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HSE Guidance for Developing and Reviewing a Child Safeguarding Statement

Part B – Child Safeguarding Risk Assessment Template

**Risk Assessment Template**

This Risk Assessment Template has been developed to support services in undertaking a child safeguarding risk assessment for the purpose of developing and reviewing a Child Safeguarding Statement. **It should be used alongside Part A-*Guidance for Developing and Reviewing a Child Safeguarding Statement, available at*** [www.hse.ie/childrenfirst](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/child-safeguarding-statement/)

The Secondary Risk Assessment Template is a word document designed to be edited/amended and added to as required by a service. It includes highlighted instructions, prepopulated content and it references national HSE policies and procedures that are named in the HSE Child Safeguarding Statement template.

**All controls, policies and procedures named in this document must be actively implemented within your service.**

The Tusla [Child Safeguarding: A Guide for Policy, Procedure and Practice 2nd Ed.](https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf) provides a best practice guide for developing and implementing guiding principles and child safeguarding procedures. It is a useful resource to support services in considering best practice, and in developing policy, procedure and practice as required.

**Important:**

Once completed, this document is the ‘Secondary Risk Assessment’ for your service, referred to in the HSE Child Safeguarding Statement template. This must be completed in full.

This Secondary Risk Assessment should be signed, dated, and saved as a pdf document. A copy should be furnished to all staff, along with your service’s Child Safeguarding Statement.

This document should also be made available to Tusla, parents, guardians, and members of the public when a request is received to view your service’s Child Safeguarding Statement.

**As this document may be shared with the wider public it is important to ensure that no sensitive or confidential details are included in it.**

**Note for HSE funded and contracted services**

This template can be used by HSE funded and contracted services. The controls in this template correspond with the controls in the HSE Child Safeguarding Statement template. Any HSE specific controls, and any reference to ‘HSE’, can be replaced with information specific to the organisation.

Guidance for completing this document is highlighted in yellow throughout. All information above and all highlighted sections should be read and **deleted** before this document is finalised. Please save this document as a PDF when finalised and ensure that it is furnished to anyone who requires or requests a copy of your Child Safeguarding Statement.

**-------------------------------- Delete this page and everything above this line----------------------------**

**Child Safeguarding Statement - Secondary Risk Assessment**

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| **Child Safeguarding Risk Assessment** | |
| Name of Service |  |
| Address of service |  |
| Location (List all locations where the service is provided) |  |
| Name of Person responsible for the Child Safeguarding Risk Assessment |  |
| Names of those consulted with in completing the risk assessment, if applicable |  |
| Details of where the CSS will be displayed and how it will be furnished to all staff |  |
| Completed By:  Date:  Date for Review:  (This risk assessment should be reviewed on an ongoing basis, and updated as required) | |

**Risk Assessment**

It is the objective of the HSE to keep children safe from harm while availing of/attending HSE services. This risk assessment will focus on assessing the risk of harm to a child while availing of the service.

The legal definition of **harm** used for the purpose of this risk assessment is as follows:

“harm means in relation to a child –

1. 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

1. 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.”

(Children First Act 2015, S.2 Definitions)

**Definition of a Child:**

The Child Care Act, 1991, and the Children Act 2001 define a child as anyone under the age of 18.

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| **Service Details** |
| **Description of the service provided:** |
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| **List of activities provided:**  Provide a detailed list here of all of the activities that staff engage in when delivering this service. Where services are being provided to children and/or adults this should include activities like home visits, office visits, one-to-one contact, group work, overnight trips away, online and telephone contact, use of technology and applications, where applicable.  It is important to refer to this list of activities when considering each of the risks below. |
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| **Describe the profile of your service users**:  Think about the adults and/or children who avail of your service. Consider any additional vulnerabilities or factors that might be relevant to child safeguarding, such as age of the child, or older children attending services unaccompanied. Other vulnerabilities or factors that can relate to both children and adults could be issues related to disability, mental health, domestic abuse, substance misuse, addiction, communication. Further information about circumstances that can make children more vulnerable to harm is available in Children First National Guidance for the Protection and Welfare of Children, pp11-12 |
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| **Note the points of contact staff have with children**  It is also important to also think about contact with adults; particularly those who may be parents or carers and present with issues that may impact on children  Consider methods of service delivery – home visits, office visits, one to one sessions, group work, online contact, telephone contact, residential care. If you work with adults you may have contact with children on home visits, children may be visiting adults in your service, or accompanying adults who are attending appointments.  Consider shared spaces in your building – for example, reception and waiting areas. |
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**Summary of Identified Risks**

The list below sets out the overarching risks categories that are included in the HSE Child Safeguarding Statement template.

