

Risk identified	Procedure in place to manage identified risk
<p style="text-align: center;">1</p> <p>Risk of harm to a child from a member of staff.</p>	<ul style="list-style-type: none"> • LDAS staff recruitment, operation and service policies are all in line with government guidelines and The Children First Act (2015). • Recruitment is carried out with strict garda vetting and reference checks. Staff are also subject to repeat checks. • Staff are educated to national standards, trained in child protection and welfare and are trained and upskilled on an ongoing basis as needed. • Staff are all made aware of and issued with copies of staff policies and codes of behaviour. Staff are also subject to disciplinary measures should any breaches be reported or observed. • Staff are trained to adhere to GDPR guidelines to protect confidentiality. However, there are incidences where provision of information may be essential to address child welfare or protection concerns. • Staff attend regular case management • Our service's premises are monitored by CCTV • A second staff member will remain on-site during any/all children's appointments. If for any reason this is not possible, the child's Mum/ protective guardian will be asked to remain on-site. • If children attending the service may require help with toileting or personal care, Mum or the non-abusive guardian will be asked to remain on-site (including in the carpark) and will be asked to provide this care in lieu of a staff member.
<p style="text-align: center;">2</p> <p>Risk of harm from a service user, visitor, or member of public.</p>	<ul style="list-style-type: none"> • Staff are always present to supervise attendance. • Should contract or maintenance work be needed it will be carried out during out of business hours and/or clients will be not permitted on the premises during maintenance works unless deemed absolutely necessary. • Our service's premises are monitored by CCTV. • Visitors are not permitted to access any safehouses or refuges to which we refer our service users. • Visitor access is supervised by staff and visitors and will adhere to company policies and guidelines. • Children availing of the children's and youth services must be dropped off and collected by the mother or one other designated and identified non abusive adult. • Adolescents attending the service may attend alone but with the knowledge and agreement of their mother/non-abusive guardian. • Any changes to collection or drop offs must be notified to staff before the appointment.

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<p style="text-align: center;">3 Risk of harm or concern not being reported</p>	<ul style="list-style-type: none"> • Staff are trained to identify and assess risks. Categories of abuse and grounds for reasonable concern (as per Children First legislation) are included in the glossary of terms. • An identified designated liaison person (DLP) and a deputy liaison person are available to assist in handling concerns and submitting reports • Staff will support investigations by An Garda Siochana and Tusla where requested. • Safeguarding and welfare are central to the agendas for all meetings and discussions of our Board of Directors • Disciplinary measures are in place to deal with failure to report welfare concerns • Our clients are advised that when in doubt, it is always best to raise a concern
<p style="text-align: center;">4 Risk to confidentiality</p>	<ul style="list-style-type: none"> • All information regarding a concern or an assessment of child abuse should be shared on a need-to-know basis in the best interest of the child. • Client records are kept secure and access by outside personnel is not permitted. • Cases are not referred to by name and client numbers are used to identify casework. • It is clearly understood that information gathered for one purpose must not be used for another without the expressed consent of the client providing the information; with the exception of child protection concerns or risk to the physical safety of the client.
<p style="text-align: center;">5 Risk of exposure to COVID-19</p>	<ul style="list-style-type: none"> • Staff will adhere to guidelines set forth by the Health Service Executive (HSE) and public health guidelines regarding the reduction of risk of transmission of COVID-19. This includes wearing masks on the premises and in any one-to-one setting with service users; ensuring adequate ventilation; regular sanitisation of surfaces and any other relevant safeguarding measures. • Staff will continue to adhere to best practice guidelines for as long as necessary to limit any spread of COVID-19 in the service, safeguarding both staff and service users. • Contact records are maintained for contact-tracing purposes.

