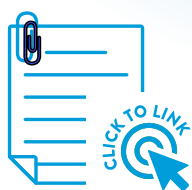


# Child Safeguarding Statement Information Sheet and Template for Childminders



**A word document template is available**

**HERE.**



**A fillable pdf template is available**

**HERE.**

This sample template is provided as a guide only. It is a standardised format for a Child Safeguarding Statement and Risk Assessment Statement. Please insert relevant information and delete any examples that do not apply to your service.



# CHILD SAFEGUARDING STATEMENT INFORMATION SHEET FOR CHILDMINDERS



## REQUIREMENT FOR CHILDMINDING SERVICES TO HAVE A CHILD SAFEGUARDING STATEMENT IN PLACE UNDER THE CHILDREN FIRST ACT, 2015

### What is required in a Child Safeguarding Statement?

The Child Safeguarding Statement specifies the service being provided and the principles and procedures to be observed in order to ensure, as far as practicable, that a child availing of the service is safe from harm. A Risk Assessment is required in your Child Safeguarding Statement that sets out any potential risk of 'harm' to a child and the procedures in place to reduce the identified risks.

### Why do Childminding Services need to have a Child Safeguarding Statement?

Under the Children First Act, 2015, providers of "relevant services" are required to have a Child Safeguarding Statement. Services that meet both criteria below are legally required to have a Child Safeguarding Statement:

- *An establishment which provides early years services within the meaning of Part VIIA of the Child Care Act 1991*
- *Educational, research, training, cultural, recreational, leisure, social or physical activities to children, care or supervision of children*
- *Employs one, or more than one other person whether through contract or otherwise.*

A provider of a relevant service under the Children First Act 2015 is someone who employs, contracts with or permits one, or more than one other person, to undertake any work or activity that constitutes a relevant service. Section 11(8) of the Early Years Services Regulations 2016 and Section 9(3) of the School-Age Services Regulations 2018 both require a childminder at all times to have an emergency backup person. This means that if your service fits the definition of either a pre-school service or a school age service under the Child Care Act 1991, you are the provider of a relevant service and are required to have a Child Safeguarding Statement

The legal obligation to develop a Child Safeguarding Statement rests with the provider of the relevant service (i.e., the childminder).

### When do organisations need to have a Child Safeguarding Statement?

This has been a legal requirement since 11th March 2018. New services established after this date have 3 months from opening to put a Child Safeguarding Statement in place. Child Safeguarding Statements must also be reviewed every 24 months, or sooner if there is a material change in the service.

### Do I need to make the Child Safeguarding Statement available?

Yes, the Child Safeguarding Statement must be made available. It must be displayed publicly and made available to parents and guardians, young people, Tusla and members of the public upon request.

### I previously had a Child Protection and Welfare Policy. Do I need to develop a Child Safeguarding Statement?

Yes. Childminding services who have emergency cover in place, are legally required to have a Child Safeguarding Statement and accompanying child safeguarding policies and procedures. Existing child protection and welfare policies will now be called child safeguarding policies and procedures and may already contain many of the policies and procedures required.

### What happens if I don't have a Child Safeguarding Statement?

In line with the Children First Act 2015, Tusla has established and maintains a register of non-compliance for service providers who fail to provide a copy of the Child Safeguarding Statement to Tusla when requested to do so. Any provider or member of the public can report information (unsolicited information or concerns about a service) to Tusla's Child Safeguarding Statement Compliance Unit, (CSSCU) regarding a provider of a relevant service which does not have a Child Safeguarding Statement in place or has a Child Safeguarding Statement which is not in line with the requirements of the Act.

Tusla's CSSCU may contact any service which it has information about and may request a copy of the Child Safeguarding Statement at any time. If you fail to provide a copy of the Child Safeguarding Statement to Tusla when requested to do so, steps will be taken in line with the Children First Act, which may result in your service being added to a Register of Non-Compliance which is a publicly held register.

## Your Child Safeguarding Statement must include the following information:

- 1 Name of service being provided to children should be stated.
- 2 Nature of service and principles to safeguard children from harm:

Your Child Safeguarding Statement should outline your principles to safeguard children and the various activities and services you provide to children. It should state your commitment to keep children safe. *(There are examples of these principles in the Child Safeguarding Statement template and appendix 1 of The Child Safeguarding Resource Document – Child Safeguarding Statement, Policy and Procedures, Guidance for Childminders in Ireland)*

- 3 Risk assessment

Your Child Safeguarding Statement must include a written assessment of the risk of 'harm' to a child while availing of your service.

