

# **HopeSpace CLG**

## **Child Safeguarding Statement**

### **Table of contents**

- 1. Name of service being provided**
- 2. Nature of service and principles to safeguard children from harm**
- 3. Risk assessment**
- 4. Procedures**
- 5. Implementation**
- 6. Signature**
- 7. Revision History**

There terms child/children are used throughout to define a person aged between 4 and 17 years

### **1. Name of**

#### **Service**

#### **HopeSpace CLG**

Unit 6, SCCUL Enterprise Centre, Castlepark Road, Ballybane, Galway H91 RH32

### **2. Nature of Service**

HopeSpace CLG is a support service for children affected by loss through death, separation and divorce. We support children who have experienced bereavement or parental separation and offer a safe and supportive place for

children and their families who are grieving. In addition, HopeSpace CLG strives to raise awareness in the community that grieving is an important part of life and is essential to an individual's ongoing growth and development.

HopeSpace CLG's **Child Safeguarding Statement**, policy and procedures have been developed to reflect national policy and legislation, and best practice and meet the requirements under the Children First Act 2015, *Children First: National Guidance for the Protection and Welfare of Children* (2017), and Tusla's *Child Safeguarding: A Guide for Policy, Procedure and Practice*.

In addition, HopeSpace CLG strives to raise awareness in the community that grieving is an important part of life and is essential to an individual's ongoing growth and development.

HopeSpace CLG is committed to protecting children from harm. The Board of Trustees, staff and volunteers recognise that the welfare of children is paramount and our service endeavours to safeguard children.

HopeSpace CLG aims to create a safe and healthy environment for the children with whom we work, and we are committed at all times to ensure the safety and welfare

of these children. HopeSpace CLG believes in promoting the general welfare, health, development and safety of children.

## **Guiding Principles**

These are HopeSpace CLG's guiding principles to safeguard children from harm. They apply to all staff and volunteers who must conduct themselves in a way that reflects these principles

- The safety, welfare and protection of children is a key priority for HopeSpace CLG.
- HopeSpace CLG is responsible for ensuring the welfare and safety of every child who comes to HopeSpace CLG
- Children have a right to attend a service that respects them as individuals
- Children have a right to be kept safe and protected from harm, to be listened to and to be heard
- All volunteers/staff members have a responsibility and duty of care to ensure, in as far as practicable, that every child availing of our service is safe and protected from harm (physical/emotional/sexual abuse or neglect).
- Our policies and procedures have been developed to promote a safe environment for children; to mitigate the potential for risk to arise; and to manage it safely where it does.

- The policies and procedures outlined in this Child Safeguarding Statement apply to all HopeSpace CLG’s employees, volunteers, contractors and any person performing any role or function on, or on behalf of HopeSpace CLG.
- The Child Safeguarding Statement is provided to all staff/volunteers, or any other persons involved with HopeSpace CLG. It is published on the HopeSpace CLG website and is prominently displaying in the HopeSpace centre
- The Child Safeguarding Statement, policies and procedures are available to parents and guardians on request, and we make them available to TUSLA on request.

### 3. Safeguarding Children Risk Assessment

This Child Safeguarding Statement is informed by a risk assessment. We have assessed and rated the potential for harm (as defined in the Children’s First Act, 2015) to a child while availing of our services. The Board of Trustees maintains a risk register. A copy of the register is available at each meeting of the Board and is responded to according to the risk level. Below is a list of the areas of risk identified and the list of procedures for managing these risks.

Risk No	Description of Potential Risk	Procedures in place to mitigate the risk
1	Allegation of abuse of a child availing of our service or misconduct against volunteers/staff	<p>We have a documented procedure for the management of allegations of abuse or misconduct</p> <p>The only time a child is alone with an adult is in the meeting room with the Listening Volunteer/ staff member.</p>
2	Risks arising from lone working (staff member/ volunteer meeting the child on a one- to-one basis without anyone else in the room)	<p>Staff member/volunteer must work within the procedures outlined in our Child Safeguarding Policy at all times.</p> <p>We have glass panels on meeting room doors.</p> <p>A parent/guardian must always be present in the centre while their child is there.</p> <p>Parents/guardians give express consent for their child to meet staff member/volunteer on a one-to-one basis when they sign up for the service.</p>

