OUT-OF-SCHOOL RECREATION SERVICE

Policy Title	Child Safeguarding Statement
Applies to	Smart Steps Scoil Mhuire
Approved by	Smart Steps Management
Effective Date	25/02/2026
Review Date	25/02/2028

Child Safeguarding Statement

Scoil Mhuire Ramelton Service

Child Safeguarding Statement

Service Name and Activities Provided

Smart Steps is a registered Out-of-School Care provider, providing the following services for children aged 4-15 years outside of normal School hours:

- Breakfast Club
- Afterschool Care
- Full & Part Time Care (*School breaks*)
- Activity Camps (*School Breaks*)

Our Service is a private service which is classified as full-time / part-time / sessional - offering wrap-around childcare for children during school term; & full-day care / part-time during school holidays.

We open for 49 weeks of the year from September to August and can cater for up to 40 children at any one time. As far as is possible, we operate an adult to child ratio of 1:8 and no greater than 1:12.

The management structure is as follows:

Directors – Mrs. Rebecca Fleury; Mr. David Fleury

Service Manager – Rebecca Fleury

Total No. of Staff – 8 (1 Manager, 1 Assistant Manager, 2 Supervisors & 4 Assistants)

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 Welfare of Children*, DCYA, 2017, *Child Safeguarding: A Guide for Policy, Practice and Procedure*, Tusla, 2018, and the *Children First Act 2015*.
- Our policy declaration applies to all paid staff, volunteers, Owner / Managers and students on work placement within our organisation. All Owner / Managers, 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.

Designated Liaison Person (DLP) for Child Protection

| DLP:	Deputy:
Mrs. Rebecca Fleury Managing Director **Tel:** 087 7769476 **Email:** smartstepsafterschool@gmail.com	Mr. David Fleury Assistant Manager **Tel:** 087 1890760 **Email:** smartstepsscoilmhuire@gmail.com

Risk Assessment

In accordance with the *Children First Act 2015*, the Service Provider has carried out an assessment of any potential for harm to a child while attending the service or participating in service activities. A written assessment setting out the areas of risk identified and the service procedures for managing those risks is summarised below:

Risk Identified	Policies and/or Procedures in Place to Manage Risk
Recruitment *- Risk of unsuitable persons or potential abusers becoming employed by the service*	Recruitment policy Garda vetting procedures Reference checks Supervision and Induction period for new staff
Collection of children from School (by service) *- Risk unauthorised persons / potential abusers collecting children unnoticed* *- Risk of a child leaving the service grounds unauthorised*	Drop off and Collection Policy and Procedures Active Supervision Policy Adult / Child Ratios Procedure for Unnotified Child Absences
Collection of children from Service *- Risk of unauthorised persons / potential abusers collecting children* *- Risk of harm due to persons collecting children being adversely affected by alcohol or drugs*	Drop off and Collection Policy and Procedures Child Protection and Welfare Policy Active Supervision Policy
Bullying *- Risk of emotional or physical harm due to bullying perpetrated by other children or staff* *- Risk of emotional harm via online abuse via social media*	Anti-Bullying & Harassment Policy Complaints Policy Active Supervision Policy Internet and Gadgets Policy and Procedures Reporting Procedures Child protection and Welfare Policy Adult / Child ratios
Toilet Areas *- Risk of harm due to inappropriate behaviour by other children, staff, volunteers or other users of service premises; including bullying and emotional / physical / sexual abuse*	Active Supervision Policy Adult / Child ratios Anti-Bullying & Harassment Policy Changing Policy Child protection and welfare policy
Persons in and around service grounds (non-staff) *- Risk of potential abusers being within or gaining access to the service grounds unnoticed or luring children away from the premises* *- Risk of unknown persons / potential abusers recording children with a mobile device from inside or outside the service grounds*	Outdoor Supervision Procedures Staff / Child Ratios Child Protection and Welfare Policy and Procedures (Supervision)

