



An Roinn Leanaí
agus Gnóthaí Óige
Department of
Children and Youth Affairs

Department of Children and Youth Affairs

***Children First* Sectoral Implementation Plan**

2015

<u>Contents</u>	1
1. Introduction	3
2. Government programme for reform of child protection services.....	4
3. Relevant Sections and Agencies of the Department with external services to children...	5
4. Child Protection Policies.....	6
4.1 The Department of Children and Youth Affairs;.....	6
4.2 Agencies under the auspices of the Department:.....	6
5. Child Protection Officers.....	6
6. Oversight / Assurance Mechanisms	7
6.1 Children First Interdepartmental Group.....	7
6.1.1 Background:	7
6.1.2 Membership:.....	7
6.1.3 Terms of reference:	8
6.1.4 Work to date:	8
6.2 Departmental Oversight Groups:	8
6.2.1 Department of Children and Youth Affairs Children First Oversight Group.....	9
6.2.1.1 Membership:.....	9
6.2.1.2 Role:.....	10
6.2.1.3 Work of the Oversight Group	11
6.3 Sub-Group of Oversight Group	12
6.3.1 Policies	12
6.3.2 Vetting	13
6.3.3 Induction.....	13
6.3.4 Training and Awareness Measures.....	13
6.4 Dealing with Communication of Child Protection and Welfare Concerns to the Department:	13
7. Interagency Cooperation	14
8. Appendices	14
Appendix 1	15
Participation, Play, Recreation and Culture Unit	15
Appendix 2	16
Research, Evaluation and Information Unit.....	16
Appendix 3	17
Child Safety and Protection Policy Unit	17

Appendix 4	18
Childcare Directorate: Early Years Policies and Programmes	18
Appendix 5	20
Youth Affairs and Educational Welfare	20
Appendix 6	23
Irish Youth Justice Service (Children Detention Schools)	23
Appendix 7	25
Human Resources Unit	25
Appendix 8	26
Adoption Authority of Ireland	26
Appendix 9	27
Office of the Ombudsman for Children	27
Appendix 10	29
Child and Family Agency.....	29

1. Introduction

The Department of Children and Youth Affairs (the Department) was established on 2nd June 2011. The Government decided to create this dedicated Department to consolidate a range of functions previously discharged by various Government Ministers. The Minister for Children and Youth Affairs sits at the Cabinet table.

The Department brings together a number of key areas of policy and provision for children, young people and families. It is tasked with driving forward a range of commitments outlined in the 2011 Programme for Government, as well as leading an ambitious reform agenda for children and family services. Included within the Department's remit are the following organisations: [the Child and Family Agency](#), the [Adoption Authority of Ireland](#) and the [Office of the Ombudsman for Children](#).

The responsibilities of the Department encompass a wide range of policy and service activity, both direct and indirect, for children, young people and families in Ireland. The Department has a complex mandate, comprised of a number of separate, but inter-related strands:

- the direct provision of a range of universal and targeted services;
- ensuring high-quality arrangements are in place for focused interventions dealing with child welfare and protection, family support, adoption, school attendance and reducing youth crime. Comprehensive oversight of the Child and Family Agency, established in January 2014, is an integral element of this;
- the harmonisation of policy and provision across Government and with a wide range of stakeholders to improve outcomes for children, young people and families.

The mission statement of the Department is 'to lead the effort to improve the outcomes for children and young people in Ireland'. The Department's cross-cutting remit means that in order to be effective it must build internal capacity; create the right conditions for service delivery improvements; and support and lead its colleagues in delivering the whole of government agenda for children. These key enablers underpin the work of the Department and are critical to achieving our objectives:-

- Visible leadership with clarity of responsibilities for actions towards defined outcomes;
- Mutually supportive relationships with external partners and ensuring effective communications with all customers and stakeholders;
- Effective deployment of available knowledge, human and financial resources.
- Effective governance arrangements with all agencies and bodies in receipt of funds from the Department; and ensuring effective risk management, budgetary controls and full compliance with accountability requirements internally and externally.

- Focus on quality service delivery and the outcomes sought for children and their families.
- Capacity to learn and develop evidence informed policies and practices.
- Effective arrangements for listening to the voice of children and young people.
- Flexibility to implement change as necessary.

The Department is fully committed to safeguarding the well-being of all the children and young people with whom it works, and to the full and continuing implementation of the *Children First: National Guidance for the Protection and Welfare of Children*, (*Children First Guidance*) published in July 2011 in relation to the operations of the Department.

This plan sets out the high level sectoral guidance principles which will be applied across the Department and organisations under its aegis, in the ongoing implementation of the *Children First Guidance*.

2. Government programme for reform of child protection services

On the 1st of January 2014 the Child and Family Agency became an independent legal entity, comprising HSE Children & Family Services, Family Support Agency and the National Educational Welfare Board as well as incorporating some psychological services and a range of services responding to domestic, sexual and gender based violence.

The Child and Family Agency is now the dedicated State agency responsible for improving wellbeing and outcomes for children. It represents the most comprehensive reform of child protection, early intervention and family support services ever undertaken in Ireland.

