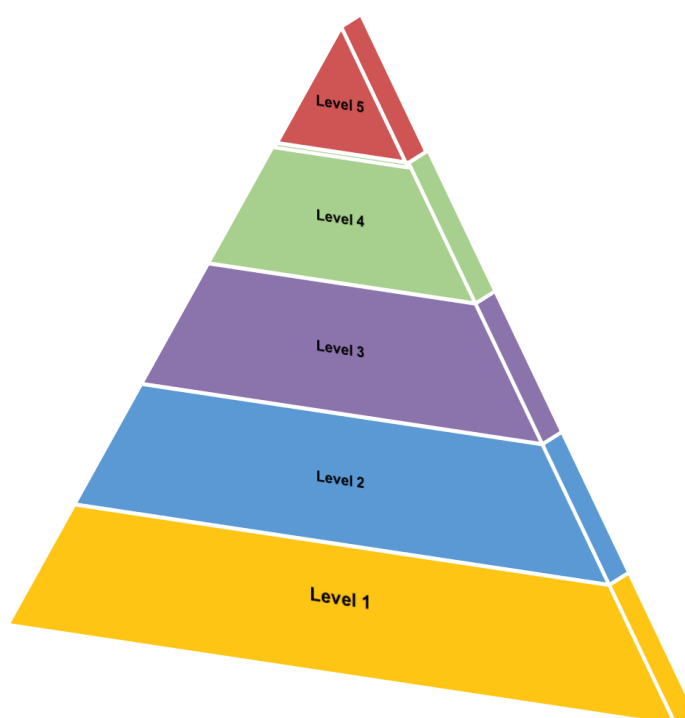




# Training and Resource Prospectus

**Children First National Office**



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While this document may be printed, the electronic version posted on the HSE Children First Website is the controlled copy and can only be guaranteed for 24 hours after downloading.

## Introduction

The safety, welfare and development of children and young people is a key priority for the HSE.

The HSE Children First National Office (HSE CFNO) was established with the mission to support HSE and HSE Funded and Contracted Services to promote and foster child-centred practice and to safeguard children through the effective implementation of the Children First Act 2015 and the Children First National Guidance for the Protection and Welfare of Children (2017).

The HSE CFNO is committed to contributing to the development of an organisational learning culture, through the development and delivery of child safeguarding training and resources, within a framework that is focused, dynamic and collaborative in nature. Its vision is to develop and deliver useful and innovative resources and partnerships, to achieve effective organisational and individual skills and behaviours for ensuring the protection and welfare of children and young people across the HSE and HSE funded services.

HSE Children First Training and Development Officers are based across the country. The Training and Development Officers role consists of providing direct supports to services and staff through the development and delivery of briefings, training and resource materials. Training and Development Officers also support Community Healthcare Organisations, Hospital Groups and National Services to plan and coordinate effective implementation and monitoring of Children First. This work is supported through Children First Operational Steering Committees, established under the HSE Children First Governance Structures.

