

1.0 Policy

1.1 The Children’s Sunshine Home, operating as LauraLynn, Ireland’s Children’s Hospice (the Service) is fully committed to upholding children’s rights, and safe-guarding and promoting the well-being of all children that we provide a service to, and those who visit this service.

1.2 Some children are more vulnerable to abuse than others and there may be a particular time or circumstances when a child may be more vulnerable to abuse in their lives. Children with disabilities are three times more likely to be abused than their peers without disabilities.

1.3 This policy is in line with the Children’s First National Guidance for the Protection & Welfare of Children (2017) and with the HSE Child Protection and Welfare Policy (2019) with a focus on the guiding principles that:

- The safety and welfare of children is everyone’s responsibility.
- The best interests of the child should be paramount.
- The overall aim in all dealings with children and their families is to intervene proportionately to support families to keep children safe from harm.
- Early intervention is key to getting better outcomes.
- Children have a right to be heard, listened to, and taken seriously. Considering their age and understanding, children should be consulted and involved in all matters and decisions that may affect their lives.
- Parents and carers have a right to respect and should be consulted and involved in matters that concern their family.

1.4 The service has a Child Safeguarding Statement which is displayed in a prominent place at the entrance of both LauraLynn and Hazel House and this is available to all staff and a copy of the Statement available to parents / guardians and members of the public on our website and Tusla on request (see Appendix 4)

1.3 The *Children First Act (2015)* puts elements of the Children’s First: National Guidance for the Protection and Welfare of Children (2017) on a statutory basis. It includes requirement to have a child safeguarding statement which is displayed in prominent places (Appendix 1)) and identifying defined persons (mandated) to report child protection concerns over a defined threshold to Tusla.

1.4 The Service recognises its dual responsibility to both the child and staff member/volunteer with respect to allegations made against staff/volunteer.

2.0 Scope

2.1 This policy applies to staff, students, contractors, volunteers, and families to ensure all personnel promote the safety and welfare of children as part of their responsibilities, in accordance with the Children’s First Act 2015.

3.0 Definitions

3.1 A *child*: a person under the age of eighteen years, excluding a person who is or has been married. (Children’s First: National Guidance for the Protection & Welfare of Children) (2017).

3.2 *Child abuse*: a violation of an individual’s human and civil rights. It can be categorised into four different types, Neglect, Emotional Abuse, Physical Abuse and Sexual Abuse.

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- 3.3 *Neglect*: can be defined in terms of an omission of care. This is where a child suffers significant harm or impairment of their development. For example, by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision, safety, attachment to and affection from adults and/or medical care.
- 3.4 *Emotional abuse*: the systematic emotional or psychological ill treatment of a child as part of the overall relationship between a carer and child. It occurs when a child's developmental need for affection, approval, consistency, and security are not met, due to incapacity or indifference from their caregiver.
- 3.5 *Physical abuse*: when someone deliberately hurts a child or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents.
- **Respect** – for other cultures and their different customs and child rearing practices must be demonstrated. While doing so, it is essential to distinguish what is acceptable child rearing practices and what is not in accordance with national guidelines.
- 3.6 *Sexual abuse*: occurs when a child is used by another person for his or her sexual gratification or arousal, or for that of others. Sexual abuse can also include wilful exposure of a child to pornography and wilful sexual activity in the presence of a child.
- 4.0 Responsibility**
- 4.1 *The Chief Executive Officer and Board of Directors*: have overall corporate duty and responsibility to safeguard children in the care of LauraLynn, Ireland's Children's Hospice.
- 4.2 *The Executive Management Team*: Ensure that such policies and procedures in the Service are in place and are operating correctly.
- 4.3 *The Designated Liaison Person (DLP)* is: the identified person within an organisation who can provide support and guidance to staff who may have a child protection / welfare concern.
- 4.4 *The Clinical on-Call person*: should be available to assist staff with any concern raised out of hours.
- 4.5 *Staff/Volunteers*: should
- Complete HSE Introduction to Children First E-Learning Programme.
 - Be cognisant that the failure to report child abuse concerns may be considered an offence under the Criminal Justice Act (2006) (Reckless Endangerment of Children) or the Withholding of Information Act (2012) on offences against Children and Vulnerable Persons.
 - Be familiar with LauraLynn's policy and reporting procedure and report any concern that a child may have been, is being, or is at risk of being abused or neglected. (Staff/Volunteers are protected under the Persons Reporting Abuse Act (1998). This Act protects staff /volunteers if they make a report in good faith, that is not malicious, and in the child's best interest).
 - Staff can report individually as well as jointly with a colleague from within or outside of the organisation.
 - If staff / volunteers are unhappy with a decision by the DLP in the Service not to report, they are recommended to report individually and should be supported in this process.
- 4.6 *Mandated Persons*: are people who have contact with children and / or families and who because of their qualifications, training and or employment role, are in a key position to help protect children from harm. Mandated persons have two main legal obligations under the Children First Act 2015 which are:

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- To report the harm of children above a defined threshold to Tusla.
- To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.