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| **Risk 1** | Risk of harm to a child by a staff member, volunteer or student, including risks related to online activities |
| **Risk 2** | Risk of harm to a child from a service user (adult or child), visitor or member of the public, including risks related to online activities |
| **Risk 3** | Risk of harm to a child due to a child protection or welfare concern not being recognised or reported by a staff member |
| **Risk 4** | Risk of harm to a child due to a child protection or welfare concern not being recognised or reported by a child |
| **Risk 5** | Risk of harm to a child due to not implementing the Children First Act 2015 and/or related guidance and policies in HSE services |
| **Risk 6** | Risk 6 - Risk of harm to a child due to a service failing to ensure safe access to ICT (incl. social media, web access and electronic contact). |

The procedures that are required to be specified in the Child Safeguarding Statement under

Section 11(3) of the Children First Act 2015 are listed at the end of the document.

**Note for HSE services** – Any reference to staff/all staff includes students and volunteers.

A risk assessment form has been created for each overarching risk category. Each form is prepopulated to provide detail about the identified risks and to name some standard controls that are referenced in the HSE Child Safeguarding Statement template i.e. national policies and procedures.

You must review each risk assessment form below and follow the guidance shaded/highlighted throughout. Once you have followed the guidance and completed each form, the shaded/highlighted sections should be deleted before this document is finalised.

A blank risk assessment form is included at the end of this document which can be used if additional risk are identified outside of those covered in the six named categories above.

