

TIRC Child Safeguarding Statement

1. **Name of Service:** Tralee International Resource Centre (TIRC)
2. **Address of Service:** 13-14 St Patrick's Bungalows, Boherbee, Tralee, Co Kerry. V92Y523. Ireland. Outreach to all DP centres and BOTP centres in Tralee area, and occasionally to family homes.
3. **Nature of Service:** TIRC is a non-governmental organisation and registered charity which provides information, advice and supports to migrants, refugees and international protection applicants and their families.
TIRC engages with children in the following ways:
 - TIRC's Drop-in Service provides face-to-face support, advice and representation, and on occasion a child is brought along with their parent. The parent is responsible to supervise their child during these consultations.
 - TIRC staff members responsible for outreach may visit a family home for the purposes of providing information, advice or support and may meet children as part of the family unit living in that home.
 - TIRC provide classes for children and young people on occasion, namely English, guitar and drama. TIRC provide a Homework club in the DP centre, and a parent toddler group.
 - TIRC organise family outings and activities, such as parties, outings and family fun events at various times during the year (parents attend with children).
4. **Principles to Safeguard children from harm:** TIRC is committed to the protection of children and young people with whom we work and to promoting good practice within our organisation. We are committed to promoting the rights of the child including the participation of children and young people in matters that affect them.
5. **Child Safeguarding Risk Assessment:**

1	There is a risk of harm to a child due to a staff member, volunteer or student physically, emotionally, or sexually abusing or neglecting a child, resulting in the child experiencing harm that seriously affects their health, development or welfare.	<ul style="list-style-type: none"> - TIRC Child Protection and Welfare Policy - TIRC Recruitment and Selection Procedures - TIRC Child safeguarding statement signed by all staff - TIRC Disciplinary Procedure for Employees - TIRC Information Technology and Communication Policy - TIRC Photography consent Policy - TIRC's Lone Working Policy - TIRC Vetting policy - TIRC Code of behaviour for working with children
2	There is a risk of harm to a child due to another service user (adult or child), visitor or a member of the public, physically, emotionally, or sexually abusing or neglecting a child, resulting in the child experiencing harm that seriously affects their health, development or welfare.	<ul style="list-style-type: none"> - TIRC Supervision of Children's activities code - Code of Conduct for Service users - Staff do not meet children without parent/guardian present - All visits by appointment only and log/record kept - Signage displayed for parents/guardian noting all children under 18 need to be supervised at all times - No child is to be left in a room unattended by parents/guardian/staff - TIRC Information Technology and Communication Policy - Signs displayed re unacceptable behaviour - CCTV and panic alarms fitted - staff trained in usage - TIRC Incident Report Policy and Form
3	There is a risk of harm to a child due to a child protection or welfare concern not being recognised or reported by a staff member, resulting in the child experiencing harm that seriously affects their health, development or welfare.	<ul style="list-style-type: none"> - TIRC Child Protection and Welfare Policy - TIRC Employee Induction procedure - Disciplinary Procedure for Employees of TIRC - TIRC Protected Disclosures Policy - TIRC Child Protection and Welfare Policy is read by all staff and volunteers. - Staff are made aware of reporting procedure - Staff are aware who the DLP in TIRC is - Child protection is a standing item on the team meeting agenda
4	There is a risk of harm to a child due to a child protection or welfare concern not being recognised or reported by a child, resulting in the child experiencing harm that seriously affects their health, development or welfare.	<ul style="list-style-type: none"> - Child friendly information in relation to how to report if they feel unsafe - Mandatory Training Policy for TIRC - Complaints and compliments form is made available in a child friendly version and poster explaining its presence displayed in line with the TIRC complaints and compliments policy

5	There is a risk of harm to a child due to not implementing the Children First Act 2015 and/or related guidance and policies, resulting in a child experiencing harm that seriously affects their health, development or welfare.	<ul style="list-style-type: none"> - TIRC have a Procedure for Appointing a Relevant Person - The Relevant Person is appointed in TIRC - TIRC Procedure for Maintaining a list of Mandated - The Mandated persons list is complete and up to date - The DLP is named, and all staff know who this is - Children First training is complete and a checklist in place for renewal dates - TIRC Risk assessment associated with CSS is completed and updated annually by Manager or when activities are added to TIRCs daily business - Staff, once they have read TIRC's and the HSE's Child Protection and Welfare Policy-sign and date it to say they have read and understood it. - Child protection is standing item on the team meeting agenda.
6	There is a risk of harm to a child if the child gains access to ICT while attending TIRC. (includes social media, gaming, Facebook, web access and electronic contact) resulting in a child experiencing harm that seriously affects their health, development or welfare.	<ul style="list-style-type: none"> - TIRC Information Technology and Communication and Monitoring Policy - Under 18s are not to be contacted directly by email, phone or social media. - Password protected staff laptops and phones - Parental consent for photos and usage of same - Signs are displayed in TIRC: Children are not allowed on IT equipment.

There is a secondary risk assessment which details each possible risk and controls needed in more detail (available from the DLP).

6. Procedures

This Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, the Children First: National Guidance for the Protection and Welfare of Children (2017), Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice and the Charities Regulator Safeguarding Guidance for Charitable Organisations working with Children 2020. In addition to the procedures listed in our risk assessment, the following procedures and practices support our intention to safeguard children while they are availing of our service:

- Procedure for the safe recruitment and selection of employees, interns and volunteers to work with children
- Provision of and access to child safeguarding training and information, including the identification of the occurrence of harm
- Procedure for the reporting of child protection or welfare concerns to Tusla
- The Appointment of a Designated Liaison Person and Deputy Designated Liaison Person
- Provision for appointing a Relevant Person
- Procedure for maintaining a list of mandated persons in the organisation

All procedures and practices listed above are available from the DLP.

7. Implementation and review

The Manager, Mary Carroll is responsible for ensuring that the policies and procedures outlined in TIRC's CSS are in place and operating effectively. We recognise that implementation is an ongoing process. Our service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service.

This Child Safeguarding 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 along with our Child Protection and Welfare Policy has been published on our website and is displayed in a prominent place on our premises. It has been provided to all staff, volunteers and Board members, 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.

Designated Liaison Person (DLP) Mary Carroll - 0868292590 info@tirc.ie
Deputy Designated Liaison Person (Deputy DLP) Seán Lyons – 0860810980 carraigeendaniel@gmail.com

Signed: Mary Carroll, DLP

Seán Lyons, Deputy DLP

Date: 22.10.25

Prepared by: Mary Carroll

Approved by: TIRC Board at meeting on 3.11.25