

## CHILD SAFEGUARDING STATEMENT

<b>Document Title:</b>	<b>Child Safeguarding Statement</b>
<b>Unique Reference Number:</b>	<b>011</b>
<b>Document Author:</b>	<b>Busy Bees, CB</b>
<b>Document Approved:</b>	<b>Vanessa Moriarty</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Vanessa Moriarty</b>
<b>Person responsible for approving Policy</b>	<b>Vanessa Moriarty</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Emailed to staff</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Hard copy in service</b>
<b>Date the Document is Effective From:</b>	<b>Reviewed Aug23</b>
<b>Scheduled Review Date:</b>	<b>August 2025</b>
<b>Number of Pages:</b>	<b>13</b>

**1. Type of Service:** Busy Bees is an After-School facility in accordance with the Child Care Act 1991 (Registration of School Aged Childcare) Regulations 2018

The purpose of this Service is to provide an After-School facility for children aged 4 years to 12 years.

This Service is privately owned by Vanessa Moriarty.

## BUSY BEES AFTER SCHOOL POLICIES AND PROCEDURES

### KEY INFORMATION:

<b>Opening Hours:</b>	7.30am – 9.00am 1.40pm – 6.15pm
<b>No of Weeks per year opened:</b>	51
<b>No. of Children attending the Service</b>	60
<b>Capacity:</b>	60
<b>Age Range:</b>	4-12 years
<b>Ratios:</b>	1:12
<b>Curriculum:</b>	IT, outdoor sport, homework club
<b>Address:</b>	Powerstown National School, Powerstown, Clonmel, Co. Tipperary E91 Y961
<b>Phone Number:</b>	052- 61 89383 – 086 044 4202
<b>Email:</b>	vanessa@busybeesclonmel.com

## BUSY BEES AFTER SCHOOL POLICIES AND PROCEDURES

### Key Personnel: In-House

<b>Manager (Person in charge):</b>	Aoife Lonergan
<b>Deputy in the absence of Manager:</b>	Vanessa Moriarty
<b>Health and Safety Officer:</b>	Vanessa Moriarty
<b>Fire Officer:</b>	Vanessa Moriarty
<b>First Aid Co-ordinator:</b>	Vanessa Moriarty
<b>Relevant Person for the Purpose of this Statement:</b>	Vanessa Moriarty
<b>Designated Liaison Officer:</b>	Vanessa Moriarty
<b>Deputy Designated Liaison Officer:</b>	Aoife Lonergan
<b>Data Controller:</b>	Vanessa Moriarty

### Key Personnel: External

<b>TUSLA Early Years Inspection Team:</b>	Tipperary South, Early Years Inspector, 34 Queen Street, Clonmel, Co Tipperary 052- 6170931
<b>TUSLA Social Work Department:</b>	Child and Family Agency, Social Work Team, South Tipperary Community Care Services, Western Rd, Clonmel, Co. Tipperary. 052- 6177303
<b>Garda:</b>	Clonmel Garda Station 052- 6177640
<b>Hospital:</b>	Tipperary General Hospital <a href="tel:052-6177000">052- 6177000</a>
<b>Garda Vetting:</b>	Early Childhood Ireland / 01 4057100 Barnardos / 021 4547060

### 2. Principles

Protecting children and young people is everyone's responsibility. The welfare of the child is paramount to us. Therefore, we want to make sure that the children in the Service are protected and kept safe from harm while they are with the staff and the students in this Service by:

- Making sure that our staff and students are carefully selected, trained and supervised.
- Having procedures to recognise, respond to and report concerns about children's protection and welfare.
- Making sure all staff are Garda vetted prior to engagement.
- Having clear codes of behaviour for management, staff and students.
- Having a procedure to respond to accidents and incidents.
- Giving parents/guardians, children and workers information about what we do and what to expect from us.
- Letting parents/guardians and children know how to voice their concerns or complain if there is anything, they are not happy about. Having a procedure to respond to these complaints.
- We have a clear reporting procedure to be followed should a staff member have a concern about a child with regard to *Children First (2017)* and *The Children First Act 2015*
- Having a procedure to respond to allegations of abuse and neglect against staff members.
- The Child and Adult Protection policy will be reviewed annually by the Management.