In addition to the large scale structural reform programme, a significant programme of ongoing reforms is also being implemented. These reforms, at operational level, respond in detail to many identified gaps and changes needed to ensure a more consistent, effective and quality service delivery.

The enactment of the legislation to establish the Child and Family Agency is part of a number of legislative developments to strengthen child protection in accordance with the Programme for Government. The Children First Bill 2014 which was published by the Houses of the Oireachtas on 14 April 2014 forms part of a suite of child protection legislation including the Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Act 2012 and the National Vetting Bureau (Children and Vulnerable Persons) Act 2012. The Bill will put elements of the *Children First Guidance* on a statutory footing.

3. Relevant Sections and Agencies of the Department with external services to children

The sections of the Department that have direct or indirect contact with children are set out below, as are the agencies under the aegis of the Department:

Internal Sections within the Department	Senior Officer with Responsibility
Early Years Policies and Programmes	Principal Officer
Youth Affairs & Educational Welfare	Principal Officer
Participation, Play, Recreation and Culture	Principal Officer
Research, Evaluation and Information	Principal Officer
Irish Youth Justice Service (incl. Children Detention Schools)	Principal Officer (Child Welfare Advisor)

Agencies under the Aegis of the Department	Head of Organisation
Child and Family Agency	Chief Executive
Adoption Authority of Ireland	Chief Executive Officer
Office of the Ombudsman for Children	Ombudsman for Children

In addition, while not having direct or indirect contact with children, the Human Resources Unit of the Department has responsibility for staff training and induction, and garda vetting of staff.

The corporate governance responsibilities of the Department in respect of its agencies include oversight of their child protection responsibilities.

In relation to the Child and Family Agency, which has statutory responsibility under the Child Care Act 1991 to promote the welfare of children who are not receiving adequate care and protection, there is significant on-going liaison between the Department and the Agency in relation to performance monitoring of the Agency's child protection functions.

4. Child Protection Policies

4.1 The Department of Children and Youth Affairs.

The Department has developed a comprehensive '*Child Protection Policy and Code of Behaviour for Working with Children/Young People*' that all staff within the Department must adhere to.

The policy is informed by the *Children First Guidance* and *Our Duty to Care: Principles of good practice for the protection of children & young people* (2002). It sets out child protection structures and processes throughout the organisation, and also provides safeguards and support for staff to enable them to work safely with children and young people.

The Policy is published on the Department's website.

4.2 Agencies under the auspices of the Department.

Each relevant organisation will have put in place a detailed child protection policy outlining its compliance with *Children First Guidance*.

The policy will ensure that there are clear procedures and protocols, relevant to the organisation, in place for the reporting and recording of any child welfare and protection concerns and that appropriate levels of vetting and training are arranged for staff.

The organisation's Child Protection Officer (s) should also be named in each policy.

It is anticipated that following the enactment of the Children First Bill 2014, the child protection policy will be superseded with a requirement to prepare and publish a Child Safeguarding Statement, in compliance with the legislation.

5. Child Protection Officers

A Children First Child Protection Officer will be identified within each agency at an appropriate senior level. The Child Protection Officer will be responsible for ensuring that the organisation is compliant with the *Children First Guidance*. It will be a matter for the Child Protection Officer, if they wish, to delegate specific or day to day functions (i.e. training audits etc.) of the Child Protection Officer to appropriate staff, as considered relevant. The Child Protection Officer will however ensure oversight of compliance.

The functions of the Designated Liaison Person, as identified in the *Children First Guidance*, may also be the responsibility of the Child Protection Officer or another relevant professional within the organisation.

It is considered best practice to have a Deputy Child Protection Officer to carry out the functions of the Child Protection Officer in the case of his/her absence or incapacity.

Currently, the Child Protection Officer for the Department is Mr. Gerard Hughes and the Deputy Child Protection Officer is Ms. Marie Kennedy. The Department's Child Protection Officer is also the Designated Liaison Person.

6. Oversight / Assurance Mechanisms

6.1 Children First Interdepartmental Group

6.1.1 Background:

The Minister for Children and Youth Affairs established a Children First Implementation Inter-Departmental Group (CFIDG) to bring central government oversight to the implementation process. The direct responsibility for implementation will rest at organisation level in line with the proposed legislation.

6.1.2 Membership:

The CFIDG is chaired by the Department of Children and Youth Affairs, and its membership is made up of nominees from the following Departments and Agencies:

- Department of Education and Skills;
- Department of the Environment, Community and Local Government;
- Department of Justice and Equality;
- Department of Social Protection;
- Department of Transport, Tourism and Sport;
- Department of Arts, Heritage and the Gaeltacht;
- Department of Health;
- Child and Family Agency; and
- An Garda Síochána

The Children First Bill, 2014 contains proposals to put the CFIDG on a statutory footing and to broaden its membership to include a representative from every Government Department.