# **Risk One**

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| **Risk 1 - Risk or harm to a child by a staff member, volunteer or student, including risks related to online activities** | |
| **Risk Description** | There is a risk of harm to a child due to a staff member, volunteer or student physically, emotionally, or sexually abusing or neglecting a child, resulting in the child experiencing harm that seriously affects their health, development or welfare. |
| **What could happen?** | A child could be abused or neglected by a staff member, volunteer or student, while availing of services. This could happen through face to face contact with a child, or through the use of information technology. |
| **How could it happen?** | Consider the ways in which a staff member, volunteer or student might harm a child. Ensure that you consider this in the context of the activities, including online activities, that your service provides  [Delete, amend or add to the text below as appropriate to your service. This is not an exhaustive list.  Delete this instruction when you have completed this section]  A staff member could   * arrange to meet with a child alone, within their working hours, for the purpose of abusing them * arrange to meet with a child, outside of working hours, for the purpose of abusing them * contact a child, by phone or through online platforms, for the purpose of grooming with the intent to abuse * abuse a child while providing intimate care as part of the service provision * neglect a child in their care, either wilfully or accidentally, resulting in that child being harmed * lose control and cause physical harm to a child. * inappropriately prescribe and/or administer medication in a manner that causes harm to a child (has a serious effect on their health development and welfare)   A child could be harmed though the unauthorised taking and/or use of digital imagery by a staff member– for example, photographs and videos being shared without consent, modified or misused out of context, a vulnerable child being identified for the purpose of grooming and abuse |
| **Why might it happen?** | Delete, amend or add to the text below as appropriate to your service. This is not an exhaustive list. Delete this instruction when you have completed this section  This might happen because:   * a staff member deliberately engages in this behaviour * of inappropriate levels of supervision – for example child/adult ratios * of inappropriate levels of support or clinical supervision * of staff members not adhering to policy and procedures * staff members were not properly screened and Garda vetted, as appropriate |
| **What might the impact be?** | Harm to a child which seriously affects the child’s health, development or welfare |
| **Who, within the service and/or organisation, can and does influence this risk?** | Think about who needs to be informed of identified risks, including any changes or a need to escalate a risk; who can agree actions; any actions required; think about who can provide assistance in managing the identified risk. Consider the different roles and responsibilities of staff in the service, and also in the wider organisation. Think about what is within the organisation’s ‘control’?  Delete, amend or add to the text below as appropriate to your service. This is not an exhaustive list. Delete this instruction when you have completed this section  HR  All staff  Line Managers  Service Managers  HSE Senior Leadership Team |
| **Controls** | * [HSE Child Protection and Welfare Policy](https://www2.healthservice.hse.ie/organisation/national-pppgs/hse-child-protection-and-welfare-policy/) * [HSE Recruitment and Selection Procedures](https://www.hse.ie/eng/staff/jobs/recruitment-process/) * [HSE Trust in Care Policy](https://www.hse.ie/eng/staff/resources/hrppg/trust-in-care.html) * [Supporting a Culture of Safety, Quality and Kindness: A Code of Conduct for Health and Social Service Providers](https://www.hse.ie/eng/staff/resources/hr-circulars/dept-of-health-a-code-of-conduct-for-health-and-social-service-providers.pdf) * [HSE Protected Disclosures Procedures](https://www2.healthservice.hse.ie/organisation/national-pppgs/protected-disclosures-procedures-for-the-receipt-and-management-of-protected-disclosures-in-the-hse-january-2023/) * [HSE National Consent Policy](https://www2.healthservice.hse.ie/organisation/national-pppgs/hse-national-consent-policy/) * [Disciplinary Procedure for Employees of the HSE](https://www.hse.ie/eng/staff/resources/hrppg/disciplinary-procedure-for-employees-of-hse-2007.html) * [HSE National Information Technology Policies & Standards](https://www.hse.ie/eng/services/publications/pp/ict/) * [HSE Standard Operating Procedure for the Management of Telephone or Video Enabled Care Clinical Practice](https://www.ehealthireland.ie/media/v3bginvr/sop-for-the-management-of-telephone-or-video-enabled-care-in-clinical-practice.pdf) |
| The Controls listed above are HSE controls that are listed in the HSE Child Safeguarding Statement template. Add any additional controls you have identified that are in use in your service here e.g. intimate care; lone working; use of photography; supervision posters.  Please ensure that you consider controls for **all** of the risks that you have identified.  Delete this instruction when you have completed this section |
| **Any further action required?** | This could be about implementation, an escalation of risk, or an identified need for additional controls. If an action is required, the person responsible and the timeframe should be noted here.  Delete this instruction when you have completed this section. |

# **Risk Two**

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| **Risk 2 – Risk of harm to a child from a service user (adult or child), visitor or member of the public, including risks related to online activities** | |
| **Risk Description** | There is a risk of harm to a child due to another service user (adult or child), visitor or a member of the public, physically, emotionally, or sexually abusing or neglecting a child, resulting in the child experiencing harm that seriously affects their health, development or welfare. |
| **What could happen?** | A child could be abused or neglected by another service user, a visitor to HSE services, or a member of the public, while availing of or attending HSE services.    A child could be bullied, or discriminated against resulting in harm to the child. |
| **How could it happen?** | Ensure that you consider this in the context of the activities your service provides  [Delete, amend or add to the text below as appropriate to your service. This is not an exhaustive list. Delete this instruction when you have completed this section]  A child could be harmed by another service user, visitor or member of the public while availing of services  This could be:   * in a shared space or waiting area * while on outings as part of the service being provided * when availing of residential services/staying overnight * when attending clinical appointments unaccompanied by a parent or guardian * because the service is co-located with another service attended by persons who may pose a risk to children * because parents/guardians may not be aware that it is their responsibility to supervise their children at all times * through contact with another service user or member of the public in an online forum. * as a result of the unauthorised taking and/or use of digital imagery, for example, photographs and videos being taken and shared without consent, modified or misused out of context, a vulnerable child being identified for the purpose of grooming and abuse |
| **Why might it happen?** | Delete, amend or add to the text below as appropriate to your service. This is not an exhaustive list. Delete this instruction when you have completed this section  This might happen because:   * a service user, visitor or member of the public wants to harm a child * there are inadequate levels of supervision * service users, visitors or members of the public can have diminished capacity * there is a lack of adequate security measures * staff do not recognise signs and symptoms of abuse |
| **What might the impact be?** | Harm to a child which seriously affects the child’s health, development or welfare |
| **Who, within the service and/or organisation, can and does influence this risk?** | Think about who needs to be informed of identified risks, including any changes or a need to escalate a risk, who can agree actions; any actions required; think about who can provide assistance in managing the identified risk. Consider the different roles and responsibilities of staff in the service, and also in the wider organisation. Think about what is within the organisation’s ‘control’?  Delete, amend or add to the text below as appropriate to your service. This is not an exhaustive list. Delete this instruction when you have completed this section  All staff  Line Managers  Service Managers  HSE Senior Leadership Team |
| **Controls** | * Supervision/accompaniment/admission policies [as specified below] * Public Access policies/practices [as specified below] * [HSE National Information Technology Policies & Standards](https://www.hse.ie/eng/services/publications/pp/ict/) |
| The Controls listed above are controls that are listed in the HSE Child Safeguarding Statement template.  **Controls**   * Please specify any **supervision/accompaniment/admission policies/practices** as relevant to your service here. * Please specify any **public access policies/practices** as relevant to your service here.   Add any additional controls you have identified that are in use in your service e.g. anti-bullying; service user supervision.  Please ensure that you consider controls for **all** of the risks that you have identified.  Delete this instruction when you have completed this section |
| **Any further action required?** | This could be about implementation, an escalation of risk, or an identified need for additional controls. If an action is required, the person responsible and the timeframe should be noted here.  Delete this instruction when you have completed this section. |

