



Trinity Access (TA): Child Safeguarding Statement

Trinity Access (TA) works with students from participating ('linked') and network schools, both primary and secondary and also with students who continue their education journey to Trinity College Dublin through entry routes such as HEAR (the Higher Education Access Network) and the Foundation Course run by TA. These students are often from socio-economic groups underrepresented at third level.

Through educational programmes and offerings, it is TA's aim to have future students aspire to go to college and support students to succeed while in Trinity College Dublin. It is the policy of TA as part of Trinity College Dublin to safeguard the welfare of all children by protecting them from any form of abuse.

TA is committed to safeguarding young people and vulnerable adults, and provide a safe space where these groups can realise connect with their full educational potential through programmes and events such as:

1. Primary School Activities:

Bookmarks
Maths & Science Week

2. Junior Cycle Activities:

Campus Visits
Educational Awards
Med Day

3. Senior Cycle Activities:

TY Placements
Bridge to College
CodePlus Workshops and Talks
Maths Revision Days
Campus Visits
Educational Awards
HPAT Information Evening
Summer School
Chemistry School
Pathways to Law
Pathways to Business

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4. Post Entry Activities (offered to young people entering Trinity College Dublin through national HEAR/DARE schemes or through the Foundation Course):

Pre-University Programme
Formal Advisor Programme
Networking Events
Social Events (paintballing, table quiz, camping)

As well as representation of young people at national events, launches, internal committees, and in internal and external communications & media relating to TA.

TA commits to safeguarding children, young people & vulnerable adults we work with through:

- Delivering training to all staff and volunteers engaged in TA activities that is appropriate to their role, work and contact with young people.
- Vetting of all TA contracted staff (every three years).
- Vetting of volunteers who will be engaged in work with children, young people or vulnerable adults on behalf of TA in an unsupervised capacity (every three years).
- Identifying of mandated reporters working within TA and communicating their legal responsibility of reporting in line with legislation.
- Evidence of all Child Protection training will be provided and kept on file.
- Adhering to the procedures set out for the recruitment and selection of staff and volunteers in Trinity College Dublin's Child Protection Policy.
- Providing effective management for staff and volunteers through supervision, support and training.
- Adopting Child Protection guidelines and reflecting these through our code of behaviour for staff and volunteers.
- Sharing information about Child Protection and good practice with children, parents / guardians, staff and volunteers.
- Sharing information and working with the College Designated Liaison Person
- Sharing information and working with relevant agencies in particular TUSLA and An Garda Síochána, where appropriate.

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- Review of TA 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.
- Audit of TA's programmes and activities to adhere they accompanying with child safeguarding policies and procedures outlined here, every 2 years or sooner if necessary, due to service issues or changes in legislation or national policy
- In cases where a new programme is being run, a risk assessment for that new programme will be done to ensure it meet the standards of child protection as outlined in this statement.
- TA's Child Safeguarding Statement applies to all paid staff, volunteers, visitors, facilitators, guests, and students on work placement within the organisation. All affiliated persons with TA must abide by these child safeguarding procedures.
- The welfare of the child is paramount in all decisions, activities and programmes involving children and young people in relation to TA

TA's Child Safeguarding Statement has been developed in line with the Children First: National Guidance for the Protection and Welfare of Children, Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice, the United Nations Convention on the Rights of the Child, Trinity College Dublin's Child Protection Policy and current legislation such as the Children First Act 2015, Child Care Act 1991, Protections for Persons Reporting Child Abuse Act 1998 and the National Vetting Bureau Act 2012.

In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are participating in programmes and activities run by TA:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service
- Procedure for Garda Vetting of staff and volunteers.
- Procedure for induction and training of staff and volunteers in relation to Child Protection.

