

Child Protection and Welfare Policy Checklist for Applicants Based in ROI

Please complete the checklist below on your organisations own Child Protection and Welfare Policy. If you answer NO to any of the questions, please indicate what corrective actions you are undertaking and indicate a time frame for compliance. Any organisations which are not compliant with this checklist (or taking satisfactory steps towards being compliant) may have funding withdrawn. If selected, organisations must produce signed copies of their policy upon request to the Ulster-Scots Agency as part of the monitoring process.

	Child Protection and Welfare Policy (CP&WP)	Yes	No	Comment if any action is required to ensure implementation /compliance	Timeframe
1.1	Do you have a Child Protection and Welfare Policy (CP&WP) which is consistent with Children First National Guidance 2017 and Our Duty to Care 2002?				
1.2	Does the CP&WP include definitions and signs of abuse as outlined in Children First 2017?				
1.3	Does your CP&WP include information on Section 176 of the Criminal Justice Act 2006 ¹ (reckless endangerment of children) and Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012 ²				
1.4	Do you outline what is meant by reasonable grounds for concern?				
1.5	Does your policy include retrospective disclosure?				
1.6	Does the CP&WP outline a clear reporting structure setting out, in particular, whose responsibility it is to report child protection and welfare concerns and to whom?				

¹ places a requirement on a person with authority or control over a child or over an abuser not to intentionally or recklessly endanger the child by leaving or placing them in a situation of substantial risk of serious harm or sexual abuse. It states that they have committed an offence if they have failed to take reasonable steps to protect a child that they know may be in a risk situation.

² creates a criminal offence of withholding information relating to the commission of a serious offence, including a sexual offence, against a person who is under the age of 18 years or an otherwise vulnerable person.

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1.7	Do you have a Designated Liaison Person appointed for your organisation in line with Children First 2017				
	If so, please provide the name of the Designated Liaison Person				
1.8	Do you have a Deputy Designated Liaison Person appointed?				
	If so, please provide the name of the Deputy Designated Liaison Person				
1.9	Does your policy have procedures in relation to confidentiality?				
1.10	Does your policy include the sharing of information where a child protection or welfare concern arises?				
1.11	Does your policy include procedures on dealing with allegations against staff?				
1.12	Does your policy set out a Code of Behaviour between staff and young people?				
1.13	Does your policy provide guidance on the management of challenging behaviour? e.g. verbally and physically aggressive behaviour				
1.14	If applicable, do you have procedures dealing with day trips/outings for children?				
1.15	Do you have specific guidance for staff for especially vulnerable children ³ ? If so, please specify				
1.16	Does your policy set out good practice in relation to the safe management of activities, including for one-to-one situations?				
³ Children who may have been abused or neglected, or who are at risk of abuse or neglect, including children in residential settings; children in the care of the State under the Child Care Act 1991 (foster care, relative care; residential care); children who are homeless; children with disabilities; separated children seeking asylum; children being trafficked.					

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1.17	Does your policy set out a complaints procedure?				
1.18	Does your policy set out procedures in relation to Incidents/Accidents?				
1.19	Does your policy set out procedures on record keeping? If so, do your record keeping procedures state that records should be kept in a safe and confidential manner? And do your record keeping procedures identify where records of allegations, child protections concerns are stored? If so, please specify				
1.20	Do you make your Child Protection and Welfare Policy available to parents and young people? Please set out how you make your policy available i.e. website, hard copy given to parents etc.:				
2	Staff and Volunteers				
2.1	Do you apply for Garda vetting and vetting from other countries, if applicable, for staff and volunteers?				
2.2	Do you have specific factors which would exclude applicants from working in your organisation?				
2.3	Do you have procedures on the recruitment and management of volunteers?				
2.4	Do you have procedures on the supervision of staff and volunteers?				
2.5	Do staff and volunteers receive induction information on your organisation's Child Protection and Welfare Policy?				
2.6	Do you provide training to relevant staff on Child Protection and Welfare?				
3	Review Mechanisms				
3.1	How often is your Child Protection and Welfare Policy reviewed?				

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3.2	Who is responsible for reviewing your Child Protection and Welfare Policy?				
	Name: Contact Details:				
3.3	Do you confirm that you will notify the Ulster-Scots Agency Designated Safeguarding Officer(s) of any allegations/disclosures concerning funded activity/ies?				

I hereby confirm that the information which I have provided above is true and correct.

Organisation	
Print Name	
Signature	
Position	
Date	