# **Risk Three**

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| **Risk 3 – Risk of harm to a child due to a child protection or welfare concern not being recognised or reported by a staff member** | |
| **Risk Description** | There is a risk of harm to a child due to a child protection or welfare concern not being recognised or reported by a staff member, resulting in the child experiencing harm that seriously affects their health, development or welfare. |
| **What could happen?** | A child could remain at risk, or could continue to experience abuse or neglect. |
| **How could it happen?** | Please ensure that you consider this in the context of the activities that your service provides  [Delete, amend or add to the text below as appropriate to your service. This is not an exhaustive list. Delete this instruction when you have completed this section]  A staff member may not:   * recognise and/or report a disclosure of child abuse * recognise an admission or indication by an adult, or by a child, of abuse they have committed * recognise and/or report the signs and indicators of abuse or neglect * consider child safeguarding issues when working with adult service users * recognise and report a concern/risk to a child (identified or not) arising from an adult retrospective disclosure of child abuse * follow the HSE Child Protection and Welfare Policy by reporting concerns to Tusla - Child and Family Agency, when they have reasonable grounds for concern |
| **Why might it happen?** | Delete, amend or add to the text below as appropriate to your service. This is not an exhaustive list. Delete this instruction when you have completed this section  Because a staff member:   * does not complete mandatory HSE training programme An Introduction to Children First * is not aware of their roles and responsibilities * does not adhere to Children First Guidance and the HSE Child Protection and Welfare Policy and reporting procedure * is not aware of the protections under law for people who report reasonably and in good faith * chooses not to report and knowingly fails to discharge their duty of care |
| **What might the impact be?** | Harm to a child which seriously affects the child’s health, development or welfare. |
| **Who, within the service and/or organisation, can and does influence this risk?** | Think about who needs to be informed of identified risks, including any changes or a need to escalate a risk, who can agree actions; any actions required; think about who can provide assistance in managing the identified risk. Consider the different roles and responsibilities of staff in the service, and also in the wider organisation. Think about what is within the organisation’s ‘control’?  Delete, amend or add to the text below as appropriate to your service. This is not an exhaustive list. Delete this instruction when you have completed this section  HR  All staff  Line Managers  Service Managers  HSE Children First National Office  HSE Senior Leadership Team |
| **Controls** | * [Statutory and Mandatory Training Policy for HSE Employees](https://www2.healthservice.hse.ie/organisation/national-pppgs/statutory-and-mandatory-training-policy-for-hse-employees/) * [HSE Child Protection and Welfare Policy](https://www2.healthservice.hse.ie/organisation/national-pppgs/hse-child-protection-and-welfare-policy/) * [HSE Employee Induction](https://healthservice.hse.ie/staff/training-and-development/induction/) * [HSE Children First National Office Training and Resource Strategy](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/training/) * [Disciplinary Procedure for Employees of the HSE](https://www.hse.ie/eng/staff/resources/hrppg/disciplinary-procedure-for-employees-of-hse-2007.html) * [HSE Protected Disclosures Procedures](https://www2.healthservice.hse.ie/organisation/national-pppgs/protected-disclosures-procedures-for-the-receipt-and-management-of-protected-disclosures-in-the-hse-january-2023/) |
| The Controls listed above are HSE controls that are listed in the HSE Child Safeguarding Statement template. Add any additional controls you have identified that are in use in your service. Please ensure that you consider controls for **all** of the risks that you have identified. Delete this instruction when you have completed this section |
| **Any further action required?** | This could be about implementation, an escalation of risk, or an identified need for additional controls. If an action is required, the person responsible and the timeframe should be noted here.  Delete this instruction when you have completed this section. |