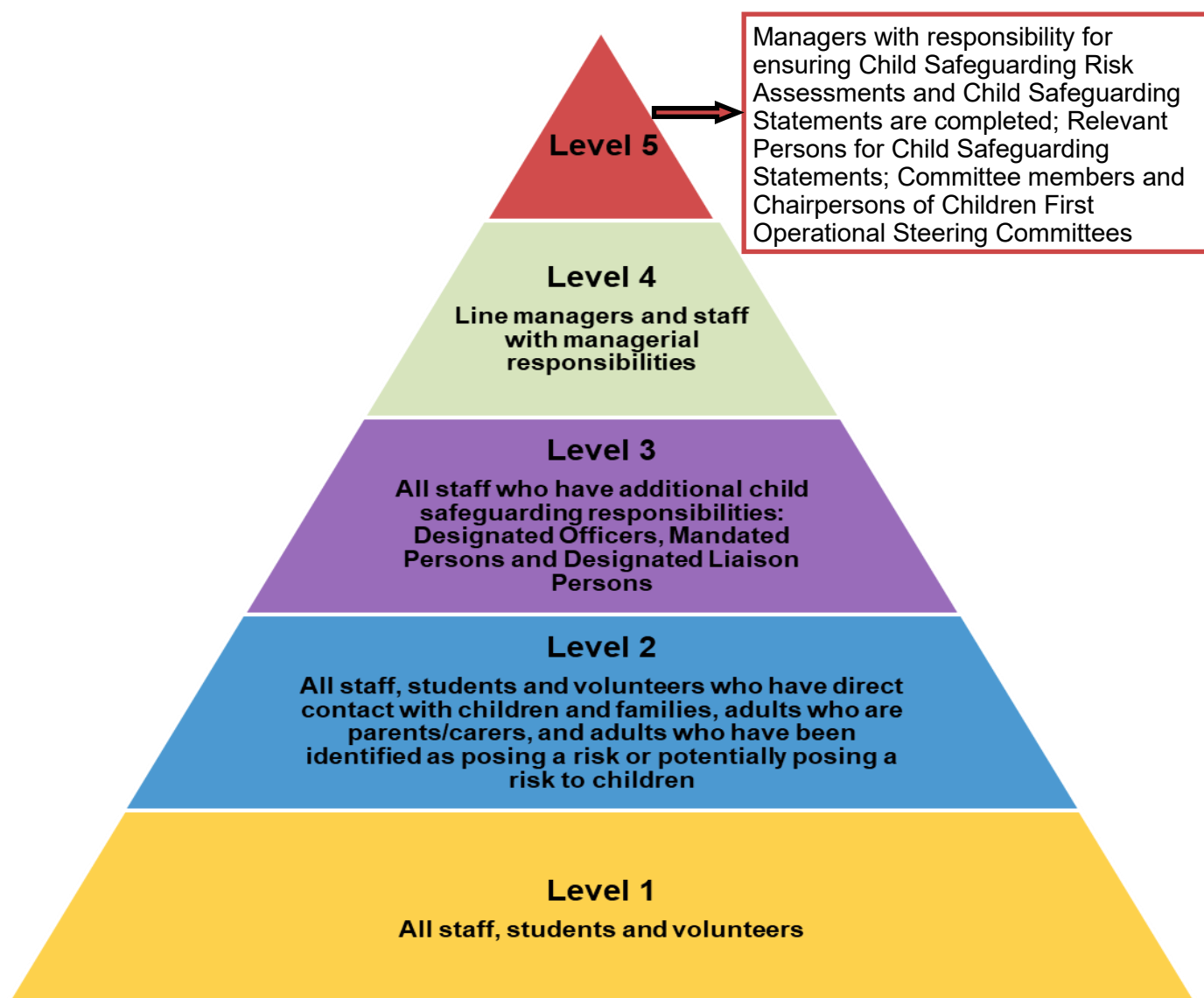
The HSE Children First National Office Training and Resource Strategy 2021-2023 (the Strategy) sets out the training and resource initiatives that will be delivered by the HSE CFNO. Implementing the Strategy will support services to embed Children First in the HSE, while also supporting our funded and contracted services to do likewise.

This HSE Children First National Office Prospectus naturally progresses through the implementation of the Strategy. The objective is to build a portfolio of the most appropriate training and resource materials available. The portfolio will be updated as new resources are developed by the HSE CFNO, in line with the strategic objectives and key focus points set out in the Strategy.

## Recommended levels of Child Safeguarding Skills required by Staff in the HSE

The HSE CFNO has adapted levels of recognised competencies to set out the different levels of knowledge, skills and awareness that HSE staff are recommended to have.

At a universal level across the service, all staff require a certain level of knowledge and skill to support the safeguarding of children. Other staff, depending on their roles and responsibilities within the service, and/or under the Children First Act 2015, may require further knowledge and skills that fall across one or several of the levels set out. Where applicable, staff may also have child safeguarding responsibilities under their code of professional conduct and ethics and/or Registration bodies.



This pyramid is not designed to represent a linear progression. Level 1 includes **all** staff. Some staff will fit into this level only. Others will fit into a number of levels, and some into all levels.