### Harm in the Children First Act is defined as

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 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

All risks identified and stated in the risk assessment must be accompanied by a list of procedures in place to manage those risks. These procedures must be available in your Child Safeguarding Policy and Procedures.

The risk assessment contained in the Child Safeguarding Statement is solely for the purposes of meeting the requirements of the Children First Act, 2015 and will not include risks to children that may occur in relation to general issues of health and safety. The risk assessment must include procedures to manage any risk identified, as required by the Children First Act.

- 4 Child Safeguarding Procedures

The Children First Act lists a number of procedures which must be specified in your Child Safeguarding Statement:

- Procedures to manage any risks identified
- Procedure for the management of allegations of abuse or misconduct against the childminder, emergency person or family members
- Procedure for the safe recruitment and selection of workers and volunteers to work with children
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm
- Procedure for the reporting of child protection or welfare concerns to Tusla
- Procedure for maintaining a list of persons (if any) in the relevant service who are mandated persons
- Procedure for appointing a relevant person

*Remember that for each risk identified, there must be a procedure in place to mitigate this risk*

- 5 Implementation and Review

In order to ensure the effective implementation of all **child safeguarding policies, procedures and practices** within your childminding service, you should ensure that both you and your emergency cover have access to training and the level of support that you require. Childminders should have an Implementation Plan which outlines how you will take responsibility for ensuring the plan is adhered to. Reviews must be carried out every 24 months, or sooner if there has been a material change in relation to any matter to which the statement refers. Your Child Safeguarding Statement must also include information on how to contact the Relevant Person. For example, "For queries in relation to this Child Safeguarding Statement, please contact XXX,(also provide contact details) – Relevant Person

# CHILD SAFEGUARDING STATEMENT TEMPLATE FOR CHILDMINDERS

[START of CSS template]

This sample template is provided as a guide only. It is a standardised format for a Child Safeguarding Statement. Please insert relevant information and delete any examples that do not apply to your service.

All guidance notes (in blue) should be deleted before finalising the CSS.

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## CHILD SAFEGUARDING STATEMENT (CSS)

### 1. Name of service being provided:

E.g. XXX Childminding Service

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### 2. Nature of service and principles to safeguard children from harm

**Guidance note:** Describe the nature of your service and the guiding principles that you will observe to keep children safe from harm whilst availing of the service.

#### (a.) Nature of the Service

The examples below are for consideration only. Each childminder must list the nature of their own service in this section.

For example:

At XXX Childminding Service, I deliver a high quality, child centred service for children and young people.

- I provide a full day care service to children aged 0-12 (Please edit based on your own service)
- I take children on trips and outings.
- I have a designated, secure outdoor area where we provide learning activities for children.
- I have outdoor activities for children and young people.

#### (b.) Guiding principles to safeguard children from harm:

The guiding principles below are for consideration only. Each childminder must list their own guiding principles within their own service

For example:

We believe that:

1. My priority is to ensure that the welfare and safety of every child and young person who attends my service, is paramount.
2. My guiding principles and procedures to safeguard children and young people reflect national policy and legislation and I will review my guiding principles and Child Safeguarding Procedures every two years or sooner if there has been a material change in relation to any matter to which the statement refers.
3. All children and young people have an equal right to attend a service that respects them as individuals and encourages them to reach their potential, regardless of their background.
4. I am committed to upholding the rights of every child and young person who attends my service, including the right to be kept safe and protected from harm, to be listened to and to be heard.

5. My guiding principles apply to everyone who is in contact with my service.
6. Myself and my Emergency Cover will conduct ourselves in a way that reflects the principles of this service.

### 3. Risk Assessment Template

In conjunction with my Emergency Cover, I have carried out an assessment of any potential for harm (as defined in the Children First Act 2015) to a child while availing of this service. Below is a list of the areas of risk identified and the list of procedures for managing these risks.

Harm in the Children First Act is defined as;

- 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
- Sexual abuse of a child whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise;

All risks identified and stated in the risk assessment are accompanied by a list of procedures in place to manage those risks.