# **Risk Four**

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| **Risk 4 – Risk of harm to a child due to a child protection or welfare concern not being recognised or reported by a child** | |
| **Risk Description** | There is a risk of harm to a child due to a child protection or welfare concern not being recognised or reported by a child, resulting in the child experiencing harm that seriously affects their health, development or welfare. |
| **What could happen?** | A child could remain at risk, or could continue to experience abuse or neglect. |
| **How could it happen?** | Please ensure that you consider this in the context of the activities you provide  [Delete, amend or add to the text below as appropriate to your service. This is not an exhaustive list.  Delete this instruction when you have completed this section]  This could happen because:   * a child does not recognise what is happening to them as abuse or neglect * a child is not aware that they can speak to someone in the service about what is happening to them |
| **Why might it happen?** | Delete, amend or add to the text below as appropriate to your service. This is not an exhaustive list. Delete this instruction when you have completed this section   * A child is not provided with information about their rights. * Relevant information is not presented in a child friendly way. * There is no mechanism for children to make a complaint. * Children might not have appropriate or safe opportunities to disclose/report abuse or neglect. |
| **What might the impact be?** | Harm to a child which seriously affects the child’s health, development or welfare |
| **Who, within the service and/or organisation, can and does influence this risk?** | Think about who needs to be informed of identified risks, including any changes or a need to escalate a risk, who can agree actions any actions required; think about who can provide assistance in managing the identified risk. Consider the different roles and responsibilities of staff in the service, and also in the wider organisation. Think about what is within the organisation’s ‘control’?  Delete, amend or add to the text below as appropriate to your service. This is not an exhaustive list. Delete this instruction when you have completed this section  All staff  Line Managers  Service Managers  HSE Children First National Office  HSE Senior Leadership Team |
| **Controls** | * Child friendly information in relation to how to report if they feel unsafe [as noted below] * [Statutory and Mandatory Training Policy for HSE Employees](https://www2.healthservice.hse.ie/organisation/national-pppgs/statutory-and-mandatory-training-policy-for-hse-employees/) * [Your Service Your Say leaflet and form for children](https://assets.hse.ie/media/documents/Your_service_your_say_children_leaflet.pdf) |
| The Controls listed above are controls that are listed in the HSE Child Safeguarding Statement template.   * Please note any child friendly resources in use in your service here. Click here for HSE posters available – [child friendly posters](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/#Posters).   Add any additional controls that you have identified that are in use in your service here. Please ensure that you consider controls for **all** of the risks that you have identified.  Delete this instruction when you have completed this section. |
| **Any further action required?** | This could be about implementation, an escalation of risk, or an identified need for additional controls. If an action is required, the person responsible and the timeframe should be noted here.  Delete this instruction when you have completed this section. |

