



## Corporate Child Safeguarding Statement

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Drafted by	City of Dublin ETB Director of Schools
Responsibility for this policy in City of Dublin ETB	Director of Schools, Director of Quality and Assurance (FET)
Reviewed by Senior Leadership Team (SLT)	02.12.2025
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Noted by the Board	15.01.2026
To be reviewed	2 years from date of approval by CE

## Definitions and Roles

### Definition of 'Child'

In this Statement "child" means a person under the age of 18 years, excluding a person who is or has been married.

### Definition of a 'Vulnerable Person'

In this Statement, the City of Dublin ETB adheres to the HSE Safeguarding Vulnerable Persons at Risk of Abuse National Policy and Procedures (2014) in defining a "vulnerable person". A vulnerable person is an adult who may be restricted in capacity to guard himself / herself against harm or exploitation or to report such harm or exploitation. The restriction of capacity may arise as a result of physical or intellectual impairment vulnerability to abuse is influenced by both context (e.g. social or personal circumstances) and individual circumstances.

### Designated Liaison Person (DLP)

The role of the DLP is set out in the Child Protection Procedures ([Child Protection Procedures for Schools 2025](#)) and is a role which is critical for the dissemination of information to all staff and also for the co-ordination of training on child protection matters in their respective school/centre/location.

Where a DLP is required to make a report this must be brought to the Board of Management or in centres / services with no Board of Management then the report must be brought to the Child Protection and Safeguarding Oversight Committee.

The Deputy Designated Liaison Person (DDLP) assumes the role of DLP in circumstances where the DLP is not available.

### Child Protection Liaison Person (CPL)

The role of the CPL is to provide support to the DPL, to provide clarity in respect of the Child Protection Procedures and to ensure appropriate legal advice is obtained. The role is not a DPL role and is purely advisory.

# Corporate Child Safeguarding Statement

City of Dublin Education and Training Board (City of Dublin ETB) provides a wide range of education and training programmes, services and supports to children and young people across the City of Dublin ETB region. City of Dublin ETB is committed to safeguarding the well-being of all children and young people with whom City of Dublin ETB staff and volunteers come into contact.

City of Dublin ETB also recognises that there may be instances where concerns of abuse may arise in respect of vulnerable adults. Vulnerable adults are also encompassed in its Corporate Child Safeguarding Statement.

In accordance with the requirements of the:

- [Children First Act 2015](#),
- [Children First: National Guidance for the Protection and Welfare of Children 2017](#),
- [the Addendum to Children First \(2019\)](#),
- [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#),
- [Child Protection Procedures for Schools 2025](#),
- [Tusla Guidance on the preparation of Child Safeguarding Statements](#),

City of Dublin ETB has agreed the Corporate Child Safeguarding Statement set out in this document.

This Statement applies to all employees and volunteers who have contact with children, young people and vulnerable adults through their work on behalf of City of Dublin ETB.

## **City of Dublin ETB Child Safeguarding Statements**

This Corporate Child Safeguarding Statement should be read in conjunction with the individual Safeguarding Statement and Written Risk Assessment pertaining to the service that the child, young person or vulnerable adult is in receipt of.

Further information on City of Dublin ETB Child Safeguarding Statements, DLPs and Deputy DLPs can be found displayed in our Community National Schools, Community Special Schools, Community Hospital Schools, Community Colleges, Youthreach Centres, Adult Education Services, Further Education Colleges, Training Centres and other Services.

## **City of Dublin ETB provision of services**

City of Dublin ETB manages and operates a number of services to children, young people and vulnerable adults. These include Community National Schools, Community Special Schools, Community Hospital Schools, Community Colleges, Youthreach Centres, Youth Services, Music Generation, Further Education Colleges, Realt, Training Centres, Pathways, Adult Education Services, Dual Purpose Sports Centres and Psychological Services.