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| Designated Liaison Person (DPL) for Trinity Access | <i>Dr Lisa Keane</i> lisa.keane@tcd.ie |
| DPL for Child Protection in relation to Staff | Kathleen O'Toole Brennan kotoole@tcd.ie |
| Designated Deputy Liaison Person (DDL P) for School Activities | Kevin Sullivan ksulliv@tcd.ie |
| DDL P for Foundation Courses | <i>Sarah Grimson</i> grimsos@tcd.ie |
| DDL P for Research | <i>Ronan Smith</i> SMITHR8@tcd.ie |

TA recognises that implementation is an ongoing process. Our organisation is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to protect the children, young people and vulnerable adults from harm while participating in our programmes and activities. This Child Safeguarding Statement will be reviewed on 31st August 2022, or as soon as practicable after there has been a material change in any matter to which the statement refers.

This has been published on the TA website and is displayed in Goldsmith Hall, Pearse Street where the TA offices are based. 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.



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Appendix A - CODE OF BEHAVIOUR FOR STAFF & VOLUNTEERS

TA employees and students in contact with children should:

- Show respect and understanding for the rights, safety and welfare of the children and young people
- Be aware and adhere to TA and Trinity College Dublin's child protection policies and procedures.
- Be aware of appropriate ratio of adults to young people is put in place for all TA events the ratio may vary depending on the particular situation, the age of the participants and their dis/ability or other special needs (Where activities involve being away from home overnight, appropriate gender based supervision will be provided.)
- Be aware of the Designated Liaison Person and Deputies appointed in TA and have their contact details to hand. Any complaints or issues arising which concern the safety or welfare of any child/young person who attends any events or meetings organised by TA should be raised to this person.
- All contracted employees working in TA will be Garda vetted.
- All volunteers working on behalf of TA, who will be working with young people directly, will be Garda Vetted.
- Not let inappropriate behaviour/language by the children/young people go unchallenged
- Record any incidents or accidents while the child is in the care of TA (see sample form Appendix B);
- Understand the clear channels of communication and access to staff in the office if parents/guardians or children/young people wish to voice their concerns if there is something they are not happy about;
- Make every effort to ensure that during its events, the physical surroundings will be comfortable, fully accessible and appropriate for the work being undertaken;
- Not take a young person alone in a car on journeys. Where this is unavoidable, it should be with the full consent and knowledge of the parents/guardians and a senior member of the staff in TA and the Designated Liaison Person.
- While we recognise that sometimes it is appropriate for staff to work on a one to one basis with a child or young person this will be kept to minimum and only in cases where needed. Staff/volunteers should not spend excessive amounts of time alone with an individual child/young person. Where an adult needs to meet with a

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child/young person alone, the door should be left open and another adult informed of the meeting;

- Should have no unnecessary physical contact between themselves and a young person although there are times when for example, placing a hand on a distressed child/young person's shoulder to comfort him/her would be appropriate. Physical contact should only be in response to the needs of the child and should be appropriate to the age and the level of development of the child.
- Respects and promotes the principles of equality and diversity and works with all children in a culturally sensitive way.

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Appendix B - Incident/accident report form

| Incident/accident report form | |
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| 1. Date of Report: | |
| <hr/> <hr/> | |
| 2. Name of Person reporting: | |
| <hr/> <hr/> | |
| 3. Relationship of person reporting with the child concerned: | |
| <hr/> <hr/> | |
| 4. Details of child concerned: | |
| Surname: | |
| Forename: | |
| DOB | |
| Male/ Female | |
| Address: | |
| Telephone Number: | |
| 5. Describe as fully as possible the nature of the problem or incident being referred, giving details of: | |
| Times and dates of individual incidents | |
| The circumstances in which they occurred | |
| Any other persons who were present at the time and their involvement | |

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Appendix C - Child Safeguarding Risk Assessment Template

| Risk Identified | Likelihood | | | Actions taken to reduce risk | Procedures in place to manage risk Status | |
|-----------------|------------|--------|------|------------------------------|--|--|
| | Low | Medium | High | | | |
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