



Saint John of God Community Services clg.

Kerry Services Policy 38
Children's Services Kerry
Procedure for Safeguarding Vulnerable
Children

Revised March 2024

THIS DOCUMENT OUTLINES ST JOHN OF GOD COMMUNITY SERVICES CLG. Kerry Services

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Document drafted by	Childrens Services, PPPG Committee Behaviour Support
Document approved by	PPPG Committee
Responsibility for Implementation	All employees of Saint John of God Community Services Limited
Responsibility for evaluation and audit	PQS, PIC
Pages, incl. cover and signature	7

POLICY STATEMENT

The St John of God Kerry Services is committed to promoting the wellbeing of Children within its Children's Respite & Residential Services and providing a caring and safe environment where they are treated with dignity and respect at all times.

1). Purpose

The purpose of this Policy and Procedure is to provide information to staff advising them of what they are to do in the event of a safeguarding concern.

2). Scope of Policy and Procedure

This policy and procedure is applicable to all staff and volunteers working across Saint John of God Kerry Services.

3). Roles and Responsibility

- The Regional Director of Kerry Services acknowledges their responsibility in ensuring adequate planning for safeguarding concerns.
- The Person in Charge /Supervisor takes a lead role in co-ordinating the Policy and Procedure.
- A key element of the Children's First Guidelines and the HSE Safeguarding Policy is the nomination of a Designated Officer in a service setting. The Designated officer will;
- Receive concerns or allegations of abuse regarding vulnerable child
- Collate relevant information
- Ensure reporting obligations are met,
- Support the manager and other personnel in addressing the issues
- Maintain appropriate records and conducting preliminary Screening.

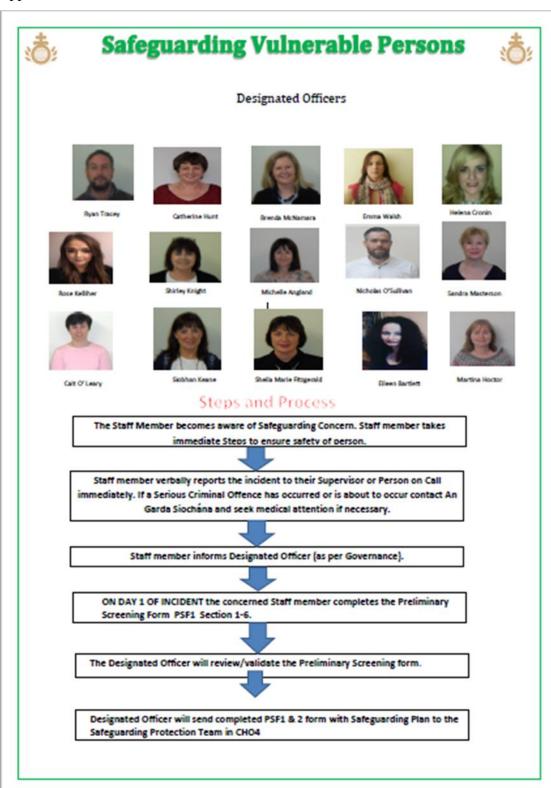
Please see appendix 1 list of all officers

 The St John of God Kerry Services adhere to the Children's First Guidelines as well as the National Policy and Procedure HSE Safeguarding Vulnerable Persons at Risk of Abuse.

- All staff working in Saint John of God Kerry Service are responsible for adhering to this Policy and Procedure
- All staff must complete the mandatory HSELAND.ie Safeguarding adults at risk of abuse and Children's First training (HSELand), National Safeguarding Office recommends this training be repeated 3 yearly.

Where a concern of a safeguarding nature arises, staff are required to refer to the Children's First Guidance Document (most recently published version 2017 – also available in your DC).

In addition to this staff may also be required to refer to the Adult HSE Safeguarding Guidance Document (most recently published version 2014 – also available in your DC)





Child Protection and Welfare Report Form

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1. Tusla Area (this	s where the chil	ld resides)*			
		-			
2. Date of Report*					
3. Details of Child First Name*		Surname	.* 1		
First Name* Male*		Surname Female*			
Address*		Date of		T U	
Address		Estimate			
		School N			
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Child Protection and Welfare Report Form

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

Mandated Person's Type				
7. Details of Other Persons Where a Joint Repor				
First Name	Surname			
Address If	Organisation			
reporting in a	Position Held			
professional capacity, please	Mobile No.			
capacity, piease use your	Telephone N	о.		
professional				
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8. Parents Aware of Report				
	Yes		No	
Are the child's parents/carers aware that this	Yes		No	
Are the child's parents/carers aware that this concern is being reported to Tusla?*	Yes		No	
Are the child's parents/carers aware that this	Yes		No	
Are the child's parents/carers aware that this concern is being reported to Tusla?* If the parent/carer does not know, please	Yes		No	
Are the child's parents/carers aware that this concern is being reported to Tusla?* If the parent/carer does not know, please	Yes		No	
Are the child's parents/carers aware that this concern is being reported to Tusla?* If the parent/carer does not know, please indicate reasons:	Yes		No	
Are the child's parents/carers aware that this concern is being reported to Tusla?* If the parent/carer does not know, please indicate reasons: 9. Relationships	Yes		No	
Are the child's parents/carers aware that this concern is being reported to Tusla?* If the parent/carer does not know, please indicate reasons: 9. Relationships Details of Mother			No	
Are the child's parents/carers aware that this concern is being reported to Tusla?* If the parent/carer does not know, please indicate reasons: 9. Relationships Details of Mother First Name	Surname		No	
Are the child's parents/carers aware that this concern is being reported to Tusla?* If the parent/carer does not know, please indicate reasons: 9. Relationships Details of Mother First Name	Surname Mobile No.	0.	No	
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Child Protection and Welfare Report Form

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

10. Household (First Name	Surname	Relationship		Date of Birth		Estimated Age		Additional Information e.g. school,	
								occupa other	tion,
								Other	
11. Details of Po	erson(s) Allegedly Ca	using Harm							
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Male*	7			emale*					
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	of alleged incident vn please indicate re	eason							
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Child Protection and Welfare Report Form MANDATED PERSONS AND NON MANDATED PERSONS

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Date*										
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SIGNATURE PAGE

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Print Name	Signature	Area of Work	Date
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