Internet use and Social Media *- Risk of bullying including cyber bullying by other children, staff or volunteers* *- Risk of emotional harm via the use of unauthorised photography* *- Risk of children being identified and targeted by abusers due to posts by the service on social media*	Internet and Gadgets Policy and Procedures Child Protection and Welfare Policy and Procedures Staff Handbook – (*Mobile phone use*)
Children with additional personal care needs *- Risk of physical, sexual or emotional abuse by a staff member*	Child Protection and Welfare Policy and Procedures Inclusion and equal opportunities policy Partnership with Parents Policy
Acquisition of personal and / or sensitive information *- Risk of identification and / or targeting of a child by potential abusers due to unauthorised or inappropriate use of personal data or sensitive information by staff members* *- Risk of bullying by another child, parent, staff member or other persons due to unauthorised or inappropriate use of personal data or sensitive information*	Data Protection Policy and Procedures Child Protection and Welfare Policy and Procedures Confidentiality Policy and Procedures *(Includes Record keeping)* Complaints Policy Anti-Bullying & Harassment Policy Social Media Policy Staff Handbook Parental consents required for photographs and for all individual specified use of same
Staff Training in Child Protection Matters *- Risk of harm not being recognised*	Staff Training policy Child protection and welfare policy and procedures Staff support and supervision procedures
Other Users of service premises during service Operation *(e.g. School staff)* *- Risk of physical, sexual or emotional harm by other persons occupying the same premises during service operation* *- Risk of unauthorised images / videos being taken and used inappropriately by other users of service premises*	Service is restricted to designated area(s) when premises are being used elsewhere by other persons. Regular communication between the service manager, the landlord (committee) & School Principal / other / external users of the premises. Active Supervision Policy Outdoor Supervision procedures Child Protection & Welfare Policy
Service Staff *- Risk of physical, sexual, emotional abuse or harm via neglectful practices by service staff*	Recruitment policy Garda vetting procedures Reference checks Supervision and Induction period for new staff Child Protection and Welfare Policy Active Supervision Policy and procedures Staff Disciplinary procedures Staff reporting procedures Complaints policy Open practices Always 2 no. staff present at any one time
Visitors *- Risk of emotional, physical or sexual harm of a child by visitors / external activity providers to the service*	Garda vetting procedures Reference Checks for external activity providers Active Supervision Policy and procedures Staff reporting procedures Complaints Policy

	Staff Code of Conduct Staff participate in activities along with children and offer additional assistance
Outings *- Risk of physical, emotional or sexual abuse of a child by a member of staff, volunteer, stranger or peer; including the risk of bullying and the misuse of photographs and social media* *- Risk of above and / or other emotional or physical harm of a child as a direct consequence of neglectful practices by staff*	Adult / Child ratios Outings Policy Active Supervision Policy Anti-Bullying and Harassment Policy Internet and Gadgets Policy Social Media Policy Data Protection Policy Child Protection and Welfare Policy Staff Code of Conduct Staff Handbook *(Mobile phone use)* Outdoor Supervision Procedures Parental consent required for outings Garda vetting procedures Risk assessments carried out by key staff ahead of outings
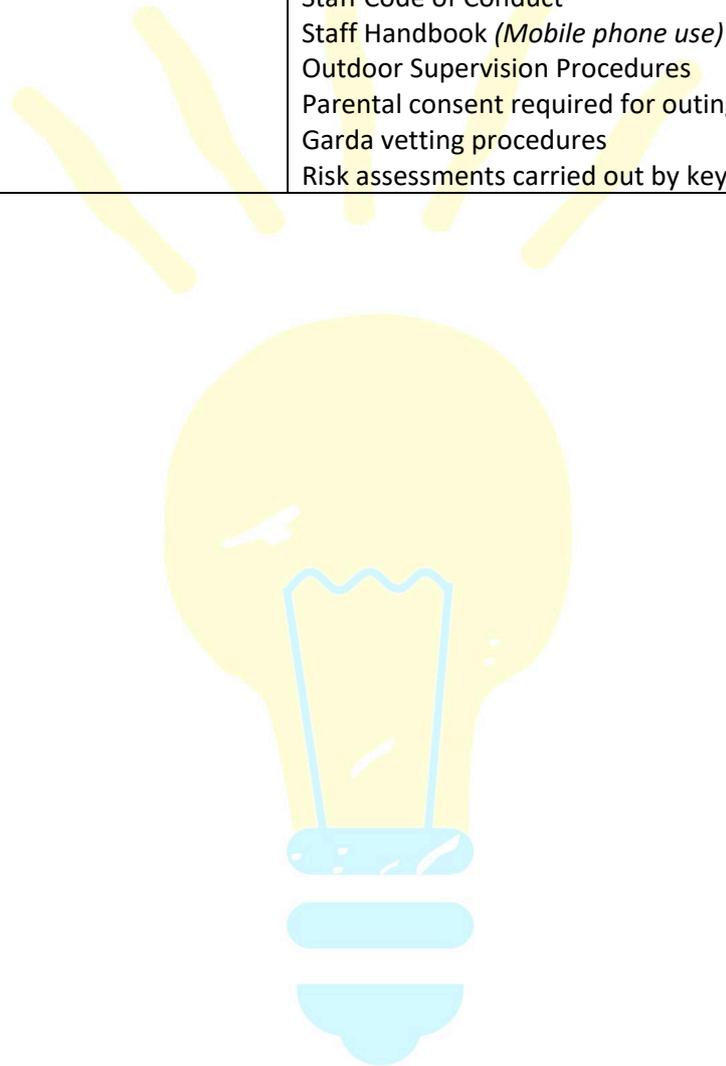
Child Safeguarding Policies and Procedures