		<p>If child needs to use the bathroom while they are with the volunteer /staff member, the child must go to the parent/guardian and ask them to accompany them to the bathroom.</p> <p>The volunteer/staff member does not accompany the child to the bathroom.</p>
3	<p>Recruiting volunteers /staff who could be a danger to children</p>	<p>We have a documented procedure for the safe recruitment and selection of volunteers / staff which complies with the provisions of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016.</p> <p>All HopeSpace CLG volunteers/ staff are Garda Vetted.</p> <p>All appointments with HopeSpace CLG are offered subject to Garda Vetting and no volunteer /staff assumes their position until the vetting process has been completed.</p> <p>We conduct reference checks on all volunteers/ staff members.</p>
4	<p>Volunteers/staff are not competent to identify a child protection or potential child protection issue</p>	<p>We provide ongoing child protection training to volunteers/ staff to raise awareness about potential risks to children's safety and welfare.</p> <p>All volunteers/ staff are aware of their responsibility to report concerns or disclosures of abuse that they receive in the course of their duties to HopeSpace CLG's Designated Liaison Person or, if unavailable, the Chair of the Board of Trustees.</p>

		<p>All volunteers /staff members must confirm in writing that they have read, understand and are prepared to abide by our Child Protection Policy.</p> <p>Failure to do so is a failure in duty to care and can lead to disciplinary action.</p> <p>The roles and responsibilities of the DLP are outlined in the Child Protection Policy. The DLP acts as a resource person for volunteers/staff member who have any child protection concerns.</p> <p>The name of the DLP and Deputy DLP is displayed in prominent locations throughout the centre. Any changes are immediately amended on the displayed notices.</p>
5	Failure to handle a concern properly	<p>We follow the Tusla guidelines for reporting.</p> <p>We have documented guidelines for reporting and a form for Reporting Child Protection Concerns</p> <p>The DLP acts as a liaison person with outside agencies and also as a resource person to staff members or volunteers who have any child protection concerns.</p> <p>The DLP and Deputy DLP are trained to report concerns.</p>
6	Potential for harm to a child while availing of the service.	<p>Children remain under adult supervision at all times in the Centre and are not left unattended at any time.</p> <p>Volunteers/ Staff members are responsible for the safety of the</p>

		<p>child while the child is with them in the meeting room.</p> <p>We have a documented procedure for dealing with any accident or injury to a child</p> <p>Health and safety and safeguarding training and induction for staff and volunteers</p> <p>Regular review of Accident and Incident register for trends and recurrences</p> <p>Annual review of the health and safety and safeguarding policy and procedures</p> <p>The safety and Child Safeguarding statements are provided to volunteers / staff, or any other persons in the service.</p> <p>The Child Safeguarding Statement and HopeSpace CLG policies are available in the Centre, to parents and guardians on request and a copy of these are made available to TUSLA on request</p> <p>We have documented procedures in relation to record-keeping of all child protection and welfare concerns. All records are maintained securely and in line with data protection legislation</p>
7	Failure to keep information confidential	<p>HopeSpace CLG respects the child's right to privacy and anonymity inside and outside the centre.</p> <p>All HopeSpace CLG's staff/volunteers and Board Members are required to sign a confidentiality agreement.</p>

--	--	--

#### 4. Procedures

We have designed a set of codes and standard procedure which underpin the implementation of our child protection policy :

- A procedure to respond to concerns around children's welfare and safety.
- A code of behaviour for staff and volunteers.
- A code of behaviour for children
- A safe recruitment procedure.
- A procedure to respond to accidents.
- A procedure to respond to complaints.
- Appointment of a suitably trained DLP and a Deputy DLP
- Appointment of a Relevant Person
- Provision of supervision and support for staff and volunteers in contact with children.
- Sharing of information about the child protection policy and practices with families and children Procedure for the management of allegations of abuse or misconduct against staff/volunteers by a child availing of our service
- Procedure for provision of, and access to, child safeguarding training and information, including the identification of the occurrence of harm
- Procedure for appointing a Relevant Person
- Procedure for reviewing HopeSpace CLG'S child protection policy and procedures and statement

#### 5. Implementation

HopeSpace CLG is committed to the ongoing implementation of the policies and procedures that support the safeguarding of children. This Child Safeguarding Statement is reviewed annually, or more frequently if there has been a material change in any matter to which the Statement refers.

#### 6. Signature

Signed: \_\_\_\_\_

  
**Declan Farrell**

**Chair of the Board of Trustees HopeSpace CLG**

Date: 1 June 2022

For queries, please contact **Declan Farrell**, the Relevant Person under the Child First Act 2015.

**T:** 087 2533067

**E:** [chair@hopespace.ie](mailto:chair@hopespace.ie)

## 7. Revision History

<b>Date</b>	<b>Revised by</b>	<b>Version No</b>	<b>Summary</b>
062022		<b>V1</b>	V1 was approved by the Board of Trustees and signed by the Chair 01.06.2022
012023	CH /KOD	V1.1	V1.1 was approved by the Board of Trustees and signed by the Chair 19.01.2023