

Key Roles in Safeguarding Policy

1.1 Designated Liaison Person

The Designated Liaison Person (DLP) in Cairdeas is responsible for dealing with child protection and welfare concerns in accordance with the Children First Act 2015 and Children First: National Guidance for the Protection and Welfare of Children 2017

	Name	Role	Contact
Designated Liaison Person	Liz O'Rourke	Manager	085 7294311
Deputy Designated Liaison Person	Marie Callaghan	Supervisor	086 1049450
Deputy Designated Liaison Person	Elaine Kenny	Supervisor	087 9428284

The Role of the DLP is to:

- Be a resource person for staff, students and volunteers who have a child protection concern.
- Be accessible to all staff, students and volunteers
- Be knowledgeable about child protection and welfare and undertake any training considered necessary to keep updated on new developments
- Ensure that the child protection and welfare reporting procedures of the service are followed so that child protection and welfare concerns are referred promptly to Tusla
- Be responsible for reporting child protection concerns to Tusla or to An Garda Síochána either with the Mandated Person (for referrals under the Children First Act, 2015), or, directly for all other referrals.
- Ensure that appropriate information is included in the referral and that it is submitted using the Child Protection and Welfare Report Form (available on www.tusla.ie)
- Liaise with Tusla, An Garda Síochána and other agencies as appropriate
- Keep appropriate people within the organisation informed of relevant issues, whilst maintaining confidentiality
- Ensure that an individual record is maintained of the action taken by the service, the liaison with other agencies and the outcome
- Advise the organisation of child protection training needs
- Maintain a central log or record of all child protection and welfare concerns in the service

Appointing a Designated Liaison Person

The board of management is responsible for appointing the DLP (generally this would be the manager). When appointing the DLP the board of management should consider the following criteria:

- Is a senior staff member
- Has a good working knowledge of the organisation
- Has good listening and communication skills
- Has an understanding of abuse
- Is available

1.2 Mandated Persons

The Children First Act, 2015 places a legal obligation on mandated persons to report child protection concerns, at or above a defined threshold, to Tusla. These mandated persons must also assist Tusla, on request, in its assessment of child protection concerns about children who have been the subject of a mandated report.

Under the Children First Act, 2015 the following persons are Mandated Persons:

A person carrying on a pre-school service within the meaning of Part VIIA of the Child Care Act 1991

A child care staff member employed in a pre-school service within the meaning of Part VIIA of the Child Care Act 1991

Mandated Persons have a responsibility to understand their obligations as set out in the Children First Act, 2015 and chapter 3 of Children First: National Guidance for the Protection and Welfare of Children. Mandated Persons will make child protection referrals to Tusla, jointly, with the Designated Liaison Person. Mandated Persons who do not fulfil their legal obligations may be subject to our Disciplinary Policy.

List of Mandated Persons

A list of Mandated Persons is maintained by the DLP who is responsible for updating and maintaining the list. This list is available on request (see attached). All those staff members in Cairdeas who have contact with children during the course of their work are considered to be mandated persons.

1.3 Relevant Person

In accordance with the Children First Act, 2015 a relevant person has been appointed. Their role is to be the first point of contact in respect of the organisation's Child Safeguarding Statement

The role of the Relevant Person is to act as a contact person in relation to the Child Safeguarding Statement.

The Relevant Person for Cairdeas is: **Liz O'Rourke 085 7294311**