**BUSY BEES AFTER SCHOOL POLICIES AND PROCEDURES**

**3. Risk Assessment**

**All potential risks have a relevant procedure to manage the risks as outlined below**

<b>RISK IDENTIFIED</b>	<b>PROCEDURES IN PLACE TO MANAGE RISK</b>	<b>Responsibility</b>
<p>Risk of harm (as defined in the CFA 2015) of a child by bullying by a member of staff/volunteer/peer / older child / young person</p>	<p><b>Procedures in place</b>                      Anti-bullying policy                      Staff Training                      Supervision                      Any on-line activity (pre-prepared or live between the Service staff including but not limited to video calls, video recordings to Webinar sessions) with the children during the Covid-19 must be monitored and signed off by management. The content must be age and stage appropriate. Any 'live' classes must be attended by the child's parents/guardians. Staff cannot make content directly with children through online means. On line activity will be monitored and moderated as appropriate, children's images will not be used without the written consent of parents.                      Discipline Procedure</p>	<p>Management, staff</p>

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	<p>School-Aged children have access to complaints policy in child-friendly format</p>	
<p>Risk of harm of sexual abuse (as defined in the Children First Act 2015) of a child by a member of staff/ Child Abused within setting</p>	<p><b>Procedures in place</b></p> <p>Vetting in place to include Garda vetting, police checks, validated references.</p> <p>No unsupervised access by unauthorised personnel. Staff aware of mandated requirement to report abuse.</p> <p>Staff trained in child protection</p> <p>DLPs appointed</p> <p>Mandated persons named and listed</p> <p>Visitors or persons unknown to staff will not have unsupervised access and visiting times will, if possible, be arranged when children are not present as they are unvetted.</p> <p>Any on-line activity (pre-prepared or live between the Service staff including but not limited to video calls, video recordings to Webinar sessions) with the children during the Covid-19 must be monitored and signed off by management.</p> <p>The content must be age and stage appropriate. Any 'live' classes must be attended by the child's parents/guardians. Staff cannot make content directly with</p>	<p>Management, Staff, DLP</p>

**BUSY BEES AFTER SCHOOL POLICIES AND PROCEDURES**

	<p>children through online means.                  On line activity will be monitored and moderated as appropriate, children’s images will not be used without the written consent of parents.                  School-Aged children have access to complaints policy in child-friendly format</p>	
<p>Risk of harm or physical / psychological/ emotional harm (as defined by the Children First Act 2015) of a child by a member of staff</p>	<p><b>Procedures in place</b>                  Vetting in place to include Garda vetting, police checks, validated references.                  No unsupervised access by unauthorised personnel. Staff aware of mandated requirement to report abuse.                  Staff trained in child protection                  DLPs appointed                  Mandated persons named and listed                  Visitors or persons unknown to staff will not have unsupervised access and visiting times will, if possible, be arranged when children are not present as they are unvetted.                  Any on-line activity (pre-prepared or live between the Service staff including but not limited to video calls, video recordings to Webinar sessions) with the children during the Covid-19 must be monitored</p>	<p>Management, Staff, DLP</p>

