwexford.etb.ie/information-compliance/wwetb-policies/

5. IMPLEMENTATION AND REVIEW

- We recognise that implementation is an ongoing process. Our service is committed to the implementation of this Child Safeguarding Statement and the accompanying child safeguarding policies and procedures that support our intention to keep children safe from harm while availing of our service.
- This Statement will be reviewed every 2 years or as soon as practicable after there has been a material change in any matter to which the statement refers.
- This statement has been published on the service website and is displayed in the service. It has been provided to all staff, volunteers and any other persons involved with the service. It is readily accessible to the public on request. A copy of this Statement will be made available to Tusla or the Department of Education and Skills if requested.

Signed: _____*to be signed by the Service Provider*____ **Date:** _____

Service Provider's name and contact details:

For further information on this Statement, contact Relevant Person/Designated Liaison Person:
Insert name and contact detail

APPENDIX 5: Draft Risk Assessment

WWETB FURTHER EDUCATION & TRAINING SERVICES RISK ASSESSMENT TEMPLATE

Person(s) carrying out Risk Assessment: **Date:**

In accordance with section 11 of the Children First Act 2015, the following is the Written Risk Assessment of [insert name of service/programme].

Risk, in the context of this risk assessment, is the risk of 'harm' as defined by the Children First Act 2015:

> *(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.*

List of service/programmes' activities

Identified Risks	What is Currently in Place to Manage the Risk? Name people responsible for undertaking any actions.	What Future Actions are Needed? Name people responsible for undertaking any actions.

In undertaking this risk assessment, the WWETB [name of service/programme] has endeavoured to identify as far as possible the risks of harm that are relevant to this service/programme and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the service/programme has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

Signed _____ Date _____

[Insert name of co-coordinator of service/programme]

APPENDIX 6: Reporting of Child Protection Concerns to Tusla

For the reporting of child protection concerns to Tusla, use the Tusla 'Child Protection & Welfare Report Form' available at:

https://www.tusla.ie/uploads/content/Child_Protection_and_Welfare_Report_Form_FINAL.pd

or an electronic form which can be accessed through: https://www.tusla.ie/children-first/web-portal/

For the reporting of retrospective child abuse to Tusla, use the Tusla 'Retrospective Abuse Report Form' available at:

https://www.tusla.ie/uploads/content/Retrospective_Abuse_Report_Form_FINAL.pdf

The following template is to be used for recording **all** Child protection concerns made to Designated Liaison Officers which were not passed on to Tusla.

- ***A copy of all completed forms should be sent to the CE.***

wwetb
Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
Waterford and Wexford
Education and Training Board

WWETB FURTHER EDUCATION & TRAINING SERVICES

Child Protection & Safeguarding Recording Form

Date: _____ Time when filing out report: _____

Name of service/programme and location:

Contact person/ Designated Liaison Person:_____

Contact details for contact person (phone number, email address, postal address)

Initial **concerned person**: _____

Role/Position within service: _____

Contact details for concerned person, if not the same as the contact person (phone, email, address)

Other people involved in the concern or disclosure (i.e. alleged victim; alleged abuser etc.)

wwetb
Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
Waterford and Wexford
Education and Training Board

Name: _____ Role/Position: _____ Contact number: _____	
Name: _____ Role/Position: _____ Contact number: _____	
Name: _____ Role/Position: _____ Contact number: _____	
Name: _____ Role/Position: _____ Contact number: _____	

THE FACTS

When and how did the disclosure/incident take place

(Please add additional pages if needed)

wwetb
Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
Waterford and Wexford
Education and Training Board

Details of the disclosure/incident

(Please add additional pages if needed)

Any action taken

If Tusla were consulted, include the name of the Tusla official or on duty social worker consulted with, the date of the communication, and the advice given.
(Please add additional pages if needed)

Any action to be taken - by whom; timeframe

(Please add additional pages if needed)

wwetb
Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
Waterford and Wexford
Education and Training Board

Any other information deemed relevant

(Please add additional pages if needed)

Who is receiving a copy of this form?

Signature of contact person: _____Date: _____

Signature of concerned person: _____Date: _____

APPENDIX 7: Waterford/ Wexford Contact List for Tusla (Child & Family Agency)

To report a child protection concern or to seek advice	Child & Family Agency Ely House, Ferrybank. Co. Wexford.	053 9185680
Children First Information & Advice Officer for the South East	Charney Weitzman Child and Family Agency, Top Floor, Primary Care Unit, St Loman's Campus, Springfield, Mullingar, Co Westmeath	044 9395510 086 8157030 charney.weitzman@tusla.ie

APPENDIX 8: Contact Details of Key Garda Stations in Wat. and Wex.