The risk assessment contained in this Child Safeguarding Statement is solely for the purposes of meeting the requirements of the Children First Act, 2015 and will not include risks to children that may occur in relation to general issues of health and safety.

**Guidance note:** Insert below, areas where risks have been identified and where procedures are in place to manage the identified risk. Procedures may need to be developed to manage the identified risk.

**Each childminder must ensure that the risks identified are relevant to their service and the activities they provide. The examples provided below are for consideration and should be expanded on or added to as appropriate.**

	Risk of harm (as defined in the Children First Act 2015)	Procedure in place to manage identified risk
1	<p><b>For example:</b> Risk of harm of abuse by childminder</p> <p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Rough handling of children by childminder in a way that causes harm to a child</li> <li>• Childminder shouting at or chastising children to the extent that it causes harm to a child</li> <li>• On-going provision of inadequate food and/or nutrition to the extent that it causes harm to a child</li> <li>• Sexual, physical, emotional abuse or neglect</li> <li>• Access/exposure to inappropriate/harmful materials</li> <li>• Children being harmed by inappropriate actions or interactions</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Agreement for Childminding Services</li> <li>• Reporting Procedure</li> <li>• Child Safeguarding Training Strategy</li> <li>• Garda Vetting Procedure</li> <li>• Complaints Procedure</li> <li>• Procedure for Promoting Positive Behaviour</li> <li>• Training Procedure/Continuous Professional Development</li> <li>• Code of Behaviour, including Personal and Intimate Care Procedure</li> <li>• Allegation of Abuse Against the Childminder, Emergency Cover and/or Family Members Procedure</li> <li>• Recruitment and Selection Procedure (for Emergency Cover)</li> <li>• Procedure on Providing for Intimate Care</li> <li>• Emergency Cover Induction Procedure</li> </ul>

	Risk of harm (as defined in the Children First Act 2015)	Procedure in place to manage identified risk
2	<p><b>For example:</b> Risk of harm of abuse by Emergency Cover</p> <p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Rough handling of children by Emergency Cover in a way that causes harm to a child</li> <li>• Emergency Cover shouting at or chastising children to the extent that it causes harm to a child</li> <li>• Sexual physical, emotional abuse or neglect</li> <li>• Access/exposure to inappropriate/harmful materials</li> <li>• Children being harmed by inappropriate actions or interactions</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Agreement for Childminding Services</li> <li>• Reporting Procedure</li> <li>• Child Safeguarding Training Strategy</li> <li>• Garda Vetting Procedure</li> <li>• Complaints Procedure</li> <li>• Procedure for Promoting Positive Behaviour</li> <li>• Training Procedure/Continuous Professional Development</li> <li>• Code of Behaviour</li> <li>• Allegation of Abuse Against the Childminder, Emergency Cover and/or Family Members Procedure</li> </ul>
3	<p><b>For example:</b> Risk of harm of abuse by childminder's family member/s</p> <p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Rough handling of children by childminder's family member/s in a way that causes harm to a child</li> <li>• Childminder's family member/s shouting at or chastising children to the extent that it causes harm to a child</li> <li>• Sexual, physical, emotional abuse or neglect</li> <li>• Access/exposure to inappropriate/harmful materials</li> <li>• Children being harmed by inappropriate actions or interactions</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Agreement for Childminding Services</li> <li>• Reporting Procedure</li> <li>• Child Safeguarding Training Strategy</li> <li>• Garda Vetting Procedure</li> <li>• Complaints Procedure</li> <li>• Procedure for Promoting Positive Behaviour</li> <li>• Code of Behaviour</li> <li>• Allegation of Abuse Against the Childminder, Emergency Cover or Family Members Procedure</li> </ul>
4	<p><b>For example:</b> Risk of abuse due to childminder, Emergency Cover or childminder's family members not knowing or failing to follow correct procedures.</p> <p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Children being harmed as a result of concerns not being reported</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Agreement for Childminding Services</li> <li>• Child Safeguarding Training Strategy</li> <li>• Reporting Procedure</li> <li>• Allegations of Abuse against Childminder, Emergency Cover or Family Members</li> <li>• Complaints Procedure</li> <li>• Code of Behaviour</li> <li>• Procedure for Promoting Positive Behaviour</li> </ul>