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	<p>and signed off by management.</p> <p>The content must be age and stage appropriate. Any 'live' classes must be attended by the child's parents/guardians. Staff cannot make content directly with children through online means.</p> <p>On line activity will be monitored and moderated as appropriate, children's images will not be used without the written consent of parents.</p> <p>School-Aged children have access to complaints policy in child-friendly format</p>	
<p>Lost child</p>	<p><b>Procedures in place</b></p> <p>Missing Child Policy in place and followed</p> <p>Outing Policy in place and followed</p> <p>Risk Assessments carried out</p> <p>Critical Incident Plan in place.</p> <p>Only authorised Persons allowed access to the service</p>	<p>Management, Staff</p>
<p>Accidents Caused by Neglect</p>	<p><b>Procedures in place</b></p> <p>Safety Statement in place</p> <p>Risk Assessments carried out following an accident and corrective action taken</p> <p>Accident and Incident Policy in place and followed</p>	<p>Management, Staff</p>



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<p>Medical Neglect</p>	<p><b>Procedures in place</b>                  Medicines Policy in place and followed                  Parental Consent Forms signed                  Individual Child Care/Emergency Plans in place</p>	<p>Management, staff</p>
<p>Child not collected/                  Unauthorised collection and Access Rights                  Persons unfit to collect</p>	<p><b>Procedures in place</b>                  Collections Policy in place and followed                  Emergency Collectors available, Parental Agreements &amp; Permissions in place                  Child Registration Form completed with emergency contacts and authorisations.                  Children are not released to unauthorised persons.                  Where there is a dispute between parents, we will seek legal clarification regarding access and may require copies of a court order                  If we have never met a parent and a parent is not listed on the registration form, we may seek clarification of identity before engaging with the parent                  Children will not be released to parents/guardians who are in an unfit state. Procedure in place                  School aged children have access to child-friendly policy</p>	<p>Management, staff</p>

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<p>Unvetted Staff or students that may lead to children being harmed</p>	<p><b>Procedures in place</b>                  Recruitment and Selection Policy in place                  Garda Vetting Policy in place                  Relevant validated References available for all staff                  Child and Adult Protection Policy in place                  Risk Assessment of Disclosures on Garda Vetting forms completed if required</p>	<p>Management, Staff</p>
<p>Poor behaviour strategies where the dignity of the child is undermined</p>	<p><b>Procedures in place</b>                  Managing Behaviour Policy in place and followed                  Positive strategies only used                  No Corporal punishment                  No isolation                  Professional assistance sought for very challenging behaviour                  Staff trained in evidence-based behaviour management strategies                  Management support provided to staff in relation to very challenging behaviour                  Any on-line activity (pre-prepared or live between the Service staff including but not limited to video calls, video recordings to Webinar sessions) with the children during the Covid-19 must be monitored and signed off by management.                  The content must be age and</p>	<p>Management, staff</p>

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	<p>stage appropriate. Any 'live' classes must be attended by the child's parents/guardians. Staff cannot make content directly with children through online means. On line activity will be monitored and moderated as appropriate, children's images will not be used without the written consent of parents.</p>	
<p>Risk of harm (as defined in the CFA 2015) of a child on outings by a member of staff/volunteer /stranger/peer</p>	<p><b>Procedures in place</b></p> <p>Outings policy in place</p> <p>All Outings/excursions risk assessed</p> <p>Risk checklist used</p> <p>Vetting in place to include Garda vetting, police checks, validated references.</p> <p>No unsupervised access by unauthorised personnel.</p> <p>Staff aware of mandated requirement to report abuse.</p> <p>Staff trained in child protection</p> <p>DLPs appointed</p> <p>Mandated persons named and listed</p> <p>Visitors or persons unknown to staff will not have unsupervised access and visiting times will, if possible, be arranged when children are not present as they are unvetted</p>	<p>Management, Staff, DLP</p>