6.1.3 Terms of reference:

The terms of reference for the CFIDG are to:

1. Promote the importance of Children First compliance across Government;
2. Provide support to Departments and sectors in bringing forward plans for implementation within each sector;
3. Ensure consistency of approach – including through development of templates, common approaches and sharing of expertise across sectors – and conformity with the Children First Guidance;
4. Receive reports from Departments on implementation within each sector and the assurance arrangements to monitor implementation and compliance;
5. Identify and put in place appropriate actions or arrangements to resolve emerging issues of a policy or inter-sectoral nature which are not being sufficiently addressed through established operational arrangements;
6. Provide a vehicle for reporting on Children First implementation across Government which equips the Minister for Children and Youth Affairs to provide integrated reporting to the Cabinet Committee on Social Policy and Government on this matter;
7. Consider the findings of the annual independent review of Children First implementation and oversee the formulation of a response which addresses issues requiring attention.

6.1.4 Work to date:

The CFIDG have completed a benchmark phase of establishment of structures, mechanisms and activities within each sector to support and review the implementation process. Each Department represented on the Group has published a Children First Sectoral Implementation Plan. These Implementation Plans are designed to be high level documents setting out implementation requirements for the parent Department and for agencies under its aegis which have contact with children and young people. The Plans set out the mechanisms in place, or to be put in place, to support the continued implementation of Children First Guidance at sectoral level. The Plans were first published in July 2013 and the Department's Children First Sectoral Plan was revised in early 2015.

6.2 Departmental Oversight Groups:

A number of Departments, where considered necessary and relevant to their Sectoral Implementation Plans, have set up Departmental Children First Oversight Groups to oversee

the continuing roll out and effective implementation of Children First in their sectors. These groups are being supported by the Agency. The Department has established a Children First Oversight Group (see further details at paragraph 6.2.1 below)

The Departmental Children First Sectoral Implementation Plans can be viewed on the relevant Departmental websites.

The work of the Inter-Departmental Group will continue as a forum to raise implementation issues as they arise and to oversee any necessary revision of plans following the enactment of the Children First legislation. The group will also devise a structure to provide for quality assurance in relation to compliance. Individual sectoral groups will continue to meet regularly as required, as will Departmental Oversight Groups.

6.2.1 Department of Children and Youth Affairs Children First Oversight Group

6.2.1.1 Membership:

In order to facilitate the on-going consistent and comprehensive implementation of Children First across the sectors for which the Department is responsible, a DCYA Children First Oversight Group was established. Membership of the Oversight Group consists of a senior officer from each key internal section of the Department working directly or indirectly with children and young people and a senior officer from the relevant organisations under the aegis of the Department (see also section 3 above). The Office of the Ombudsman for Children (OCO) is not represented on the Group due to the potential for conflict of interest with its role in relation to the investigation of complaints regarding public bodies in the area of child protection. The OCO is kept fully up to date in relation to the activities of the Group and contributes to any information requests from the Group.

Membership of the Oversight Group also includes the Designated Child Protection Officer, from the Department's Human Resources Unit. A representative from the Child and Family Agency also sits on the Oversight Group in a dual capacity both as representing an agency with responsibilities under the aegis of the Department and in an advisory capacity for the implementation of *Children First Guidance*.

The Oversight Group is managed and chaired by the Child Safety and Protection Policy Unit (CSPPU) of the Department.

Chair of Oversight Group: Principal Officer, CSPPU (Ms. Marie Kennedy)	
Human Resources Unit	Mr Gerard Hughes (Designated Child Protection Officer)
Early Years Policies and Programmes	Principal Officer (Ms. Anne-Marie Brooks)
Youth Affairs & Educational Welfare	Principal Officer (Ms. Catherine Hazlett)
Participation, Play, Recreation and Culture	Principal Officer (Ms. Anne O' Donnell)
Research, Evaluation and Information Unit	Principal Officer (Ms. Claire Finn)
Irish Youth Justice Service / Detention Schools	Principal Officer (Mr. Tony O'Donovan)
Child and Family Agency i) National Children First Office ii) Educational Welfare iii) Family Support	i) Mr. Boyd Dodds (Child and Family Agency) and Ms Marie Kennedy (DCYA link) ii) Ms. Jean Rafter iii) Ms. Olive Shanley
Adoption Authority	Ms. Anne-Marie Kilkenny (DCYA link) and Ms. Celia Loftus (Adoption Authority)
Office of the Ombudsman for Children	Mr. John Lohan (DCYA link) and Mr. Frank Honan (OCO)

6.2.1.2 Role:

The role of the Oversight Group is set out in its Terms of Reference, as follows:

- a) Ensure coordination and oversight of compliance with Children First;
- b) Ensure support for Designated Child Protection Officers and staff;
- c) Consider any issues arising in relation to the implementation of Children First;
- d) Keep under review and ensure implementation of Children First legislation within the DCYA and its agencies, when enacted;
- e) Report on the implementation plan to the Management Advisory Committee (MAC), on a quarterly basis for the first year and biannually thereafter.

Further detail on the work of the Oversight Group under each of these headings is set out below.

