



Comhairle Cathrach Chorcaí
Cork City Council

Leabharlanna | Libraries

Child Safeguarding Statement

June 18, 2019

Cork City Libraries' Child Safeguarding Statement

1. Name of service being provided:

Cork City Libraries Children's and Young People's Services

2. Nature of service and principles to safeguard children from harm:

Cork City Libraries nourish a reading culture through books and audiovisual materials, a committed staff and by offering a varied and popular programme of workshops, storytelling and live performances inclusive to all children living in an intercultural city.

We are committed to a child centred approach in all aspects of our work. We strive to provide a safe space to all using the service by endeavouring to uphold the highest possible standards in child protection and taking all reasonable steps in relation to the safety and welfare of children, young people and vulnerable people who use our service as outlined in *Children First; National Guidance for the Protection and Welfare of Children 2017*.

3. Risk assessment

We have carried out an assessment of any potential for harm to a child while availing of our services. Below is a list of the areas of risk identified and the procedures for managing these risks. Please note **Harm** in this assessment is as defined in the Children First Act 2015, means 'in relation to a child – and a **Child** is anyone under 18 years of age -

- (a) Assault, ill treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or
- (b) Sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise.'

Risk identified	Procedure in place to manage risk identified
Lone child/lone staff member	Doors unlocked Blinds open Remain in public areas Stay in view of CCTV cameras

Location of toilets/access	Staff should not accompany children A child should be accompanied by parent/guardian or responsible person who has accompanied them to the library
Areas out of view of staff desk	Ensure these areas are covered by CCTV cameras
Adults in children's area	Ensure that the behaviour of adults in the children's library is appropriate to that environment Adults acting in ways which may threaten a child's safety will be asked to leave the library and the offending behaviour will be documented
Unaccompanied children	Under 8's must be accompanied in the library. Children remain the responsibility of the parent/guardian whether or not they are present. Some workshops for those over the age of 8 years do not require parents or guardians to stay. An emergency contact number is required for each child at such events.
Photography	Unauthorised photography is not permitted under Cork City Libraries bye-laws. Parental consent will be obtained prior to events where photographs may be taken. Children and their parents will be informed as to where and how the images will be used. Group photos are preferable to individual ones. It will be insured that images do not contribute or expose children to embarrassment, distress or upset. All images are stored in a secure location on the library server with restricted access. Images will only be passed on to third parties following prior agreement by the parent/guardian.
Online activity through CCL computers	Software is installed on computers available to children which prohibits access to inappropriate sites.

Opening times outside of normal hours (such as hours for those with ASD, WBF events, Culture Night..)	All children will be accompanied by a responsible adult.
Third party access to children	All outside facilitators are Garda vetted in compliance with <i>The Children and Vulnerable Persons Act, 2012</i> and renewed every 3-5 years.
Children not collected at closing	Children remain the responsibility of the parent/guardian whether or not they are present. Children should not be taken out of the library building If the library has been closed 2 staff members should remain with the child and stay within an area covered by CCTV if possible. Staff should contact the parent/guardian. Children should not be given into the care of anyone other than the parent/guardian. Contact Gardaí if all attempts to contact the parent/guardian fails.

4. Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Child First Act 2015, the *Children First: National Guidance* and Tusla's *Child safeguarding; A guide for policy, Procedure and Practice*. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

❖ **Procedures for providing a safe space and environment for Children using our services:**

- ❖ Children First National Guidance for the Protection and Welfare of Children 2017
- ❖ CCL Child Protection Code of Practice for Staff
- ❖ Cork City Council Child Protection Policy
- ❖ Cork City Libraries' CCTV policy
- ❖ Cork City Council's ICT policy
- ❖ Cork City Council's Data protection policy
- ❖ National Garda Vetting procedures

➤ **Procedures for management of allegations of abuse or misconduct against**

Workers/facilitators of a child availing of our service:

- ❖ Children First National Guidance for the Protection and Welfare of Children 2017
- ❖ CCL Child Protection Code of Practice for Staff
- ❖ Cork City Council Child Protection Policy

➤ **Procedure for the safe recruitment and selection of staff and facilitators to work with children:**

- ❖ Cork City Council policy on recruitment
- ❖ National Garda Vetting procedures

➤ **Procedures for provision of and access to child safeguarding training and information including the identification of the occurrence of harm:**

- ❖ Cork City Libraries' Child Safeguarding Statement
- ❖ CCL Child Protection Code of Practice for Staff
- ❖ Cork City Council Child Protection Policy

➤ **Procedures for the reporting of child protection and welfare concerns to Tusla:**

- ❖ Children First National Guidance for the Protection and Welfare of Children 2017
- ❖ CCL Child Protection Code of Practice for Staff
- ❖ Cork City Council Child Protection Policy

➤ **Procedures for maintaining a list of persons (if any) who are mandated persons:**

- ❖ Children First National Guidance for the Protection and Welfare of Children 2017
- ❖ CCL Child Protection Code of Practice for Staff
- ❖ Cork City Council Child Protection Policy

➤ **Procedure for appointing a relevant person**

- ❖ Children First National Guidance for the Protection and Welfare of Children 2017
- ❖ CCL Child Protection Code of Practice for Staff

This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

All procedures listed are available on request

Implementation

We recognise that implementation is an on-going 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 on 09/03/2020 or as soon as practicable after there has been a material change in any matter to which the statement refers.

Signed:  Cork City Librarian

Liam Ronayne,
Cork City Librarian,
The City Library,
Grand Parade,
Cork.

For queries, please contact Patricia Looney, Relevant Person (Senior Executive Librarian and Deputy Child Protection Liaison Officer) for Cork City Libraries under the Children First Act 2015.