# **Risk Five**

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| **Risk 5 – Risk of harm to a child due to not implementing the Children First**  **Act 2015 and/or related guidance and policies** | |
| **Risk Description** | There is a risk of harm to a child due to not implementing the Children First Act 2015 and/or related guidance and policies, resulting in a child experiencing harm that seriously affects their health, development or welfare. |
| **What could happen?** | A child could be at risk of abuse or neglect if child safeguarding measures are not in place in the service and/or staff are not implementing existing measures. |
| **How could it happen?** | Delete, amend or add to the text below as appropriate to your service. This is not an exhaustive list. Delete this instruction when you have completed this section  This could happen if   * a service fails to undertake a Child Safeguarding Risk Assessment and develop a Child Safeguarding Statement * a service fails to implement the requirements of the HSE Child Protection and Welfare Policy * Children First Governance Structures are not implemented or are ineffective * a service does not ensure that all staff complete the mandatory training An Introduction to Children First * staff who are Mandated Persons are not aware of their legal responsibilities under the Children First Act 2015 |
| **Why might it happen?** | Delete, amend or add to the text below as appropriate to your service. This is not an exhaustive list. Delete this instruction when you have completed this section  It might happen because the service   * may not be aware of their responsibilities under Children First * may not be aware of their obligations under the HSE Child Protection and Welfare Policy * may not have sufficient staffing capacity to implement Children First requirements. * does not check or monitor their compliance with their requirements under Children First |
| **What might the impact be?** | Harm to a child which seriously affects the child’s health, development or welfare. |
| **Who, within the service and/or organisation, can and does influence this risk?** | Think about who needs to be informed of identified risks, including any changes or a need to escalate a risk, who can agree actions any actions required; think about who can provide assistance in managing the identified risk. Consider the different roles and responsibilities of staff in the service, and also in the wider organisation. Think about what is within the organisation’s ‘control’?  Delete, amend or add to the text below as appropriate to your service. This is not an exhaustive list.  Delete this instruction when you have completed this section  All staff  Line Managers  Service Managers  HSE Children First National Office  HSE Senior Leadership Team  Local Children First Committees  HSE Internal Audit |
| **Controls** | HSE Children First governance and compliance monitoring measures in place for example:   * Procedure for Appointing a Relevant Person [as noted below] * Procedure for Maintaining a list of Mandated Persons [as noted below] * [HSE Children First Governance and compliance monitoring measures](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/compliance-self-audit-checklist/) * [HSE Children First National Office](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/childrenfirstnationaloffice/) |
| The Controls listed above are controls that are listed in the HSE Child Safeguarding Statement template. It is a legislative requirement that all services specify the procedures that are in place in relation to the following:   * Appointing a Relevant Person to be the first point of contact in relation to their service’s Child Safeguarding Statement. * For maintaining a List of Mandated Persons in their service.   [Please outline those procedures here.]  Add any additional controls that you have identified that are in use in your service. Please ensure that you consider controls for **all** of the risks that you have identified.  Delete this instruction when you have completed this section. |
| **Any further action required?** | This could be about implementation, an escalation of risk, or an identified need for additional controls. If an action is required, the person responsible and the timeframe should be noted here.  Delete this instruction when you have completed this section. |

# **Risk Six**

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| **Risk 6 -** **Risk of harm to a child due to a service failing to ensure safe access to ICT (incl. social media, web access and electronic contact).** | |
| **Risk Description** | There is a risk of harm to a child when using ICT while attending a HSE service (includes social media, gaming, web access and electronic contact) resulting in a child experiencing harm that seriously affects their health, development or welfare. |
| **What could happen?** | [Delete, amend or add to the text below as appropriate to your service. This is not an exhaustive list. Delete this instruction when you have completed this section]   * A child could be groomed for the purpose of exploitation through online platforms. * A child could be exposed to inappropriate content. * A child could be encouraged to engage in self-harming behaviours. |
| **How could it happen?** | [Delete, amend or add to the text below as appropriate to your service. This is not an exhaustive list. Delete this instruction when you have completed this section]  This could happen if a service:   * provides internet access with unfiltered access to online content. * allows a child to use HSE ICT equipment or personal devices and does not support or encourage children to develop safe and responsible online behaviours. |
| **Why might it happen?** | [Delete, amend or add to the text below as appropriate to your service. This is not an exhaustive list. Delete this instruction when you have completed this section]  This might happen because:   * a service fails to implement HSE policies and procedures. * children have HSE internet access, and/or use of HSE devices and safe use is not considered or supported. * staff don’t have awareness about online safety * the service has insufficient internet filters. |
| **What might the impact be?** | Harm to a child which seriously affects the child’s health, development or welfare |
| **Who, within the service and/or organisation, can and does influence this risk?** | Think about who needs to be informed of identified risks, including any changes or a need to escalate a risk, who can agree actions; any actions required; think about who can provide assistance in managing the identified risk. Consider the different roles and responsibilities of staff in the service, and also in the wider organisation. Think about what is within the organisation’s ‘control’?  Delete, amend or add to the text below as appropriate to your service. This is not an exhaustive list.  Delete this instruction when you have completed this section  All staff  Line Managers  Service Managers  HSE Children First National Office  HSE Senior Leadership Team  Local Children First Operational Steering Committees  HSE Internal Audit |
| **Controls** | * [HSE National Information Technology Policies & Standards](https://www.hse.ie/eng/services/publications/pp/ict/) * [Internet Content Filter Standard](https://www.hse.ie/eng/services/publications/pp/ict/internet-content-filter-standard.pdf) |
| The Controls listed above are HSE controls that are listed in the HSE Child Safeguarding Statement template.  If children are allowed to access the internet while availing of your service please note any additional controls in place to safeguard them. Please also note any measures in place to support and encourage children to develop safe and responsible online behaviours.  Please ensure that you consider controls for **all** of the risks that you have identified.  Delete this instruction when you have completed this section |
| **Any further action required?** | This could be about implementation, an escalation of risk, or an identified need for additional controls. If an action is required, the person responsible and the timeframe should be noted here.  Delete this instruction when you have completed this section. |