The Oversight Group also has a role in relation to reporting to and liaising with the Children First Inter-departmental Group (CFIDG) and approving and reviewing the Department's Children First Sectoral Implementation Plan and associated work programme.

6.2.1.3 Work of the Oversight Group

a. Ensure coordination and oversight of compliance with Children First:

Children First Sectoral Implementation Plan:

The Children First Oversight Group approved the Department's Children First Sectoral Implementation Plan which was published in July 2013. The Plan is reviewed and updated as required. It will co-ordinate and monitor any activities required to ensure full compliance with *Children First Guidance* within the Department and across the services and Agencies under its aegis.

This first review of the Sectoral Plan took place in early 2015. A further review will take place after the enactment of the Children First Bill, 2014.

The work of the Oversight Group to date has concentrated on auditing the child protection structures and processes within the Department and the sectors and agencies under its aegis, full details of which are set out in Appendices 1 to 10 inclusive.

Sectors and Agencies under the aegis of the DCYA:

The Designated Child Protection Officer of each Agency will submit an annual Children First Compliance Report to the Department's Children First Oversight Group, outlining their relevant activity under their *Child Safeguarding Statement* for the preceding year. The report will include, but not be limited to, details of liaison persons, training provided, data in relation to reports submitted to the Agency and/or An Garda Síochána as well as an assessment of issues of concern and recommended solutions for going forward. Issues of broader interest in relation to child welfare and protection within the children and youth affairs sector should also be communicated to the Oversight Group.

The Department's Children First Oversight Group reviews the annual reports received from each of the relevant Agencies and submits a formal annual report on compliance with *Children First Guidance*, via the Department's Management Advisory Committee, to the Minister for Children and Youth Affairs.

b. Ensure support for Designated Child Protection Officers and Staff:

The Oversight Group will support the designated child protection officers and staff within the Department and in sectors and agencies in the carrying out of their duties and will make every effort to ensure consistency across the relevant sectors in the implementation of *Children First Guidance*.

c. Consider any issues arising in relation to the implementation of *Children First Guidance*:

Issues in relation to implementation of and compliance with *Children First Guidance* may come to or be brought to the attention of Oversight Group members, through discussion at meetings, formal/informal discussions with relevant personnel and the annual Children First Compliance Reports from the Sectors / Agencies. These issues may be brought to the Oversight Group for consideration and decision. The Oversight Group may, if relevant, further refer the matter to the CFIDG.

d. Keep under review and ensure implementation of *Children First* legislation, when enacted:

The Oversight Group will keep under review the Children First Bill, 2014 and prepare for and ensure implementation of and compliance with the legislation, when enacted.

e. Report on the implementation plan, to the Management Advisory Committee on a quarterly basis for the first year and biannually thereafter.

The Oversight Group will report on progress on the Department's Children First Sectoral Implementation Plan and Work Programme and any issues arising to the Department's Management Advisory Committee regularly and no less often than every six months.

6.3 Sub-Group of Oversight Group

A Sub-Group, made up of members of the Department's Oversight Group is responsible for developing a Work Programme to ensure that the Department is fully compliant with *Children First Guidance*. The Sub-Group will coordinate and monitor delivery of actions set out in the work plan. Relevant areas of work may include the following:

6.3.1 Policies

Ensure that the Department's child protection policies, procedures and record keeping are up to date and in line with *Children First Guidance* and any relevant legislation. Ensure also that,

where applicable, the policies and procedures are cross referenced with other relevant policies within the Department.

6.3.2 Vetting

Determine, in consultation with MAC, which relevant sections and staff of the Department require to be Garda vetted and ensure all staff have up to date Garda clearance.

6.3.3 Induction

Ensure that all staff have, as part of their induction, been made aware of the relevant child protection policies and procedures, the identity of the Designated Child Protection Officer(s) and reporting and recording procedures and that they have signed a declaration of confirmation of same.

6.3.4 Training and Awareness Measures

Audit of training needs and sourcing and/or developing relevant training. Training areas that may be considered are:

- Designated Child Protection Officer Training;
- *Children First* Training;
- *Children First* Awareness / Briefing;
- Guidance for managing phone-calls/contacts in relation to child protection and/or welfare concerns;
- Any other training requirements.

6.4 Dealing with Communication of Child Protection and Welfare Concerns to the Department:

A significant number of communications are made to the Department, in relation to child protection and welfare concerns. A formal written policy of how to deal with any child welfare and protection concern will be devised and relevant training will be made available to all relevant staff in CSPPU. This will be done in consultation with the Child and Family Agency, and will include a formal protocol for circumstances where a Department official should make direct contact with the Agency in relation to a child protection concern. This may serve as a model for other Departments/Agencies who receive communications on child welfare or protection concerns.

7. Interagency Cooperation

Working in partnership with all services, in the best interests of the child and his/her family, will be emphasised as a core responsibility of the Department and each organisation under its aegis. The Department, through the Oversight Group, will work to support and encourage interagency co-operation within the sectors and agencies under its remit so that all organisations fulfil their child welfare and protection responsibilities.