Mandated Persons must inform the Designated Liaison Person that a report under the Children First Act (2015) has been made and a copy of the report made available to DLP.

4.7 *Human Resources:*

- Implements a Recruitment and Selection process that minimises the risk of persons who are unsuitable to work with children and adults being engaged in a position in LauraLynn, Ireland’s Children’s Hospice.
- Ensures that staff and volunteers complete mandatory child protection and welfare and keep a record of same which is compliant and consistent with Children First (2019).
- Ensures there is an internal personnel procedure for dealing with staff and volunteers in relation to employment issues including an internal investigation adhering to the Trust in Care Policy (HSE, 2005).

Note - where a staff member has a concern regarding unsafe practices taking place within the Service they should inform their Line Manager or consider making a protected disclosure or a report under the HSE Good Faith Reporting Policy as soon as possible AND the failure of any member of staff to report child abuse concerns may lead to the disciplinary procedure being invoked.

5.0 Reporting a Child Protection or Welfare Concern (Appendix 1- Pathway for Referral Process)

5.1 If staff/volunteers are concerned about any child protection or welfare issues they should discuss or report to their Line Manager /Clinical On-Call Manager and DLP

5.2 All Information regarding concern or assessment of child abuse should be shared on a need-to-know basis in the interests of the child.

5.3 You should always inform Tusla if you have reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected. Reasonable grounds include;

- Evidence of an injury or behaviour that is consistent with abuse and is unlikely to have been caused in any other way.
- Any concern about possible sexual abuse.
- Consistent signs that a child is suffering from emotional or physical neglect.
- A child saying or indicating by other means that he or she has been abused.
- Admission or indication by an adult or a child of an alleged abuse they committed.
- An account from a person who saw a child being abused.

NB Please note that in an emergency, where you believe the child is at risk of immediate harm, you should contact Tusla without delay before making a written report. Under no circumstances should a child be left in a situation that exposes him or her to harm or risk of harm. The Clinical On-Call Manager is contactable on 087 2228252 to support you.

Mandated persons can access Tusla’s emergency out-of-hours social work service on 0818776315 between 18.00 – 06.00 every night and between 09.00 – 17.00 on Saturday, Sunday, and Bank Holidays.

If you cannot contact Tusla and have immediate concern about the safety of a child, you should contact An Garda Siochana.

In the event that the DLP does not agree with a child protection report being submitted to TUSLA then

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The reasons for this should be given in writing to the staff member who has come to them with the Concern. However, the Mandated Person themselves makes a decision to report and this cannot be delegated to another person, including the DLP.

- 5.4 Informing the family: An honest approach which is respectful of the child and his / her family should be adopted and the family's co-operation sought.
- Help ensure they are aware of processes and procedures being followed and ensure they have support and are regularly updated.
 - Consult with the child about his / her views and wishes as appropriate and ensure they are given appropriate information and support.

Note some exceptions to informing the family:

- By doing so, the child will be placed at further risk.
- Where the family knowing about the report could affect Tusla's ability to carry out a risk assessment.
- You believe that doing so would place you at risk of harm from the family.
- This decision should be made with your Line Manager, and where necessary with Tusla and or with An Garda Siochana. The reason for not informing parents or guardians should be clearly recorded.

- 5.5 Submitting the report: You can make the report to Tusla Duty Social Work Service in the area where the child lives. The Child Protection and Welfare report form is available on Tusla's website www.tusla.ie and is submitted via the Tusla Web Portal.

If staff are unable to access the portal, speak with a Tusla Social Worker by phone and send by registered post the report of concern.