As required by the *Children First Act 2015* and *Children First National Guidance for Protection and Welfare of Children*, 2017 the following safeguarding policies /procedures / measures are in place

- Procedure 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
- Policy for Dealing with Allegations of Abuse or Neglect Against Employees
- Procedure for Managing Child Protection Records
- Recruitment Policy
- Garda Vetting Policy
- Code of Behaviour for Working with Children
- Induction Policy *(includes procedures to inform new staff about the Child Safeguarding Statement and accompanying safeguarding policies and procedures)*
- Staff Training Policy
- Complaints Policy
- Drop-off and Collection Policy and Procedures
- Policy for Managing Accidents and Incidents
- Internet and Gadgets Policy
- Policy for the use of social media
- Appropriate Adult: Child ratios
- Active Supervision Policy
- Anti-Bullying and Harassment Policy
- Outings Policy
- GDPR Data Protection Policy and Procedures
- 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 Support and Supervision in line with the service policy

All service policies and procedures are readily available upon request.

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.

Signed: _R Fleury_   **Date:** _25/02/2026_

Service Provider's Name and Contact Details:

Mrs. Rebecca Fleury – Managing Director
Smart Steps HQ
2A Leck Road Business Park
Letterkenny
Co. Donegal
087 776 9476
smartstepsafterschool@gmail.com

For further information on this Statement, Contact the Relevant Person:

Mrs. Rebecca Fleury
Tel: 087 776 9476
Email: smartstepsafterschool@gmail.com

RISK ASSESSMENT

Person(s) carrying out Risk Assessment: Mrs. Rebecca Fleury, Mr. David Fleury   **Date:** 23/02/2026

Risk Identified	Risk	Who is Responsible?	What is Currently in Place to Manage the Risk?	What Future Actions are Needed?
Recruitment	Risk of unsuitable persons or potential abusers becoming employed by the service	Manager / Directors	Recruitment policy Garda vetting procedures Reference checks Supervision and Induction period for new staff	Continuous monitoring of recruitment practices and vigilance with employee selection
Staff Training in Child Protection Matters	Risk of harm not being recognised by staff and / or volunteers	Manager / Directors	Staff Training policy Child protection and welfare policy and procedures Staff support and supervision procedures	Records of staff training and renewal dates to be kept and updated regularly Bi-monthly Support and Supervision of staff Regular staff meetings include reminders of child protection procedures
Bullying	Risk of emotional or physical harm due to bullying perpetrated by other children or staff	All Staff	Anti-Bullying & Harassment Policy Complaints Policy Active Supervision Policy Internet and Gadgets Policy and Procedures Reporting Procedures Child protection and Welfare Policy Adult / Child ratios	Continuous monitoring of Anti-Bullying & Supervision Policies and Procedures Regular staff meetings to identify any concerns regarding bullying within the setting Continuous engagement with Parents
Care of Children with special needs, including intimate care needs	Risk of physical, sexual or emotional abuse by a staff member	All Staff / SNA	Child Protection and Welfare Policy and Procedures Inclusion and equal opportunities policy Partnership with Parents Policy Adult / Child ratios	On-going monitoring of any child protection concerns that may arise with regard to children with additional needs.

Toilet areas	Risk of harm due to inappropriate behaviour by other children; including bullying and physical/sexual abuse	All staff	Active Supervision Policy Adult / Child ratios Anti-Bullying & Harassment Policy Changing Policy Child protection and Welfare Policy	Staff remain vigilant in their supervisory role Children are reminded of the right to privacy Continuous monitoring
Unknown persons in and around the service premises	Risk of potential abusers being within or gaining access to the service grounds unnoticed or luring children away from the premises. Risk of unknown persons / potential abusers recording children with a mobile device from inside or outside the service grounds	All Staff	Outdoor Supervision Procedures Adult / Child Ratios Child Protection and Welfare Policy and Procedures (Supervision) Health and Safety Policy	Continuous monitoring of service grounds Regular inspections of perimeter gates and fencing Regular reminders to children of the importance of staying within the service grounds Reporting procedures
Internet use and Social Media	Risk of bullying including cyber bullying by other children, staff or volunteers Risk of emotional harm via the use of unauthorised photography Risk of children being identified and targeted by abusers due to posts by the service on social media	All Staff	Internet and Gadgets Policy and Procedures Child Protection and Welfare Policy and Procedures Staff Handbook – (*Mobile phone use*) Data Protection Policy Parental consents required for photographs and for all individual specified use of same	Gadgets are limited in use All Gadgets / computers only to be used in the presence of a staff member