8. Appendices

Appendices 1-10 set out the specific details of each section and agency of the Department listed in section 3 together with status updates on Children First implementation

Department Sections with direct/indirect contact with children:

Appendix 1: Participation, Play, Recreation and Culture Unit

Appendix 2 Research, Evaluation and Information Unit

Appendix 3: Child Safety and Protection Policy Unit

DCYA Sections with sectoral responsibilities:

Appendix 4: Early Years Policies and Programmes

Appendix 5: Youth Affairs and Educational Welfare

Appendix 6: Irish Youth Justice Service (Children Detention Schools)

Appendix 7: Human Resources

Agencies under the aegis of the Department:

Appendix 8: Adoption Authority of Ireland

Appendix 9: Office of the Ombudsman for Children

Appendix 10: Child and Family Agency

Appendix 1

Participation, Play, Recreation and Culture Unit

Name of Section	Participation, Play, Recreation and Culture
Principal Officer	Ms. Anne O'Donnell
Nature of contact with children and young people and/or services under the section's remit with contact children and young people	Work directly with children and young people in the delivery of the Children and Young People's Participation Programme, which provides children and young people with an opportunity to have their voice heard in decision making.
External Service Providers (where applicable)	External services providers are used to support this programme and engage directly with children and young people in a range of ways, including logistics, planning, facilitation, reporting and research and evaluation.
Children First Implementation	Current status
Designated Contact points	DCYA Child Protection Officer – Gerard Hughes and DCYA Deputy Child Protection Officer - Marie Kennedy
Recruitment / Vetting / HR Procedures	All staff members and all external service providers working directly with children are vetted as part of the recruitment/procurement process.
Reporting and Recording mechanisms	All incidents are recorded, reported and dealt with in accordance with the steps set out in Children First Guidelines.
Training / Awareness raising	Staff training has been provided in the past. Given the turnover of DCYA staff and external agencies working with the DCYA, this is an area to be re-visited with the current group of staff.

Appendix 2

Research, Evaluation and Information Unit

Name of Section	Research, Evaluation and Information Unit
Principal Officer	Ms. Claire Finn
Nature of contact with children and young people and/or services under the section's remit with contact children and young people	The Research Unit funds research with children under the National Children's Research Programme. This includes: Growing Up in Ireland, the National Longitudinal Study, which is following the development of almost 20,000 children; other funded research; and postgraduate research (i.e. Masters and PhDs).
External Service Providers (where applicable)	The Economic and Social Research Institute and Trinity College Dublin are undertaking Growing Up in Ireland. Other funded research is generally undertaken by academic institutions and postgraduate research is undertaken by students registered at academic institutions
Children First Implementation	Current status
Oversight and Audit Mechanisms	The Department recently published National Guidance for Undertaking Ethical Research Projects with children which sets out child protection measures and endorses Children First (2011). All research funded by the Department is subject to ethical approval.
Recruitment / Vetting / HR Procedures	For Growing Up in Ireland, all staff working on the Study are Garda vetted
Reporting and Recording mechanisms	For Growing Up in Ireland, there is a child protection policy in place. All other research (funded and postgraduate) supported by the Department is subject to ethical approval.
Training / Awareness raising	For Growing Up in Ireland, all staff working on the Study receives child protection training. All other research (funded and postgraduate) supported by the Department is subject to ethical approval.

Appendix 3

Child Safety and Protection Policy Unit

Name of Section	Child Safety and Protection Policy Unit (CSPPU)
Principal Officer	Ms. Marie Kennedy
Nature of contact with children and young people and/or services under the section's remit with contact children and young people	No direct contact. The CSPPU is responsible for child welfare and protection policy development and implementation. While staff in the unit do not have any direct contact with children and young people, the Unit receives phonecalls and correspondence in relation to the welfare and protection of children. The Unit also deals with policy formulation in this area
Children First Implementation	Current status
Agency level implementation committee (where applicable)	The Children First Implementation Inter-departmental Group (CFIDG) is coordinated through the Policy Implementation Team of the CSPPU.
Oversight and Audit Mechanisms	The Children First Oversight Group is managed and chaired within the Policy Implementation Team of the CSPPU
Designated Contact points	Mr. Gerard Hughes - Child Protection Officer – Ms. Marie Kennedy - Deputy Child Protection Officer
Child Safety Statement	The CSPPU complies with the Department's <i>Children First Sectoral Implementation Plan</i> and the <i>Child Protection Policy and Code of Behaviour for Working with Children/Young People</i> .
Reporting and Recording mechanisms	The CSPPU will also ensure that there are clear procedures and protocols in place for the reporting and recording of relevant child welfare and protection concerns brought to the attention of the Unit.
Training / Awareness raising	Staff training has been provided. A communications protocol training course was provided to staff in November 2014.