- 5.6 The following are guidelines to support staff following a disclosure:
- Ensure the immediate safety of the child. Their safety and welfare is of paramount importance.
 - Assess the child in the presence of a second staff member.
 - Contact the Consultant Paediatrician/GP particularly if there are significant unexplained marks, swelling or bruising. If in doubt, check it out.
 - Inform next of kin, unless doing so may place a child at further risk of abuse. If there is a concern regarding parental contact, this decision needs to be taken in consultation with the Line Manager or the Executive Manager on call/and or the DLP (if on duty).
 - Ensure observations are documented. Describe any physical signs of injury and complete a body chart.

6.0 Recording

Accurate recording of information and observations is essential. Facts should be distinguished from professional opinions and observations. As records may be subpoenaed to court, subject to Data Protection and FOI provisions, recording should be done carefully and contemporaneously.

7.0 Confidentiality

- 7.1 **It is essential that there is a clear understanding of professional and legal responsibilities about confidentiality and the exchange of information.**

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7.2 There are differences between general guidelines around confidentiality and our duty to act to protect children whereby confidential information may be passed to Tusla or An Garda Siochana without the consent of the individual when it relates to a concern or suspicion of child abuse or neglect.

7.3 The Protection for Persons Reporting Child Abuse Act (1998) provides for immunity from civil liability to person's who report child abuse 'reasonably and in good faith' to Tusla and An Garda Siochana.

8.0 Responding to adults who disclose childhood abuse

8.1 Where a disclosure of childhood abuse is made by an adult then a Retrospective Abuse Report Form (RARF) should be submitted to Tusla. (Available on the Tusla website, www.tusla.ie and submitted via the Web Portal - refer to HSE Child Protection and Welfare Policy (2019) for further guidance).

8.2 If there is deemed to be a current child at risk then a Child Protection and Welfare Report must also be made to Tusla.

9.0 A copy of the Child Protection and Welfare Report is held by the DLP in a locked cabinet in their office (the DON, ADON and QRS Manager know how to access these reports and can share them with the Unit Managers as needed for them to carry out their responsibilities pertaining to any concerns reported) with Vitro only recording that a report has been made and the report not placed on the child / young person's file. These reports enable the DLP to keep an accurate record of the amount of reports made (both mandated and regular reports).

10.0 Evaluation and Audit

This policy and associated procedure will be amended as necessary to reflect any changes to best practice, law, or substantial organisational changes. It is reviewed and evaluated for appropriateness and effectiveness every three years at a minimum/according to expiry and unless otherwise stated. An audit tool has been developed and staff/volunteers are randomly selected to complete this audit. This schedule of auditing is based on previous audit results but at a minimum annually. and reported to the QRS Local Committee, to assess staff learning in child protection and welfare, and identify areas that need to be improved in training. A further report is given bi-monthly to the Quality Risk Safety Committee by the Assistant Director of Nursing on safeguarding matters arising.

11.0 Supporting Documentation

- The Service's – Your Feedback Matters – Complaints Policy, Ref: 1.3
- The Service's Protected Disclosures of Information (Whistleblowing) Policy, Ref: 1.5
- The Service's Staff Recruitment Policy, 3.1
- The Service's Staff Code of Conduct, Ref: 3.3
- The Service's Grievance and Disciplinary Procedure, Ref: 3.13
- The Service's Risk Management Policy, Ref: 7.1
- The Service's Incident Reporting Policy, Ref: 7.4

12.0 Appendices

- 12.1 Appendix 1: Pathway for Reporting Processes
- 12.2 Appendix 2: Names and Contact Details of Designated Liaison Persons (DLP's)
- 12.3 Appendix 3: Tulsa standard report form
- 12.4 Appendix 4: Child Safeguarding Statement

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13.0 References/Resources

- Children First Act (2015)
- Children First National Guidance for the Protection and Welfare of Children (2017)
- Health Service Executive (2005) Trust in Care (Upholding the Dignity and Welfare of Patients/Clients, Dublin) HSE
- Tusla Child and Family Agency - Guide for the reporting of Child Protection and Welfare concerns (2019)
- Department of Health and Children *Our Duty to Care: The principles of good practice for the protection of children and young people*. Dublin: Government Publications (2002)
- Government of Ireland *Protection for Persons Reporting Child Abuse Act (1998)*. Dublin: Government Publications
- Health Service Executive (2005) *Trust in Care*;
- Health Service Executive (2011) *Child Protection and Welfare Practice Handbook*. Dublin: HSE
- HSE Child protection and Welfare Policy (2019)