## **Child Protection Liaison Person (CPL) with responsibility for Safeguarding**

<b>Title</b>	<b>Name</b>
Director of Schools	Wesleigh O'Hagan
Director of Operations and Quality (FET)	Blake Hodkinson

## **Designated and Deputy Designated Liaison Persons (DLP)**

To adhere to the principles and guidance set out in child protection guidelines and legislation, for areas of service delivery within City of Dublin ETB where there is no Board of Management structure in place, the Chief Executive of the ETB will delegate, under section 13 of the Education and Training Board Act, 2013, the role of Designated Liaison Person (DLP) to the person managing/co-ordinating the centre/location or as designated.

### Designated Liaison Persons (DLP)

- Principals
- Director of Youth Services
- Youthreach Centre Coordinator(s)
- Training Centre Manager(s)
- Adult Educator Officers
- Supervising Teacher(s) in Prisons
- Head of Centre(s)
- Music Generation Development Officer
- REALT Coordinator
- Others as designated

### Deputy Designated Liaison (Deputy DLP)

- Deputy Principals
- Others as designated

If you have any issue identifying the relevant DLP/DDLP. Please contact the relevant service provider to request their name and contact details.

## **Role of the Chief Executive regarding Child Safeguarding**

Chief Executive shall ensure:

- The role of a Child Protection Liaison Person (CPL) will be established to support DPL's in carrying out their role. This role will be delegated to senior grades within Head Office for consistency of approach and to build advisory expertise
- Garda Vetting Procedures are in place for all relevant employees and volunteers
- Appropriate training of all employees in child protection

## **Mandated Persons**

- All registered teachers employed by City of Dublin ETB are mandated persons under the Children First Act 2015.
- Youth Workers who :-
  1. Hold a professional qualification that is recognised by the National Qualifications Authority in youth work within the meaning of section 3 of the Youth Work Act 2001 or a related discipline,
  2. Is employed in a youth work service within the meaning of Part VIIA of the Child Care Act 1991.
- Psychologists who are registered with Psychologists Society of Ireland
- Counsellors who are registered with the Irish Association for Counselling and Psychotherapy,
- Guidance Counsellors who are registered with Institute of Guidance Counsellor
- Tutors and resource staff employed in a teaching role with students aged under 18, and who work with vulnerable adults.

While there are mandatory reporting requirements placed on the above categories of staff, all staff have a responsibility to raise concerns with the Designated Liaison Person associated with their College/Centre/Location.

## **Training**

All DLPs, Deputy DLPs, Mandated Persons, relevant employees\*, volunteers, Boards of Management and Child Protection and Safeguarding Oversight Committee will be made aware of and be familiar with Child Safeguarding through education, e-Learning programme developed by Túsla and on-going Continuous Professional Development (CPD) training.

A \*relevant employee is one who is working in any of the areas of service delivery listed on page 2, under City of Dublin ETB Provision of Services.

## **Garda Vetting of Staff/ Volunteers**

In relation to vetting of staff, including an unpaid volunteer, City of Dublin ETB adheres to its policy and procedures on Garda Vetting which can be found on the website [www.cityofdublinetb.ie](http://www.cityofdublinetb.ie) .

## **Disclosures against Staff/ Volunteers**

In relation to a disclosure against an employee, including an unpaid volunteer, City of Dublin ETB will adhere to:

- [Children First Act 2015](#),
- [Children First: National Guidance for the Protection and Welfare of Children 2017](#),
- [the Addendum to Children First \(2019\)](#),
- [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#),
- [Child Protection Procedures for Schools 2025](#),
- [Tusla Guidance on the preparation of Child Safeguarding Statements](#),

and other legislation pertaining to the protection and welfare of children.

## **Data**

Data is managed in accordance with City of Dublin ETB Policies and Procedures.

## **Adoption**

Child Safeguarding Statements and Written Risk Assessments have been formally adopted by City of Dublin ETB Community National Schools, Community Special Schools, Community Hospital Schools, Community Colleges, Youthreach Centres, Youth Services, Adult Education Services, Music Generation, Realt, Further Education Colleges, Training Centres and Services in accordance with the Child Protection Procedures Schools 2025, Children First Act, 2015 and other relevant legislation pertaining to the protection and welfare of children.