Appendix 4

Childcare Directorate: Early Years Policies and Programmes

Name of Section	Early Years Policies and Programmes
Principal Officer	Ms. Anne Marie Brookes
Nature of contact with children and young people and/or services under the section's remit with contact to children and young people	No direct contact. The Unit funds national early years care and education services delivered by community and private providers, viz. universal free preschool year (children aged 3 to 4), and TEC and CCS Programmes which aim to support disadvantaged parents to work or enter education/training by providing subsidised childcare (children from 0 to 12). It also sets national policy in relation to the early years sector
External Service Providers (where applicable)	Approximately 4,400 providers provide childcare through the DCYA Childcare Programmes. These are autonomous bodies, about 70% of which are private and the remainder are community providers. The Department has a contractual relationship with the providers in relation to the delivery of the childcare schemes.
Children First Implementation	Current status
Children First Implementation	Child protection training is recognised as extremely important in the sector. A sectoral committee was established to ensure consistent roll out of the new Children First Guidance. A national plan has been agreed and is being implemented. A "train the trainer" programme has provided capacity to provide training to 3,500 staff p.a.
Agency level implementation committee (where applicable)	Sectoral committee established; chaired by Cork County Childcare Committee co-ordinator and includes representatives of key organisations
Child Safety Statement	A child protection plan is in place with information on consistent plan for training, policy development,

	communication and quality assurance across the country.
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Appendix 5

Youth Affairs and Educational Welfare

Name of Section	Youth Affairs and Educational Welfare Unit (YAU)
Principal Officer	Ms. Catherine Hazlett
Nature of contact with children and young people and/or services under the section's remit with contact children and young people	<p>Contact with a range of DCYA funded youth organisations, services and groups, Education and Training Boards (ETB), youth officers and other organisations which administer DCYA youth funding.</p> <p>Periodic attendance at youth events delivered via funded organisations, services and groups. Occasional consultative events with young people participating in DCYA funded youth initiatives and programmes.</p>
External Service Providers (where applicable)	<p>Youth service provision is delivered by non-governmental youth organisations and services who receive grant in aid via the YAU.</p> <p>Administration, support and quality assessment to youth organisations and services carried out mainly via the ETB Youth Officer/Liaison Officer infrastructure.</p>
Children First Implementation	Current status
Agency level implementation committee (where applicable)	YAU have requested that the Child Protection Programme, National Youth Council of Ireland coordinate this stakeholder group. Meetings of this group are continuing to be held and associated tasks are progressing under the headings of policy, practice and training.
Oversight and Audit Mechanisms	<p>All youth organisations, services and groups provide an annual declaration of assurance that child protection policies and procedures are in place prior to receipt of funding.</p> <p>The National Quality Standards Framework for youth work for staff-led provision and the Standards for Local Youth Groups for volunteer led provision each centralise Child Protection as a core principle with associated indicators which must be in place and which are verifiable.</p>

Designated Contact points	NYCI Child Protection Programme offers support, training and guidance on child protection issues for the youth sector. It acts as the Authorised Signatory for Garda Vetting purposes for a consortium of small youth organisations. Other large organisation also have dedicated and designated child protection contacts and Authorised Signatories.
Child Safety Statement	All youth organisations and services are required to ensure awareness and effective implementation of Child Protection policies and procedures and currently adhere to the obligations set out in Children First 2011. When the format for the 'Keeping Children Safe plan is released youth organisations will be supported in implementing same.
Recruitment / Vetting / HR Procedures	All youth organisations and services are required to ensure effective implementation of same. In this regard the sector has been proactive in implementing Garda Vetting as an element of good practice in recruitment practice. Youth organisations will be supported to comply with their obligations and any associated changes when the vetting legislation is enacted.
Reporting and Recording mechanisms	<p>All youth organisations, services and groups provide an annual declaration of assurance that child protection policies and procedures are in place prior to receipt of funding.</p> <p>The National Quality Standards Framework for youth work for staff-led provision and the Standards for Local Youth Groups for volunteer led provision each centralise Child Protection as a core principle with associated indicators which must be place and which are verifiable.</p> <p>All of the impending legislation has implications for providers of youth services who will be apprised of their obligations and responsibilities via ETB Youth Officers/parent organisations and with support/briefings/training and capacity building from the Child Protection Programme</p> <p>Re-recording mechanisms:- All organisations are aware of and have access to the standard reporting form as per Children First 2011. Organisations have implemented a range of associated recording mechanisms such as accident/incident/complaints forms and a range of recording</p>

	forms in relation to recruitment and HR.
Training / Awareness raising	The youth sector is very active in this regard via a tiered range of training programmes from awareness raising, designated person training, BOM training, policy training through to certificate level training designed to build capacity in child protection in youth organisations. In addition the youth sector are actively leading in resource development and supports in the area of Child Protection.

