



Seed to Tree Childcare,
Email: seedtotreechildcare@gmail.com
Web: <https://seedtotreechildcare.ie/>
Phone: 089 274 8118

CHILD SAFEGUARDING STATEMENT

This **Child Safeguarding Statement** includes the service Seed To Tree Childcare provides, the principles and procedures that are observed to ensure as far as practicable that a child while availing of the service is safe from 'harm' in line with Children First : National Guidance for child protection.

Introduction

Seed to tree childcare is a purpose-built setting with a secure outdoor area; designed totally for the needs of pre-school children. This service is fully insured. We are participating in the Early Childhood Care and Education Scheme (ECCE) under the Department of Children & Youth Affairs & Pobal.

Seed to Tree Childcare is registered pre-school providing the following services for children aged 2 ½ to 6- years:

Services being provided:

Sessional pre-school service 3 hour session from 9AM to 12PM.

Part-Time childcare service for children age 2 ½ -6 yrs from 9AM to 2PM term time.

The management structure is:

Owner/Director, General Manager on site: Pooja Patidar

Assistant Manager: Monika Walsh

Health and safety contact: Pooja Patidar

The Designated Liaison Person (DLP) and Deputy Designated Liaison Person (DDLDP)

DLP: Pooja Patidar, Contact: 0892748118

DDLDP: Monika Walsh, Contact: 0860687493

Commitment to safeguard children from harm

- Our Service is committed to safeguarding the children in our care and to providing a safe environment in which they can play, learn and develop.
- Our service believes that the welfare of the children attending our service is paramount. We are committed to child-centred practice in all our work with children.
- 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



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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.
- Owner and director is responsible for any safety and health matters

Risk Assessment

In accordance with the Children First Act 2015, the manager of the setting has carried out an assessment of any potential for harm to a child while attending the setting. A written assessment setting out the areas of risk identified and our procedures for managing those risks is planned. Risk control and mitigation plans are in place for identified risk.

Risk Register: Appendix 1

List of policies and procedure: Please see the below list

Child Safeguarding policies and procedures

As required by the Children First Act, 2015, Children First National Guidance for Protection and Welfare of Children 2017 and the Guidance for Developing for a Child Safeguarding statement for Early Years Services 2018 the following safeguarding policies/procedures/measures are in place.

- Procedures to maintain a list of mandated persons under the Children First Act, 2015
- A Relevant Person has been appointed
- A Designated Liaison Person and Deputy have been appointed
- Child Protection and Welfare Reporting Procedures
- Confidentiality Policy
- Procedure for Managing Child Protection Records
- Recruitment Policy
- Garda Vetting Policy
- Code of Behaviour for Working with Children
- Induction Policy (which includes procedures to inform new staff about the Child Safeguarding Statement and accompanying safeguarding policies and procedures)



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- All staff have completed the Tusla eLearning module – Introduction to Children First and relevant staff have attended Always Children First Child Protection Training.
- Staff have access to regular Supervision and Support in line with the service policy.
- Complaints Policy
- Policy for Managing Accidents and Incidents
- Social Media Management Policy
- The personal protective equipment policy and register of equipment
- Fire safety policy
- Staff training records
- Critical Incident Plan

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 parents and guardians on request. A copy of this Statement will be made available to Tusla if requested.

Last Review Date of this policy: 11-July-2024

Signed: Pooja Patidar

Date: 11-Jul-2024

Name: Pooja Patidar

Person responsible for approving the Policy.



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Risk Register

Please see the results of risk assessment carried out:

By: Pooja Patidar

Date: 10 June 2024

Risk Identified	Who is Responsible?	What is Currently in Place to Manage the Risk	What Future Actions are Needed?
Recruitment of staff	Pooja Patidar	All recruited staff will be Garda vetted prior to starting in Seed To Tree Childcare, References will be verified. Induction process is in place and staff is required to be up to date with the policies and procedures.	This policy will be reviewed annually.
Visitors to the service	Management and all staff	Visitors must enter via front door accompanied by staff. Sign and date visitors book. Never be allowed to be alone with any child. Personal mobile phones are not permitted to be used while visiting the Seed To Tree Childcare External support services for children such as AIM inclusion officer, Speech and Language, Psychologists, Occupational Therapists must produce photo ID and work with management with children. Visitors who can access children and staff personal information and observations such as	Management and staff will be updated at staff meetings All staff aware where visitor book is located and this policy and procedure.



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		Inspectors from TUSLA, POBAL, DES must produce photo ID, sign in time and date. A member of management team will accompany such inspectors.	
SNA, Pre-school assistants from external agencies such as NDT, Enable Ireland	Management	Information from agency management about support person received. Garda vetting, photo ID, references from agency received and a copy kept on file. A meeting with management, parent of child and staff team prior to working with the child.	Management and staff aware and meet with designated person. Any substitute person must have relevant documentation on file. Reviewed each time a person appointed.
Staff members attending to children's personal care needs.	All staff	Staff inform other staff in advance that they are attending to child's needs. Children's toilets are nearby and accessible easily to all staff and toilets are not locked. A record verbal/written of any toileting accident is recorded with room management and parents.	New staff members are made aware of this policy and procedure. Reviewed annually.
Staff working in room alone with children.	Management and relevant staff.	Staff working alone ratio is maintained as set out by the pre-school regulations. A management structure of checking in to the room frequently is in place. Staff member have a means of contacting management or other staff when required. Staff member asks for assistance in relation to assisting children with personal care needs.	Any staff member working alone will be informed of procedures from management.
Students on work placement including TY students	Management	All students must produce college verification, Garda vetting, photo ID and references prior to starting work placement. TY students under 18 must have 2 references and school verification of work experience. No student is permitted in Seed To Tree Childcare to work on their own with children. Students are not permitted to help children with personal care needs.	This policy and procedures will be shared with all students and reviewed yearly.
Parents visiting service	Management/s taff	Parents who visit and stay with their child during transitions can only attend to their own child's needs. Parents will never be left alone with any other children except their own. If a parent is supporting their own child with toileting a staff member must be in attendance	Parents who visit are made aware of this policy and procedure. Reviewed yearly.



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		in the toilet area if other children are using the toilets.	
Open days Gatherings with parents/families, SUCH AS Christmas, Graduation, Sports Day.	Management and staff	Parents/Guardians must accompany their child during any open days. They must only attend to their own children's personal care needs. Staff members will be vigilant around security during open-days.	Visitors on open days and community days are made aware of these policies under health and safety and child protection. Reviewed annually.
Social Media and IT PHOTOGRAPHS AND VIDEOS	Management and all staff	In line with Seed To Tree Childcare Social media and IT policy and procedure photos and videos of children in relation to observations and assessments are taken with Seed To Tree Childcare cameras/phones only and signed permission of parents/guardians. These photos cannot be used or shared by staff to anyone except parents without written permission. No faces of children can be used on any social media platform by staff or other parents. Community gatherings such as graduation parents are verbally informed and referred to written policy to ensure other children's photos are not shared. A conscious effort is made by all staff to communicate this policy to parents with English as an additional language. No staff member can use their own mobile device to record children's images/videos. External supports such as psychologists/SNA/Speech and Language etc are not permitted to use their own mobile phones either to voice record or video /photograph when in Seed To Tree Childcare without explicit permission from parents and management. Children are also to be consulted around any photos/videos taken.	Plans to share with parents prior to any upcoming events. Reviewed annually.
Voice of the child	Management/S taff	In recognition of children's rights children are to be consulted in all aspects in relate to self-care, photos, and support.	Staff informed during induction, staff meetings. Reviewed annually.