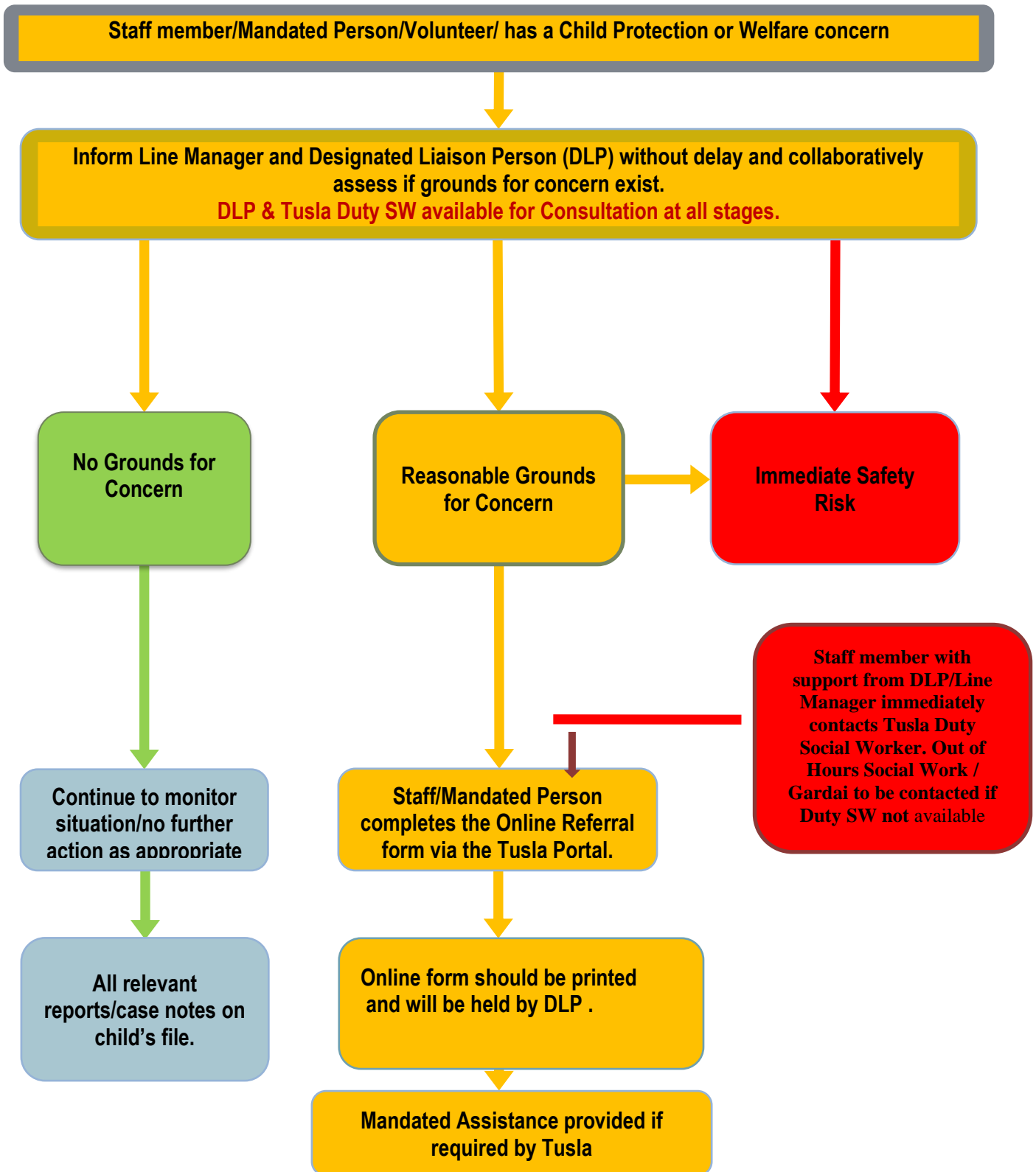
Relevant Legislative Framework Documents: Refer HSE Child Protection and Welfare Policy (2019) for a summary of all relevant legislation

Data Protection Acts (2018)

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APPENDIX 1 LauraLynn Children's Hospice Child Protection Reporting Process

(All staff and volunteers irrespective of role, grade or profession has a duty to report suspected child abuse, neglect, or welfare concerns to Tusla – Child and Family Agency).