Appendix 6

Irish Youth Justice Service (Children Detention Schools)

Name of Section	Irish Youth Justice Service (Children Detention Schools)
Principal Officer	Mr. Tony O'Donovan
Nature of contact with children and young people and/or services under the section's remit with contact children and young people.	Operation of the Children Detention Schools on the Oberstown Campus in Lusk, Co. Dublin. (Oberstown Boys School; Oberstown Girls School; Trinity House School). All staff (across a variety of grades) in the facilities work directly with young people who are placed in detention at the request of the courts.
Children First Implementation	Current status
Agency level implementation committee (where applicable)	Child Welfare Advisor & Designated Liaison Persons (DLPs)
Oversight and Audit Mechanisms	<p>The Child Welfare Advisor and the DLPs are responsible for the oversight of Children First implementation and ensure training is kept up to date.</p> <p>All reports of child protection incidents are notified as part of the standard agenda item on both the Board of Management for the governance of the CDS and the Education Sub-Committee of the Educational Training Board who are responsible for the provision of education on the campus.</p>
Designated Contact points	DLP for the Oberstown Campus. The Child Welfare Advisor is the contact within the IYJS.
Child Safety Statement	<p>A cross-campus "Safeguarding Policy" has been developed to replace the Child Protection documents which were in operation across the schools. The Safeguarding Policy is an updated and revised child protection policy which has been broadened to include a focus on children's welfare as well as on child protection. All policies developed within the schools must meet the requirements as laid down in the Safeguarding Policy. The thrust of the policy is to ensure that all policies assist</p>

	<p>in the welfare of all young people and contain nothing that might harm them in any way. All staff have, or are in the process of receiving, full training on the Safeguarding Policy and this is being co-ordinated and conducted by the Social Worker on Campus.</p>
Recruitment / Vetting / HR Procedures	<p>A 'Vetting Policy' has been developed and is in place across all schools. This is reviewed regularly and takes account of legislative and practice changes. All staff who work and all persons who come on campus and do/may have contact with young people must be Garda vetted prior to taking up post or interacting with young people. This covers all service providers.</p> <p>The Board of Management has developed a HR Sub-Committee to review all existing HR policies and to deal with all issues that arise on campus.</p> <p>The most recent changes to the 'Vetting Policy' are being incorporated into the policy document to go before the next BOM meeting.</p>
Reporting and Recording mechanisms	<p>The DLP in the school maintains a file on all Safeguarding/ Child Protection issues raised. These are filed in a designated area and catalogued appropriately. These are available to inspectors during formal and follow-up inspections and also to the Child Welfare Advisor during unannounced/casual visits.</p>
Training / Awareness raising	<p>All staff receive full training on the Safeguarding Policy and this includes related areas which form part of the policy. These include:</p> <ul style="list-style-type: none"> Role of Social Worker in Child Protection Proceedings Guidelines for Good Practice Guidelines for Recognising Poor Practice, Abuse, Bullying and Mental Health Problems Guidelines and Procedures for Reporting Child Protection Concerns Complaints Procedure <p>DLP, Directors, Chair of the Board of Management and members of the Education Sub-Committee also received training.</p>

Appendix 7

Human Resources Unit

Name of Section	Human Resources Unit
Principal Officer	Mr. Gerard Hughes, Personnel Officer
Nature of contact with children and young people and/or services under the section's remit with contact children and young people	No direct contact The Unit is responsible for HR policy and processes, including the Department's Child Protection Policy, staff training and induction, and garda vetting of staff. Mr. Hughes also acts as Child Protection Officer for the Department.
External Service Providers (where applicable)	N/A
Children First Implementation	Current status
Children First Implementation	(1) DCYA Child Protection Policy, (2) staff training and induction, and (3) garda vetting of staff
Agency level implementation committee (where applicable)	N/A
Child Safety Statement	The Unit is responsible for the Department's Child Protection Policy. This is available on the Department's website.

Appendix 8

Adoption Authority of Ireland

Name of Agency	Adoption Authority of Ireland (AAI)
Nature of contact with children and young people	<p>The AAI does not provide direct services to children. Children are supervised at all times by their parent/carer when in our offices. Child protection concerns noted through day duty calls and adoption info emails, are routed through the Child Protection Designated Officer.</p> <p>The AAI accredits adoption service providers where staff have direct contact with children.</p>
Designated Officer under Children First	<p>Principal Social Worker at AAI, Celia Loftus</p> <p>Each accredited body has a designated officer</p>
Child Safety Statement status	<p>Written Child Protection Policy in place in compliance with current Children First guidelines.</p> <p>At the time of their accreditation and at review, accredited bodies are noted to have written policies and procedures on Children First guidelines.</p>
Recruitment / Vetting / HR Procedures	Vetting undertaken at time of recruitment.
Reporting and Recording mechanisms	Clear systems of reporting and recording are in place.
Training / Awareness raising	Training provided by the HSE in the past.
External Service Providers (where applicable)	Accredited agencies are reviewed at six monthly intervals and when monitored, compliance with current Children First Guidelines is ensured.
Oversight and Audit Mechanisms	Oversight by the DCYA Children First Implementation Group.