- ***Call 999/112 or your local Garda Station if an immediate response is required***

WATERFORD

Dungarvan Garda Station
Youghal Road,
Dungarvan,
Co. Waterford.
058 48600

Tramore Garda Station
Off Market Street,
Tramore,
Co. Waterford.
051 391620

Lismore Garda Station
West Main Street,
Lismore,
Co. Waterford.
058 54222

Waterford Garda Station
Patrick Street,
Waterford,
Co. Waterford.
051 305300

WEXFORD

Bunclody Garda Station
Carrigduff,
Bunclody,
Co. Wexford.
053 9377102

Enniscorthy Garda Station
Lymington Road,
Enniscorthy,
Co. Wexford.
053 924580

Gorey Garda Station
50, Main Street,
Gorey,
Co. Wexford.
053 9430690

New Ross Garda Station
Marshmeadows,
New Ross,
Co. Wexford.
051 426030

Wexford Garda Station
Roches Road,
Wexford,
Co. Wexford.
053 9165200

APPENDIX 9: List of Mandated Persons

Schedule 2 of the Children First Act 2015 specifies the following classes of persons as mandated persons for the purposes of the Act:

1. Registered medical practitioner within the meaning of section 2 of the Medical Practitioners Act 2007.
2. Registered nurse or registered midwife within the meaning of section 2(1) of the Nurses and Midwives Act 2011.
3. Physiotherapist registered in the register of members of that profession.
4. Speech and language therapist registered in the register of members of that profession.
5. Occupational therapist registered in the register of members of that profession.
6. Registered dentist within the meaning of section 2 of the Dentists Act 1985.
7. Psychologist who practices as such and who is eligible for registration in the register (if any) of members of that profession.
8. Social care worker who practices as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register of that profession.
9. Social worker who practices as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register (if any) of that profession.
10. Emergency medical technician, paramedic and advanced paramedic registered with the Pre-Hospital Emergency Care Council under the Pre-Hospital Emergency Care Council (Establishment) Order 2000 (S.I. No. 109 of 2000).
11. Probation officer within the meaning of section 1 of the Criminal Justice (Community Service) Act 1983.
12. Teacher registered with the Teaching Council.
13. Member of An Garda Síochána.
14. Guardian ad litem appointed in accordance with section 26 of the Child Care Act 1991.
15. Person employed in any of the following capacities:
    (a) manager of domestic violence shelter;
    (b) manager of homeless provision or emergency accommodation facility;
    (c) manager of asylum seeker accommodation (direct provision) centre;
    (d) addiction counsellor employed by a body funded, wholly or partly, out of moneys provided by the Oireachtas;
    (e) psychotherapist or a person providing counselling who is registered with one of the voluntary professional bodies;

(f) manager of a language school or other recreational school where children reside away from home; (g) member of the clergy (howsoever described) or pastoral care worker (howsoever described) of a church or other religious community;

(h) director of any institution where a child is detained by an order of a court;

(i) safeguarding officer, child protection officer or other person (howsoever described) who is employed for the purpose of performing the child welfare and protection function of religious, sporting, recreational, cultural, educational and other bodies and organisations offering services to children;

(j) child care staff member employed in a pre-school service within the meaning of Part VIIA of the Child Care Act 1991;

(k) person responsible for the care or management of a youth work service within the meaning of section 2 of the Youth Work Act 2001.

16. Youth worker who—

(a) holds a professional qualification that is recognised by the National Qualifications Authority in youth work within the meaning of section 3 of the Youth Work Act 2001 or a related discipline, and

(b) is employed in a youth work service within the meaning of section 2 of the Youth Work Act 2001. 17. Foster carer registered with Tusla.

18. A person carrying on a pre-school service within the meaning of Part VIIA of the Child Care Act 1991.

APPENDIX 10: Support Services

Freephone Numbers for National Counselling Service

HSE National Counselling Service

South East – 1800 234 118

WATERFORD SERVICES

To gain contact information for support services in Waterford City and County go to -

http://www.hse.ie/eng/services/list/1/LHO/Waterford/

Or to seek advice on identifying and accessing local supports, contact the closest Citizens Information Centre –

Dungarvan CIC

Scanlon's Yard Car Park, Dungarvan.
Phone: 0761 07 6550

Waterford CIC

37, Lower Yellow Road, Waterford.
Phone: 0761 07 6580

Merchants Quay CIC

41, Merchant's Quay, Waterford.
Phone: 0761 07 6560

WEXFORD SERVICES

To gain contact information for support services in Waterford go to -

http://www.hse.ie/eng/services/list/1/LHO/Wexford/

Or to seek advice on identifying and accessing local supports, contact the closest Citizens Information Centre -