## Levels of Recommended Child Safeguarding Knowledge and Skills for HSE Staff

<b>LEVEL 1</b> <b>All staff, students and volunteers</b>	<b>LEVEL 2</b> <b>All staff, students and volunteers who have direct contact with children and families, adults who are parents/carers, and adults who have been identified as posing a risk or potentially posing a risk to children</b>	<b>LEVEL 3</b> <b>All staff who have additional child safeguarding responsibilities, Designated Officers, Mandated Persons and Designated Liaison Persons</b>	<b>LEVEL 4</b> <b>Line Managers and staff with managerial responsibilities</b>	<b>LEVEL 5</b> <b>Managers with responsibility for Child Safeguarding Statements and Risk Assessments, Relevant Persons for Child Safeguarding Statements, Committee members and Chairpersons of Children First Operational Steering Committees</b>
<p><b>Awareness and understanding of:</b></p> <ul style="list-style-type: none"> <li>✓ Children First Act 2015</li> <li>✓ The HSE Child Protection and Welfare Policy</li> <li>✓ Children First National Guidance for the Protection and Welfare of Children (2017)</li> <li>✓ Relevant Tusla reporting guidance</li> <li>✓ HSE Child Safeguarding Risk Assessment and Child Safeguarding Statement, as applicable</li> </ul> <p><b>Basic Knowledge of:</b></p> <ul style="list-style-type: none"> <li>✓ The signs and symptoms of child abuse and neglect</li> <li>✓ Recognising, responding, reporting and recording child protection and Welfare concerns</li> </ul>	<p><b>As for Level 1 and</b></p> <p><b>More in depth knowledge and understanding of:</b></p> <ul style="list-style-type: none"> <li>✓ Child safeguarding policies and legislation</li> <li>✓ Recognising, responding, reporting and recording child protection and welfare concerns</li> <li>✓ Responding to a disclosure of abuse from a child or an adult</li> <li>✓ Talking to parents /carers about a child protection or welfare concern</li> <li>✓ Talking to children about a child protection or welfare concern</li> <li>✓ Working with Tusla and An Garda Síochána</li> </ul>	<p><b>As for Levels 1&amp;2 and</b></p> <p><b>Knowledge and understanding of:</b></p> <ul style="list-style-type: none"> <li>✓ Legal requirements of role : Designated Officer, Mandated Person</li> <li>✓ Specific responsibilities of role</li> <li>✓ Requirements and responsibilities of Designated Liaison Person where applicable</li> </ul>	<p><b>As for Levels 1- 3 and</b></p> <p><b>Knowledge and understanding of:</b></p> <ul style="list-style-type: none"> <li>✓ HSE Children First Governance Structure</li> <li>✓ Roles and responsibilities of all staff and of line managers as set out in the HSE Child Protection and Welfare Policy</li> <li>✓ Supporting Staff to manage Child Protection and Welfare Concerns appropriately</li> </ul>	<p><b>As for Levels 1- 4 (as appropriate to your role) and</b></p> <p><b>More in depth knowledge and understanding of:</b></p> <ul style="list-style-type: none"> <li>✓ Requirements of Organisations under the Children First Act 2015</li> <li>✓ HSE Children First Governance Structure</li> <li>✓ HSE Child Safeguarding Risk Assessments process</li> </ul>



# Children First Training and Resources



# 'An Introduction to Children First' e-learning (mandatory training)



## Description

Children First states that “protecting children from harm is everyone’s responsibility”. The HSE has a responsibility under Children First to ensure that all staff members, students or volunteers are aware of how to recognise signs of child abuse or neglect and how to make a report to Tusla - Child and Family Agency.

### Who is this Course for?

### LEVEL 1

'An Introduction to Children First' e-learning programme is **mandatory** for all **HSE staff** (permanent, temporary, agency, locum or visiting), students and volunteers, irrespective of role or grade. This includes staff of **HSE Funded Agencies**.

All staff should have a basic awareness of Children First to protect children and to promote their welfare.

### Course Content

- Safeguarding Children
- Recognising Abuse
- Reporting concerns about a child
- Learning in practice

### How is this Course delivered?

- ⇒ This 90 minute online e-learning module can be launched through [HSeLand](#).
- ⇒ The programme is narrated and contains videos and easy to follow interactive sections. An assessment must be completed following the programme.

### Learning Outcomes

- Describe your personal, legal and organisational responsibilities in relation to protecting children and reporting a concern about children welfare or abuse.
- Recognising a child protection or welfare concern.
- Respond appropriately to a child protection or welfare concern.
- Report a child protection or welfare concern.

### Further Information

- ⇒ HSE staff (including HSE Funded Agencies) access the mandatory training by logging on to [www.hseland.ie](http://www.hseland.ie). Click on the course: 'An Introduction to Children First'
- ⇒ Staff from HSE Contracted Services register for the module through <https://childrenfirst.hseland.ie>

A certification of completion is valid for 3 years and a copy must be retained on file by

# HSE Child Protection and Welfare Policy Recording



## Description

This 20 minute pre-recorded briefing gives an overview of what is contained in the HSE Child Protection and Welfare Policy. This policy is one of a number of policies and procedures in the HSE that contribute to safeguarding children and young people. This policy sets out the roles, responsibilities and procedures assigned to ensure the effective management of child protection and welfare concerns in the HSE.

## Who is this Resource for? **LEVEL 1**

All HSE staff (irrespective of role, grade or position) are required to read, understand and adhere to the HSE Child protection and Welfare Policy. The staff signature sheet in Appendix 3 of the policy must be signed (or an equivalent version of it) and given to your line manager to retained on file.

## Resource Content

- Guiding Principles
- Roles and Responsibilities
- HSE Reporting Procedure
- Record Keeping Procedures
- Information Sharing and Confidentiality
- Reporting Guidance
- Appendices

## How can this Resource be accessed?

- ⇒ This 20 minute pre-recorded briefing gives an overview of what is contained in this [HSE Child Protection and Welfare Policy](#).
- ⇒ The [HSE Policy](#) is available to read on the HSE Children First Website.