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<p>Risk of harm (as defined in the CFA 2015) of a child through the use of unauthorised photography</p>	<p><b>Procedures in place</b></p> <p>Internet and Photographic and Recording Devices Policy</p> <p>Parental Consent Forms completed</p> <p>Images only published on social media with parental consent.</p> <p>Parents are aware of Internet and Photographic and Recording Devices Policy and their responsibilities</p> <p>Any on-line activity (pre-prepared or live between the Service staff including but not limited to video calls, video recordings to Webinar sessions) with the children during the Covid-19 must be monitored and signed off by management.</p> <p>The content must be age and stage appropriate. Any 'live' classes must be attended by the child's parents/guardians. Staff cannot make content directly with children through online means.</p> <p>On line activity will be monitored and moderated as appropriate, children's images will not be used without the written consent of parents.</p> <p>School-Aged children aware of the policy regarding phones, tablets and other devices and the Service has devised a child</p>	<p>Management, staff</p>
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	<p>friendly policy for school age children in the Service.</p> <p>No mobile phones allowed in classrooms</p>	
<p>Risk of harm (as defined in the CFA 2015) of a child through social media /internet use</p>	<p><b>Procedures in place</b></p> <p>Internet and Photographic and Recording Devices Policy</p> <p>Parental Consent Forms completed</p> <p>Images only published on social media with parental consent.</p> <p>Parents are aware of Internet and Photographic and Recording Devices Policy and their responsibilities</p> <p>Any on-line activity (pre-prepared or live between the Service staff including but not limited to video calls, video recordings to Webinar sessions) with the children during the Covid-19 must be monitored and signed off by management.</p> <p>The content must be age and stage appropriate. Any 'live' classes must be attended by the child's parents/guardians. Staff cannot make content directly with children through online means.</p> <p>On line activity will be monitored and moderated as appropriate, children's images will not be used without the written consent of parents.</p>	

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	<p>School-Aged children aware of the policy regarding phones, tablets and other devices and the Service has devised a child friendly policy for school age children in the Service.</p> <p>No mobile phones allowed in classrooms</p>	
<p>Risk of harm (as defined in the CFA 2015) of a child by a visitor to the service</p>	<p><b>Procedures in place</b></p> <p>No unsupervised access by unauthorised personnel. Staff aware of mandated requirement to report abuse.</p> <p>Staff trained in child protection</p> <p>DLPs appointed</p> <p>Mandated persons named and listed</p> <p>Visitors or persons unknown to staff will not have unsupervised access and visiting times will, if possible, be arranged when children are not present as they are unvetted.</p> <p>Any on-line activity (pre-prepared or live between the Service staff including but not limited to video calls, video recordings to Webinar sessions) with the children during the Covid-19 must be monitored and signed off by management.</p> <p>The content must be age and stage appropriate. Any 'live' classes must be attended by the</p>	

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	<p>child's parents/guardians. Staff cannot make contact directly with children through online means. On line activity will be monitored and moderated as appropriate, children's images will not be used without the written consent of parents.</p> <p>School-Aged children have access to complaints policy in child-friendly format</p>	
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### Responsibility

The DLP is responsible for ensuring the above risks are managed

### 4. Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, the *Children First: National Guidance* and Tusla's *Child Safeguarding: A Guide for Policy, Procedure and Practice*. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

- Procedures to manage any risk identified
- Procedure for reporting harm or abuse or allegations of these to Tusla by the as provider Busy Bees or member of staff (whether mandated or not)
- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child while attending our service

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- Procedure for selection or recruitment of any person as a member of staff of the provider with regards to that person's suitability to work with children
- Procedure for the provision of information and, where necessary, instruction and training to members of staff in relation to the occurrence of harm
- Procedure for maintaining a list of the persons (if any) in the service who are mandated persons.
- Procedure for the appointment of a relevant person for the purposes of this statement **who is Vanessa Moriarty.**

### 5. Implementation

We recognise that implementation is an on-going process. Our Service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service. This Child Safeguarding Statement will be reviewed every *twenty-four months* or as soon as practicable after there has been a material change in any matter to which the statement refers.

Signed: .....(Provider)Date.....

Name.....Tel.....

#### **Relevant Person under the Children First Act 2015**

Name.....Tel.....

For further information on this Statement please contact the Relevant Person  
Vanessa Moriarty 052- 6183982.