Appendix 9

Office of the Ombudsman for Children

Name of Agency	Office of the Ombudsman for Children
Nature of contact with children and young people	<p>The Ombudsman for Children's Office (OCO) is the independent national human rights institution for children in Ireland. Established under the Ombudsman for Children Act, 2002, its overall statutory mandate is to promote and monitor the rights and welfare of children under 18 years of age living in Ireland.</p> <p>The OCO's statutory functions include: investigating complaints made by or on behalf of children in respect of the actions, or in actions, of a range of public bodies; giving advice at Ministerial level on developments in legislation and public policy affecting children; promoting awareness of children's rights, including the UN Convention on the Rights of the Children; consulting children and highlighting matters relating to their rights and welfare that are of concern to children themselves.</p> <p>Contact with Children and young people primarily occurs in the context of the three following areas of work:</p> <p>The OCO's rights education programme, which is implemented in light of Section (7)(1)(d) of the Ombudsman for Children Act, 2002;</p> <p>The OCO's initiatives to consult with or undertake research involving children and young people under Sections (7)(2) and (7)(3) of the 2002 Act; and</p> <p>The OCO's implementation of its statutory function to examine and investigate complaints made by or on behalf of children</p>
Designated Officer under Children First	The OCO has a Child Protection Officer and three Designated Liaison Persons (DLPs).
Child Safeguarding Statement – status	The OCO has had a child protection policy and procedure in place since its establishment. The OCO last reviewed the policy during 2013. The policy and procedures are reviewed and updated as required to take account of relevant

	developments in legislation and public policy. It is envisaged that the next review will occur following enactment of the Children First Bill, 2014
Recruitment / Vetting / HR Procedures	Briefing on the OCO's child protection policy and procedure is part of the induction process for all new staff. Robust recruitment and vetting procedures are in place. All staff are Garda vetted.
Designated Contact points	All staff are aware of the names, contact details and roles of the Child Protection Officer and the Designated Liaison Persons.
Reporting and Recording mechanisms	Clear reporting and recording mechanisms are in place. All DLP discussions and decisions made in respect of referrals to Tusla and/or An Garda Síochána are recorded.
Training / Awareness raising	Child protection training and awareness raising are provided to all staff. Briefings and updates are provided to staff as required. It is currently envisaged that the next appropriate juncture for staff training will be following the enactment of the Children First Bill, 2014.

Appendix 10

Child and Family Agency

Name of Agency	Child and Family Agency (Tusla)
Nature of contact with children and young people	Significant numbers of staff would have varying degrees of contact with children. Services would include child protection and welfare, education welfare, family support, social work services, day care, residential care, foster care and adoption.
Designated Officer under Children First	<p>Tusla has a range of personnel who are Designated Officers under the Protections for Persons Reporting Child Abuse Act 1998.</p> <p>No formal appointments of Designated Officers by the CEO have occurred since the establishment of the new Agency.</p> <p>Key personnel under Children First have been fully briefed of their responsibility and role.</p>
Child Protection Policy – status	The Child and Family Agency has established a Children First Implementation Group chaired by the Director of Operations. It is the role of this Group to oversee and ensure compliance with Children First Guidance and the Children First Bill, when enacted. The Department and the Agency are considering service development options to be employed to manage the implementation of Children First legislation.
Recruitment / Vetting / HR Procedures	<p>The Child and Family Agency operate a comprehensive induction process. Staff are provided with copies of child protection policy and procedures as applicable to their area of service as part of this process.</p> <p>Robust recruitment and vetting procedures are in place. All new staff are Garda vetted and arrangements are in place to introduce a renewal system whereby key personnel in contact with children are reviewed at set intervals.</p>
Designated Contact points	Contact details for social work services are updated regularly and are available on the Agency's website www.tusla.ie . Local liaison arrangement between the Gardai and social work services are also in place. The Agency also has a national Children First Implementation and Compliance Team with

	National Garda membership through which communication and local liaison between services is monitored.
Reporting and Recording mechanisms	The Agency has clear procedures for responding to reports and recording all details of child welfare and protection concerns. Staff of the Agency are also aware of their responsibilities to report concerns to social work services where they have a child protection concern. Details of reporting contacts are available at www.tusla.ie
Training / Awareness raising	<p>The training needs of staff are regularly reviewed. There is a national Children First Training programme.</p> <p>NUI Galway completed a research project to review Children First Training which showed the value of the training for all organisations working with children. The benefit of multi-disciplinary/Agency training was emphasised in the research which has influenced the Agency's approach to child protection training development. All Designated Officers under the Protection of Persons reporting Child Abuse Act 1998 and Children First Guidance working in the Agency have attended ranges of child protection training.</p> <p>To support this all professional staff also received briefings in respect of Children First and through this process were reminded of their responsibilities under Children First. Training is provided by the Agency Workforce Development Plan and An Garda Síochána.</p> <p>The Agency has an extensive Children First support programme to assist interdepartmental members' implementation of <i>Children First Guidance</i> covering</p> <ul style="list-style-type: none"> Policy and procedure development Overarching Children First implementation Committee support Training development Direct training for key staff Communications Quality assurance/governance Information for the public, organisations and individuals is

	available at www.tusla.ie by following the child protection and children first links
Oversight and Audit Mechanisms	Oversight by the DCYA Children First Implementation Group