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11.2 Appendix 2: Names and Contact Details of Designated Liaison Persons (DLP's)

Designated Liaison Persons	Family Support Co-ordinator, Lead Designated Person: Tel: (01) 2893151. In the event of her absence please contact one of the other Designated Liaison Persons below: Assistant Director of Nursing, Dept Designated Person: Telephone: (01) 2893151 In the event of an emergency please contact: The Duty Manager on 087 222 8252.
Out of Hours	Clinical on Call for Out of Hours Emergency Mobile: 087 222 8252
Complaints Officer	Telephone: (01) 2893151
Local Child & Family Agency/ Social Work Duty Service Dublin Mid Leinster	Dublin South East Unit 9, Nutgrove Retail Park, Churchtown, Dublin 14 Telephone: (01) 9213400
Out of Hours Social Work Service	0818776315 18.00 – 06.00 Mon – Fri and 09.00 – 17.00 Sat, Sun & Bank Hols.
Garda Liaison Officer, Garda Síochána	Garda, Dun Laoghaire Garda Station Telephone: (01) 6665000.
List of Mandated Persons in the Organisation.	Registered medical practitioner, Registered nurse/midwife, Registered Physiotherapist, Registered Social Worker, Registered Psychologist, Registered Occupational Therapist, Member of the clergy/pastoral care worker.

Designated Liaison Persons to receive Child / Adult Protection or Welfare Concerns



Family Support Co-ordinator
Lead Designated Person




Assistant Director of Nursing
Dept Designated Person

Contact **01 289 3151** and ask to speak to the **Lead Designated Person** or in her absence the named deputy above.
DO NOT leave a message but speak directly to one of the Designated Persons. In the event of an emergency, you can contact with

The Duty Manager on 087 222 8252

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11.3 Appendix 3 - Tulsa standard report form



TUSLA An Ghriúnaíocht um Leasú agus an Teaghlach
Child and Family Agency

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Use block letters when filling out this form.
Fields marked with an * are mandatory.

1. Tusla Area (this is where the child resides)*

2. Date of Report*

3. Details of Child

First Name*	<input type="text"/>	Surname*	<input type="text"/>
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address*	Date of Birth*		
	Estimated Age*		
	School Name		
	School Address		
Eircode	<input type="text"/>		

4. Details of Concerns*

Please complete the following section with as much detail about the specific child protection or welfare concern or allegation as possible. Include dates, times, incident details and names of anyone who observed any incident. Please include the parents and child's view, if known. Please attach additional sheets, if necessary

Please see 'Tusla Children First – A Guide for the Reporting of Child Protection and Welfare Concerns' for additional assistance on the steps to consider in making a report to Tusla

5. Type of Concern

Child Welfare Concern	<input type="checkbox"/>	
Emotional Abuse	<input type="checkbox"/>	Physical Abuse <input type="checkbox"/>
Neglect	<input type="checkbox"/>	Sexual Abuse <input type="checkbox"/>

6. Details of Reporter

First Name	<input type="text"/>	Surname	<input type="text"/>
Address if reporting in a professional capacity, please use your professional address	Organisation		
	Position Held		
	Mobile No.		
	Telephone No.		
Eircode	Email Address		<input type="text"/>

TUSLA An Ghriúnaíocht um Leasú agus an Trághlach
Child and Family Agency

Child Protection and Welfare Report Form

*MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)*

Is this a Mandated Report made under Sec 14, Children First Act 2015?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Mandated Person's Type				

7. Details of Other Persons Where a Joint Report is Being Made

First Name	Surname
Address if reporting in a professional capacity, please use your professional address	Organisation
	Position Held
	Mobile No.
	Telephone No.
Eircode	Email Address

First Name	Surname
Address if reporting in a professional capacity, please use your professional address	Organisation
	Position Held
	Mobile No.
	Telephone No.
Eircode	Email Address

8. Parents Aware of Report

Are the child's parents/carers aware that this concern is being reported to Tusla?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If the parent/carer does not know, please indicate reasons:				

9. Relationships

Details of Mother

First Name	Surname
Address	Mobile No.
	Telephone No.
	Email Address
	Eircode

Is the Mother a Legal Guardian?*

	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Details of Father

First Name	Surname
Address	Mobile No.
	Telephone No.
	Email Address
	Eircode

TÚSLA An Ghnóshairneacht um Leasú agus an ToghWach
Child and Family Agency

Child Protection and Welfare Report Form

*MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)*

Is the Father a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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10. Household Composition