# Risk (insert number)

(For use if additional risk is identified – delete if not needed)

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| --- | --- |
| **Risk** | |
| **Risk Description** |  |
| **What could happen?** |  |
| **How could it happen?** |  |
| **Why might it happen?** |  |
| **What might the impact be?** | Harm to a child which seriously affects the child’s health, development or welfare. |
| **Who, within the service and/or organisation, can and does influence this risk?** |  |
| **Controls** |  |
| **Any further action required?** |  |

|  |  |
| --- | --- |
| **Prescribed Procedures to be named in the**  **Child Safeguarding Statement**  (as required by the Section 11 (3) Children First Act 2015) | |
| 1. **To manage any risk identified** | [HSE Enterprise Risk Management Policy and Procedures](https://www2.healthservice.hse.ie/organisation/national-pppgs/hse-enterprise-risk-management-policy/)  [HSE Incident Management Framework and Guidance](https://www.hse.ie/eng/about/who/nqpsd/qps-incident-management/incident-management/hse-2020-incident-management-framework-guidance.pdf) |
| 1. **In respect of any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child availing of the relevant service.** | [HSE Trust in Care Policy](https://www.hse.ie/eng/staff/resources/hrppg/trust-in-care.html) |
| 1. **For the selection or recruitment of any person as a member of staff of the provider with regard to that person’s suitability to work with children** | [HSE Recruitment and Selection Procedures](https://www.hse.ie/eng/staff/jobs/recruitment-process/) |
| 1. **For the provision of information and, where necessary, instruction and training, to members of staff of the provider in relation to the identification of the occurrence of harm** | [Statutory and Mandatory Training Policy for HSE Employees](https://www2.healthservice.hse.ie/organisation/national-pppgs/statutory-and-mandatory-training-policy-for-hse-employees/) which states that the HSE eLearning programme, An Introduction to Children First, is mandatory for all staff.  [HSE Children First National Office Training and Resource Strategy](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/training/) |
| 1. **For reporting to the Agency by the provider or a member of staff of the provider (whether a mandated person or otherwise) in accordance with the Children First Act 2015 or the guidelines issued by the Minister** | [HSE Child Protection and Welfare Policy](https://www2.healthservice.hse.ie/organisation/national-pppgs/hse-child-protection-and-welfare-policy/), which includes the [HSE Reporting Procedure](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/hse-child-protection-and-welfare-reporting-procedure-reporting-algorithm.pdf) |
| 1. **For maintaining a list of the persons (if any) in the relevant service who are mandated persons.** | A written Procedure for Maintaining a List of Mandated Persons must be locally developed  A template for writing this procedure can be downloaded from [www.hse.ie/childrenfirst](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/child-safeguarding-statement/) |
| 1. **For appointing a relevant person** | A written Procedure for Appointing a Relevant Person must be locally developed  A template for writing this procedure can be downloaded from [www.hse.ie/childrenfirst](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/child-safeguarding-statement/) |