Enniscorthy CIC

26, Court Street, Enniscorthy.
Phone: 0761 07 6690

Gorey CIC

Unit 3, The Plaza, Pearse Street, Gorey.
Phone: 0761 07 6700

Wexford CIC

28, Henrietta Street, Wexford.
Phone: 0761 07 6720

National Support Services & their Contact Details

NAME OF ORGANISATION	TO HELP	PHONE NO	E-MAIL OR WWW
1LIFE	SUICIDE PREVENTION	1800 24 7 100 or text HELP to 51444	www.1life.ie
ALCOHOLICS ANONYMOUS	DRINK ADDICTION	01 842 0700	www.alcoholicsanonymous.
AMEN	Men's support for domestic violence	046 9023718	info@amen.ie
ANTI-BULLYING CENTRE	AGAINST BULLYING	01-8962573	lmcguire@tcd.ie
AOIBHNEAS	VIOLENCE IN THE HOME	01 8670701	
AWARE	DEPRESSION	1890 303 302 10 a.m.-10 p.m.	www.aware.ie
BODYWHYS	EATING DISORDERS	1890 200 444	www.bodywhys.ie
CARI	People affected by child sexual abuse	1890 924 567	
CHILDLINE	CHILDREN & YOUNG PEOPLE UP TO 18 YEARS	1800 666 666	www.childline.ie
CITIZEN'S INFORMATION	Information on rights	1890 777 121; 01 605 9000	
COMHAR	Adult counselling service in the South East	1800 234 118	
CONNECT	Abuse, trauma or neglect in childhood	1800 477 477 Wed-Sun 6-10.p.m.	
CONSOLE	SUICIDE BEREAVEMENT/LIVING WITH SUICIDE	1800 201 890	www.console.ie
CRISIS PREGNANCY	PREGNANCY	Free text 'list' to 50444	
CURA	Unplanned pregnancy	1850 62 26 26	www.cura.ie
DRUGS & ALCOHOL HELPLINE	Question relating to drug/alcohol use	1800 459 459	helpline@hse.ie
FARM & RURAL STRESS	STRESS	1800 742 645 (6-10 P.M. DAILY)	farmandruralstress@hse.ie
GAMBLERS ANONYMOUS	GAMBLING ADDICTION	01 872 1133	www.gamblersanonymous.i
GARDA CONFIDENTIAL LINE		1800 666 111	
GAY SWITCHBOARD	GAY ISSUES	01 8721055	www.gayswitchboard.ie
GROW	MENTAL HEALTH	1890 474 474	info@grow.ie;www.grow.ie
HEADSUP	IN CRISIS	Text word Headsup to 50424	
LIVING LINKS	BEREAVED BY SUICIDE	067 43 999	www.livinglinks.ie
MABS	IN DEBT OR IN DANGER OF GETTING INTO DEBT	1890 283 438 Mon-Fri 9-8 p.m.	helpline@mabs.ie
MENTAL HEALTH IRELAND	MENTAL HEALTH	01 284 1166	info@mentalhealthireland.i
NARCOTICS ANONYMOUS	SMOKING ADDICTION	01 6728000 Quit line 1850 201203	www.na-ireland.org
Nat. Office for Suicide Prevention	PREVENT SUICIDE	01-6352139	www.nosp.ie
ONEINFOUR	EXPERIENCE OF SEXUAL ABUSE	01 662 4070	info@oneinfour.org
PARENT LINE	STRESS	01-8733500; 1890 927 277	
PIETA HOUSE	SELF-HARM & SUICIDE	01 601 0000	www.pieta.ie
RAPE CRISIS CENTRE	SEXUAL ABUSE OR VIOLENCE	1800 77 88 88; WEX 1800 33 00 33	

SAMARITANS	IN DESPAIR	1850 60 90 90	jo@samaritans.org
SHINE	MENTAL HEALTH	1890 621 631	www.shineonline.ie
SUICIDE PREVENTION HELPLINE	PREVENT SUICIDE	1800 742 745 6-10 p.m. Daily. In S.E.051-874013	
SOS	Individual & organisation support	1890 577577	info@suicideorsurvive.ie
TEENLINE IRELAND	HELPLINE FOR TEENAGERS	1800 833 634	
TEEN-LINE IRELAND	FEELING FED-UP, ALONE, DISTRESSED, WORRIED.	1800 833 634	www.teenline.ie
WOMEN'S AID	ABUSIVE/DOMESTIC VIOLENCE	1800 341 900	info@womensaid.ie

Other Websites

www.inspireireland.ie	Youth Mental Health Support
www.headstrong.ie/	Youth Mental Health Support
www.reachout.ie	Support for older people
www.dementiaireland.ie	Dementia Support
www.recover.ie	Mental Health recovery
www.barnardos.ie	Child welfare
www.teenline.ie	Teen support Website
www.glen.ie	LGB Support
www.ias.ie	Suicide Information
www.selfharmireland.org	Self Harm Support
www.seechange.ie	Mental Health Awareness Raising
www.alcoholireland.ie	Peer and emotional support
www.inclusionireland.ie	Disability rights

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