First Name	Surname	Relationship	Date of Birth	Estimated Age	Additional Information e.g. school, occupation, other

11. Details of Person(s) Allegedly Causing Harm

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address	Date of Birth		
	Estimated Age		
	Mobile No.		
	Telephone No.		
Eircode	Email Address		
Occupation	Organisation		
Position Held			

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address	Date of Birth		
	Estimated Age		
	Mobile No.		
	Telephone No.		
Eircode	Email Address		
Occupation	Organisation		
Position Held			

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	



Child Protection and Welfare Report Form

*MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)*

12. Name and Address of Other Organisations, Personnel or Agencies Known to be Involved Currently or Previously with the Family

Profession	First Name	Surname	Address	Contact Number	Recent Contact e.g. 3/6/9 months ago
Social Worker					
Public Health Nurse					
GP					
Hospital					
School					
Gardaí					
Pre-school/ crèche					
Other					

13. Any Other Relevant Information, Including any Previous Contact with the Child or Family

Please ensure you have indicated if this is a mandated report in section 6.
Thank you for completing the report form.


In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána. Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, www.tusla.ie. As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.

14. For Completion by Tusla Authorised Person on Receipt of Report

Report Received by

First Name	Surname	Date
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Mandated Report Acknowledgement by



TUSLA An Ghriainchrocht um
Leasal agus an Teaghlach
Child and Family Agency

Child Protection and Welfare Report Form

*MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)*

First Name		Surname		Date Sent	
Authorised Person Signature*					
Date*					
Child Previously Known	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Allocated Case No					

Appendix 4 – Child Safeguarding Statement

- Name of Service being provided:** The Children’s Sunshine Home, operating as LauraLynn Ireland’s Children’s Hospice. This includes LauraLynn Children’s Hospice and Hazel House Children’s Disability Services.
- Nature of Service:** LauraLynn Children’s Hospice is committed to safeguarding children from harm and focuses on enhancing quality of life, including physical comfort and well-being, as well as the social, emotional and spiritual aspects of care. We provide a range of practical and emotional supports from diagnosis to end of life, through to bereavement. Care is evidenced based, and provided by an interdisciplinary team of health and social care professionals in the hospice, the family home, the hospital or community setting dependent on the family’s preference and medical needs of the child.
The Children’s Disability Respite Service supports children with complex intellectual and physical disabilities and their families through regular, out of home, planned respite breaks.
- Principles to Safeguard Children from Harm:** We remain true to our core values of Compassion, Collaboration and Excellence and are guided by the Children First Act 2015 and the UNCRC. The safety, welfare and development of children and young people is a core objective and key priority for the Service. Every member of staff has a responsibility, and duty of care, to ensure that every child / young person availing of our service is safe and protected from harm (physical/emotional/sexual abuse/neglect). Policies and procedures are in place to promote safe environments for all users in order to mitigate the potential for risk to arise, and to manage it safely, if it arises. Such policies and procedures apply to all LauraLynn and Hazel House staff: employees, trainees, volunteers, contractors and any persons performing a role or function in, or on behalf of the Service.

4. Child Safeguarding Risk Assessment

	Risk identified	Procedures in place to manage the risk identified
1.	Risk of harm to a child / young person from a member of staff / volunteer (Examples may include but not limited to : bullying, rough handling of a child/young person, shouting / chastising, supervision etc)	<ul style="list-style-type: none"> • Pre-employment checks incl. Garda Vetting Policy Ref 3.29 • Policy on Staff Recruitment Ref 3.1 and Volunteers Ref 3.4 • Professional Standards for healthcare staff • Professional Registration for healthcare staff • Code of Conduct Policy for all staff, Ref: 3.3 • Trust in care policy (HSE) • HSE Child protection and welfare policy (2019) • Staff Induction and Mandatory Training Procedures • Protected Disclosures of Information (Whistleblowing) Policy, Ref: 1.5 • Intimate care policy, Ref: 4.4 • Restrictive practice policy, Ref: 4.8 • Manual Handling policy, Ref: 7.2 • Positioning Care Plans • Incident Management Policy, Ref: 7.4 • Security Policy, Ref: 2.6 • Visiting Children Policy, Ref 4.6
2	Risk of harm to a child / young person from a service user (adult / child), visitor or member of the public.	<ul style="list-style-type: none"> • Care plans in place and updated • Supervision/accompaniment in place for visitors and members of public – Visiting Children Policy, Ref: 4.6 • Restricted access / Visitor Signing in procedure – badges only • Children First National Guidance • Staff supervision and training
3	Risk of harm by use of unauthorised photography or from online abuse through social media or internet access (Examples of risk include, but are not limited to: poor management of images or recordings of children, including those shared publicly or on social media – use / misuse of digital images)	<ul style="list-style-type: none"> • Security Policy, Ref: 2.6 • Mandatory Training • Use of Information Technology, Internet/Data and Email Policy, Ref: 2.5 • Social Media Policy, Ref: 2.4 • Mobile Devices Policy, Ref: 2.7 • Use of Communication Technology in LauraLynn House SOP, Ref: SOP020 • GDPR Procedures Manual, Ref: 2.8 • Code of Conduct Policy for all staff, Ref: 3.3 • Child Protection and Welfare Policy, Ref: 5.1
4	Risk of harm of a child / young person on outings by a member of staff/volunteer/stranger/peer	<ul style="list-style-type: none"> • Pre-employment checks incl. Garda Vetting • Professional standards for healthcare staff • Professional registration for healthcare staff • Code of Conduct Policy for all staff, Ref: 3.3 • Transport Policy, Ref: 8.1 • Risk Management Policy, Ref: 7.1

