

# **EQUINOX EDUCATION SERVICES LTD. (EES)**



## **CHILD SAFEGUARDING STATEMENT 2021**

**Published by:**

**Noel Doyle – Principal Mandated person for EES**

**Tuesday Jan 5<sup>th</sup> , 2021**

# Checklist

Developing a Child Safeguarding Statement	Complete
Carry out the Risk Assessment	✓
List details of the service provided and management structure	✓
List principles to protect children from harm	✓
Appoint a Relevant Person	✓
Draw up a list of Mandated Persons	✓
Check you have all the required policies and procedures	✓
Amend your child protection and welfare reporting procedures, to include: <ul style="list-style-type: none"> <li>• <i>information on Mandated Persons and how they report</i></li> <li>• <i>information from Children First, National Guidance, 2017</i></li> </ul>	✓
Develop new procedures to: <ul style="list-style-type: none"> <li>• <i>Appoint a relevant person</i></li> <li>• <i>Draw up list of Mandated Persons</i></li> </ul>	✓
Provide all staff and board members with information about their responsibilities under the Children First Act, 2015	✓
Include details on review and implementation	✓

**IMPORTANT INFORMATION:**

- This document is a guide and, to ensure your compliance with the Children First Act, 2015, it should be adapted to the needs, size and particulars of your service.
- Under the Children First Act, 2015 all early years services (including stand-alone afterschool services) as defined in the Childcare Act 1991 who employ one or more person are required to have a child safeguarding statement. Employ here includes people who are unpaid – for example, students or volunteers and back up persons.

This checklist and Template have been designed to be used in conjunction with the information in *Developing a Child Safeguarding Statement*

## Child Safeguarding Statement

### 1. NAME OF SERVICE AND ACTIVITIES PROVIDED

*Include details of your service here. Activities provided, to who and management structure*

Equinox Education Services Ltd (EES) (also known as Equinox Academic Institute) provides English as a second language (ESL) tuition, sports activities and excursions for overseas students who are children aged between 12 to 17 years, 364 days. EES facilitates the placement of individual children within this age range to schools within the Irish Academic system.

The management structure is: **Noel Doyle** - Managing Director, **Paul Dunne** – International Development Manager, **Caroline Newport** – Contracts Manager, **Tomoko Doyle**, Financial Controller / Student Counsellor, **Cathy Stephenson** – Homestay Coordinator, **Patrick Brennan** - Teacher & Activities Manager. **Martina Moylan** – Homestay Coordinator.

### 2. COMMITMENT TO SAFEGUARD CHILDREN FROM HARM

*Amend as appropriate to your service*

- 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 2017, the Tusla Children First - Child Safeguarding Guide 2017, and the Children First Act 2015.
- Our policy declaration applies to all full time staff, temporary seasonal staff, our buddies, volunteers and students on work placement within our organisation. All of the aforementioned 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.

<b>Designated Liaison Person: Noel Doyle</b> <b>+353 87 9975625</b> info@equinox4study.com	
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### 3. RISK ASSESSMENT

In accordance with the Children First Act 2015, Equinox Education Services Ltd. (also known as Equinox Academic Institute) 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
Student Transfers	✓
Living with Host Families	✓
Contact with EES staff and teachers	✓
Contact from other students	✓
Outings and Excursions	✓

### 4. CHILD SAFEGUARDING POLICIES AND PROCEDURES

*Amend as appropriate – other policies and procedures may be required in your service*

As required by the Children First Act, 2015, Children First National Guidance for Protection and Welfare of Children 2017 and the Guidance for Developing for a Child Safeguarding statement for Early Years Services 2018 the following safeguarding policies/procedures/measures are in place

- Procedures 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 (which includes procedures to inform new staff about the Child Safeguarding Statement and accompanying safeguarding policies 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 Supervision and Support in line with the service policy.
- Complaints Policy
- Policy for Managing Outings
- Policy for Managing Accidents and Incidents
- Social Media Management Policy

**Note:** *The above is not intended as an exhaustive list. Service Providers should also include in this section such other procedures/measures that are of relevance to their service.*

## 5. 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.
- Previous review was on June 6<sup>th</sup> 2020 .
- 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:



Date: 5<sup>th</sup> Jan 2021

**Service Provider's name and contact details:**

**For further information on this Statement, contact Relevant Person:** Noel Doyle, Managing Director, Equinox Education Services Ltd. T. +353 87 9975625 E. [info@equinox4study.com](mailto:info@equinox4study.com)

## RISK ASSESSMENT

Person(s) carrying out Risk Assessment: **Noel Doyle**

Date: **5<sup>th</sup> January 2021**

Risk Identified	Who is Responsible?	What is Currently in Place to Manage the Risk	What Future Actions are Needed?
Initial meeting of individual students at the airport, transfers, etc.	Any member of staff from EES management structure.	Agreed lines of communication between, EES, overseas agent, school, parents, legal guardian and child about transfer. All EES staff are Garda vetted and approved. Company ID badges. Company Insurance. NCT tested, roadworthy vehicles.	To maintain level of service and management of risk.
Students alone with Host Families	Adult (s) in Host family in conjunction with EES DLP and Deputy DLP.	All Host families must provide references or be recommended, as well as Garda Vetted and the homes inspected for suitability. All Host Families are issues with Host Family Guidelines and procedures manual.	EES to prepare a declaration for all Host Families to sign confirming that they have read and understood EES' guidelines for hosting and child safeguarding.
Individual contact from teachers and EES staff at schools and at centres for other programmes.	Teachers and EES staff members.	All teachers and staff are provided with EES' Child protection and Safeguarding Policy 2018, which outlines guidelines and best practice for minimising the risk. All teachers and staff given additional training and orientation as appropriate.	EES to prepare a declaration for all teachers / EES staff to sign confirming that they have read and understood EES' guidelines for hosting and child safeguarding.
Other Students at schools and at centres for other programmes.	Student Leaders, Teachers and EES staff members	All students will be given an orientation on arrival at school / centre. School will convey Child safety / anti-bullying policy. Centre Manager will do same.	To maintain level of service and management of risk.
Excursions and Outings	Student Leaders and EES staff members	EES have published an Outings and Excursions Policy document	To maintain level of service and management of risk.