Child Safeguarding Statements and Written Risk Assessment will be reviewed each year by the relevant Board of Management or the Child Protection and Safeguarding Oversight Committee.

## **Child Protection and Safeguarding Oversight Committee**

City of Dublin ETB has established a Child Protection and Safeguarding Oversight Committee. This group will consider and advise on issues that might arise from time to time in the context of overall Child Safeguarding within City of Dublin ETB. Further details on the role of the Child Protection and Safeguarding Oversight Committee can be found in the Terms of Reference for the Child Protection and Safeguarding Oversight Committee.

**This Statement has been developed in line with the Code of Practice for the Governance  
Education and Training Boards.**



## Terms of Reference

# Child Protection and Safeguarding Oversight Committee

## **Purpose**

These Terms of Reference should be read in conjunction with the Corporate Child Safeguarding Statement.

The Child Protection and Safeguarding Oversight Committee is established to oversee, advise, and support the implementation and continuous improvement of child safeguarding policies and practices within City of Dublin ETB). The group also ensures that all Child Protection and Vulnerable Adult at risk matters are overseen and considered at an organisational level.

## **Roles and Responsibilities**

The Child Protection and Safeguarding Oversight Committee will:

### **1. Policy Development and Review**

- Ensure compliance with
  - [Children First Act 2015](#),
  - [Children First: National Guidance for the Protection and Welfare of Children 2017](#),
  - [the Addendum to Children First \(2019\)](#),
  - [Child Protection Procedures for Schools 2025](#),
  - [Tusla Guidance on the preparation of Child Safeguarding Statements](#),

and other legislation pertaining to the protection and welfare of children.

- Review and update the City of Dublin ETB Corporate Child Safeguarding Statement and associated policies annually or as needed.

### **2. Advice and Oversight**

- Provide guidance to Designated Liaison Persons (DLPs), Deputy DLPs, and other stakeholders on the implementation of safeguarding procedures.
- Monitor adherence to safeguarding requirements, including Garda Vetting and staff training.

### **3. Risk Assessment and Mitigation**

- Support the completion of Written Risk Assessments and the identification of potential risks to children and young people in City of Dublin ETB services.
- Review and support the recommendations identified in Written Risk Assessment to address and reduce identified risks.

#### 4. Support and Communication

- Act as a resource and support mechanism for DLPs, Deputy DLPs, and other staff regarding safeguarding concerns.
- Foster awareness of safeguarding responsibilities among all employees, volunteers, and service users.

#### 5. Training and Development

- Promote and support access to safeguarding training, including Túsula e-learning and other CPD opportunities.
- Provide oversight on the completion of mandated persons and relevant staff training.

#### 6. Incident Monitoring and Reporting

- Review trends and learning from safeguarding incidents to improve policies and practices.
- Ensure consistent and timely reporting to relevant authorities, such as Túsula, as per statutory obligations.

#### 7. Coordination Across Services

- Facilitate communication and collaboration across Youthreach Centres, Further Education Colleges, Realt, Training Centres, Pathways, Adult Education Services,

### **Members of the Child Protection and Safeguarding Oversight Committee**

The Child Protection and Safeguarding Oversight Committee will consist of

- Child Protection Liaison Persons
- City of Dublin ETB Board Members
- Other external stakeholders as appropriate

### **Committee Meetings**

The Child Protection and Safeguarding Oversight Committee will meet three times a year (once per term) or as required in response to specific safeguarding issues.

- All meetings will be held in person, in City of Dublin ETB Head Office.

- A quorum will consist of a minimum of 50% of the membership of the Committee, including at least one Child Protection Liaison Person.
- Meeting agendas and minutes will be documented and securely stored in compliance with legislation.

## **Accountability**

The Child Protection and Safeguarding Oversight Committee will prepare a report for the City of Dublin ETB Board of Management following on from meetings held.

## **Review and Evaluation**

- The Terms of Reference will be reviewed as part of the to ensure alignment with current legislation, best practices, and organisational needs.
- The Committee's effectiveness and impact will be assessed as part of this review.

**End**