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		<ul style="list-style-type: none"> • Incident Management Policy, Ref: 7.4
5	<p>Risk of abuse by staff and volunteers not knowing correct procedures (Examples of risk include, but are not limited to: not reporting appropriate concerns, non-compliance with Children’s First Act and National Guidance)</p>	<ul style="list-style-type: none"> • Child Protection and Welfare Policy, Ref: 5.1 • Mandatory Children First e-learning training for mandated persons • Identification and responsibilities of the designated liaison persons, including reporting processes identified in policy Ref: 5.1 • Child Protection Audits completed minimum yearly. • Staff information, supervision and training • Complaints and Feedback Policy, Ref: 1.3 • Incident Management Policy, Ref: 7.4 • Legal and administrative consequences for non-reporting
6	<p>Risk of harm to a child due to a Child Protection / Welfare concern not being recognised or reported by a child</p>	<ul style="list-style-type: none"> • E-learning An Introduction to Children First • Child Protection and Welfare Policy Ref 5.1 • Child Friendly Safeguarding Poster displayed • Use of interpreters, communication aids / devices, staff proficient in Lámh

5. Procedures:

LauraLynn Ireland’s Children’s Hospice Child Safeguarding Statement has been developed in line with the requirements under the Children First Act 2015, the *Children First: National Guidance for the Protection and Welfare of Children (2017)*, and *Tulsa’s Child Safeguarding: A Guide for Policy, Procedure and Practice*. In addition to the procedures listed in the Risk Assessment (Section 4), the following procedures and committees support our intention to safeguard children while they are availing of our service.

- Procedure for the management of allegations of abuse or misconduct against workers / volunteers of a child availing of our service,
- Procedure for the safe recruitment and selection of workers and volunteers to work with children.
- Procedure for the provision and access to child safeguarding training and information including the identification of the occurrence of harm and reporting procedures for child protection and welfare concerns to Tusla (Ref No: 5.1 Child Protection & Welfare Policy & Ref No: 5.3 Safeguarding and Protection from Abuse Policy).
- Requirement on the Service to identify the mandated persons and ensure they are aware of their responsibilities
- Quality, Risk and Safety Committee
- Appointment of a relevant person - CEO

All procedures will be made available on request.

6. Implementation: The CEO is responsible for ensuring that the policies and procedures outlined in the Child Safeguarding Statement are in place and operating effectively. The Service recognises that implementation is an ongoing process. The Service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm whilst availing of our service. This Child Safeguarding Statement shall be reviewed in August 2024 (every 24 months) or as soon as practicable after there has been a material change in any matter, which the statement refers.

Signed: _____
Kerry Mc Laverty, Chief Executive Officer / (Relevant Person / Provider)
The Children’s Sunshine Home, Operating as LauraLynn Ireland’s Children’s Hospice, Leopardstown Road, Foxrock, Dublin 18,
Tel: 012893151

For queries please contact The Provider on the details shared above.

Written by: Rachel Colvin Family Support Co-ordinator	Date Issued: 11.7.23	Revision No: 13
Approved By: Kerry Laverty Chief Executive Officer	Review Date: 11.07.26	Page 15 of 15