Collection of children from School *(by service)*	Risk unauthorised persons / potential abusers collecting children unnoticed Risk of a child leaving the service grounds unauthorised	All Staff	Drop off and Collection Policy and Procedures Active Supervision Policy Outdoor Supervision procedures Adult / Child Ratios Procedure for Unnotified Child Absences	Parents to be regularly reminded of drop of and collection procedures On-going monitoring of service practices
Collection of children from Service	Risk of unauthorised persons / potential abusers collecting children Risk of harm due to persons collecting children being adversely affected by alcohol or drugs	All Staff	Drop off and Collection Policy and Procedures Child Protection and Welfare Policy Active Supervision Policy	Parents to be regularly reminded of drop of and collection procedures Continuous monitoring of service practices and regular support and supervision sessions with staff to identify any additional concerns
Acquisition of personal and / or sensitive information	Risk of identification and / or targeting of a child by potential abusers due to unauthorised or inappropriate use of personal data or sensitive information by staff members Risk of bullying by another child, parent, staff member or other person due to unauthorised or inappropriate use of personal data or sensitive information	All Staff	Data Protection Policy and Procedures Child Protection and Welfare Policy and Procedures Confidentiality Policy and Procedures *(Includes Record keeping)* Social Media Policy Complaints Policy Anti-Bullying & Harassment Policy Staff Handbook Parental consents required for photographs and for all individual specified use of same	Constant monitoring by Manager of service practices Staff are reminded at meeting of their duty to maintain confidentiality Records are continuously updated to maintain accurate information in relation to data protection
Other users of service premises during service operation (e.g. School staff)	Risk of physical, sexual or emotional harm by other persons occupying the same premises during service operation	Manager / All staff	Service is restricted to designated area(s) when premises are being used elsewhere by other persons. Regular communication between the service manager, the landlord (committee) and with the school principal / other / external users of	Manager and staff to continue to maintain open lines of communication with all school staff. The landlord (B.O.M. / Committee) are aware of the services policies, procedures

Other users of service premises during service operation *cont.*	Risk of unauthorised images / videos being taken and used inappropriately by other users of service premises	Manager / All staff	the premises, regarding the designation of areas. Active Supervision Policy Outdoor Supervision procedures Child Protection & Welfare Policy	and practices and are updated as necessary if there are any changes. All service staff are made aware of the Schools policies and procedures and an agreement is in place between both parties to adhere to eachothers policies. Continuous updating of parents with regard to the service's policies and procedures and regular reminders of same.
Service Staff	Risk of physical, sexual, emotional abuse or harm via neglectful practices by service staff	All Staff	Recruitment policy Garda vetting procedures Reference checks Supervision and Induction period for new staff Child Protection and Welfare Policy Active Supervision Policy and procedures Staff Disciplinary procedures Staff reporting procedures Complaints Policy Open practices Always 2 no. staff present at any one time	Continuous monitoring of service policies and procedures to ensure risk of harm is kept to a minimum and to identify areas of concern in future Regular support and supervision of staff Ongoing informal consultation with all staff Manager has an open-door policy for the reporting of any concerns from a child, parent or staff member Annual performance reviews
Visitors	Risk of emotional, physical or sexual harm of a child by visitor / external activity provider to the service	All Staff	Garda vetting procedures Reference Checks for external activity providers Active Supervision Policy and procedures Staff reporting procedures Complaints Policy Staff Code of Conduct Staff participate in activities along with children and offer additional assistance	Manager to develop a specific policy surrounding visitors to the service Regular communication with both service staff and with the School principal to identify any additional areas of concern with regards to visitors Continuous monitoring

| Outings | Risk of physical, emotional or sexual abuse of a child by a member of staff, volunteer, stranger or peer

Risk of above and / or other emotional or physical harm of a child as a direct consequence of neglectful practices by staff | All Staff | Adult / Child ratios
Outings Policy
Active Supervision Policy
Anti-Bullying and Harassment Policy
Internet and Gadgets Policy
Social Media Policy
Data Protection Policy
Child Protection and Welfare Policy
Staff Code of Conduct
Staff Handbook *(Mobile phone use)*
Outdoor Supervision Procedures
Parental consent required for outings
Garda vetting procedures
Health and Safety Policy
Risk assessments carried out by Manager & key staff ahead of outings | Manager identifies suitable activities / locations for outings via research and communication with the outing's provider (if any)

Manager to ensure any persons involved in the transportation and/or supervision of children are appropriately vetted and references checked

Clear communication with all staff and volunteers regarding outings procedures in advance of each individual outing |