	Risk of harm (as defined in the Children First Act 2015)	Procedure in place to manage identified risk
5	<p><b>For example:</b> Risk of harm by use of unauthorised photography or from online abuse through social media or internet access.</p> <p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Poor management of images or recordings of children, including those shared publicly or on social media</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Agreement for Childminding Services</li> <li>• Procedure for Safe Internet use Including Use of Photographic and Recording Devices</li> <li>• Child Safeguarding Training Strategy</li> <li>• Reporting Procedure</li> <li>• Allegations of Abuse against Childminder, Emergency Cover or Family Members</li> <li>• Complaints Procedure</li> <li>• Code of Behaviour</li> <li>• Retention of Records Procedure</li> </ul>
6	<p><b>For example:</b> Risk of harm from unannounced visitors to childminder's home (e.g. friends, family members of the childminder or others carrying out maintenance in the childminder's home)</p> <p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Risk of children absconding from services due to procedures for entering and exiting the home not being adhered to, such as doors being closed etc.</li> <li>• Risk of physical, sexual or emotional abuse to children from visitors</li> <li>• Children placed at risk of harm due to inadequate supervision</li> <li>• Children being harmed by inappropriate actions or interactions</li> </ul>	<ul style="list-style-type: none"> <li>• Code of Behaviour (Supervision of Children) Procedure</li> <li>• Visitor Procedure</li> <li>• Safety Statement</li> </ul>
7	<p><b>For example:</b> Risk of harm from peer abuse.</p> <p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Repeated and/or extreme acts of bullying (i.e., verbal, psychological or physical aggression between children)</li> <li>• Children using social media platforms to post derogatory comments or pictures of other children</li> </ul>	<ul style="list-style-type: none"> <li>• Anti-bullying Procedure Code of Behaviour (Supervision of Children Procedure)</li> <li>• Complaints Procedure</li> <li>• Child Safeguarding Training Strategy</li> </ul>
8	<p><b>For example:</b> Risk of harm on outings.</p> <p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Children placed at risk of harm due to inadequate supervision on outings</li> <li>• A child going missing, or is unaccounted for, for any period of time</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Agreement for Childminding Services</li> <li>• Outings Procedure, to include Risk Management</li> <li>• Code of Behaviour (Supervision of Children Procedure)</li> <li>• Child Safeguarding Training Strategy</li> <li>• Critical Incident Procedure</li> </ul>

## 4. Procedures

**Guidance note:** The following text outlines the procedures which are specified in the Children First Act, 2015 and must appear in the Child Safeguarding Statement.

My Child Safeguarding Statement has been developed in line with 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 2nd Edition.

The procedures listed in our Risk Assessment and the Specified Procedures below support our intention to safeguard children while they are availing of our service:

- Procedure for Responding to Allegations of Abuse Against Childminder, Emergency Cover or Family Member
- Procedure for the safe recruitment and selection of emergency person to work with children.
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm.
- Procedure for the reporting of child protection or welfare concerns to Tusla.
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons.
- Procedure for appointing a Relevant Person.

All procedures will be made available to parents, children, emergency cover, family members, visitors to the childminder's home, members of the public and Tusla, if requested.

**This Child Safeguarding Statement will be displayed prominently.**

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## 5. Implementation and Review

**Guidance note:** At a minimum, reviews must be carried out every 24 months or sooner if there is a material change in the service.

The Provider of the Relevant Service is the person who has overall responsibility for the organisation, i.e. the childminder.

I recognise that implementation is an on-going process. I am committed to the implementation of this Child Safeguarding Statement and the procedures that support my intention to keep children safe from harm while availing of my service.

This Child Safeguarding Statement will be reviewed on \_\_\_\_\_ or sooner if there has been a material change in any matter to which the statement refers.

Signed: \_\_\_\_\_ (Provider of the Relevant Service)

[Insert the name and contact details of the Provider of the Relevant Service]

**Guidance note:** You must include the name and contact details of the Relevant Person, who is the first point of contact regarding your Child Safeguarding Statement. The Childminder is the Provider of the Relevant Service and is also the Relevant Person so must sign both sections here.

For queries, please contact [insert name and role], Relevant Person under the Children First Act 2015.

[END OF CSS template]