## Learning Outcomes

- Responding to a disclosure of abuse from a child and/or adult
- Threshold for reporting a concern to Tusla - Child and Family Agency
- How to make a child protection or welfare report and record the concerns
- Information on your role and responsibility as a HSE Staff member, Volunteer or Student

## Further information

Contact your local HSE Children First Training and Development Officer for further information.



# HSE Children First Website



## Description

The HSE Children First Website went live in October 2016. The purpose of the website is to provide up to date accurate and accessible information and resources to staff and volunteers in the HSE and in HSE Funded and Contracted Services in order to promote Children First, foster child centred practice and promote the safeguarding of children.

### Who is this Resource for? **LEVEL 1**

All HSE staff, students and volunteers irrespective of role, grade or position.

The HSE Children First website is accessible to members of the public as it is a source of information for Adults, Children and Young People.

### Resource Content

- All Staff
- HSE Funded Agencies
- HSE Contracted Services/  
GP's
- General Public
- Children and Young People

### How can this Resource be accessed?

- ⇒ The HSE Children First Website can be accessed at:  
[www.hse.ie/childrenfirst](http://www.hse.ie/childrenfirst)

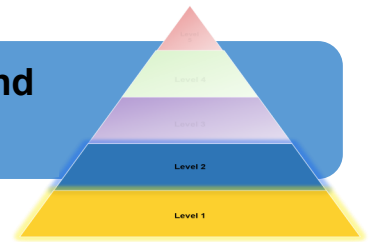
### Purpose of the HSE Children First Website

- Access to relevant and up to date information and resources that will enhance organisational and individual skills, behaviours and effectiveness to support the protection and welfare of Children and Young people.

### Further Information

Contact your local Children First Training and Development Officer for further information.

# Recognising and Reporting Child Protection and Welfare Concerns Online Workshop



## Description

This three and a quarter hour workshop aims to provide staff with a clear knowledge of their roles and responsibilities under Children First National Guidance and the HSE Child Protection and Welfare Policy. It also aims to support staff to increase their confidence in recognising child protection and welfare concerns and determining if a concern meets the threshold for reporting to Tusla - Child and Family Agency.

### Who is this Resource for?

### LEVEL 2

Staff, students and volunteers who have direct contact with children and families, adults who are parents/carers and adults who have been identified as posing a risk or potentially posing a risk to children.

**Please Note:** This training is specifically for staff who are **NOT** Mandated Persons. Please only express interest in this training if you are NOT listed on Schedule 2 of the Children First Act (2015). Separate training has been developed specifically for Mandated Persons.

### Resource Content

- Key Legislation and Policy
- Indicators of Abuse
- Making a Decision to Report or Not Report
- How to Report Child Protection or Welfare Concerns
- Sharing Information

### How can this Course be delivered?

⇒ The course is delivered by HSE Children First Training and Development Officers via a 3 hour 15 minute Online Interactive Workshop.

**Please note:** Training schedules with dates, times and registration details are circulated via email.

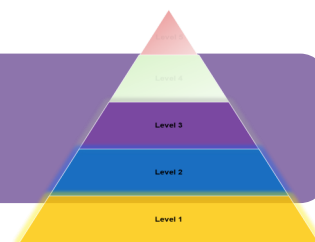
### Learning Outcomes

- Recognise possible Indicators of Abuse
- Identify Reasonable Grounds for Concern
- Identify how to report a Child Protection or Welfare Concern

### Further Information

Staff must Login to HSeLand to register for this training. Once in HSeLand follow these steps: click on the 'Courses' menu option, click on 'Catalogue', click on 'Profession or Unit', click on 'Children First', Click on the 'CHO / Area' that you work in, click on 'Training for staff who are NOT Mandated Persons', click on the programme, click on the Enrol button for the session you wish to attend and complete the details to book a place.

# Children First Online Training for Mandated Persons



## Description

This programme builds on the HSE e-Learning programme 'An Introduction to Children First'. It aims to assist mandated persons in understanding the two main **legal obligations** under the Children First Act 2015 in order to recognise, respond, and report child protection and welfare concerns.

### Who is this Course for?

### LEVEL 3

Mandated Persons – in accordance with Schedule 2 of the Children First Act 2015. These professionals have additional legal responsibilities to report child protection or welfare concerns.

## Course Content

- Key Legislation and Policy
- Recognising Child Protection or Welfare Concerns
- Reasonable Grounds for Concern
- Making A Decision to Report or Not Report
- Mandated Reporting/Mandated Assisting
- How to Report Child Protection or Welfare Concerns
- Sharing Information

### How can his Course be delivered?

⇒ The course is delivered by HSE Children First Training and Development Officers via a 3 hour Online Interactive Workshop.

**Please note:** Training schedules with dates, times and registration details are circulated via email.

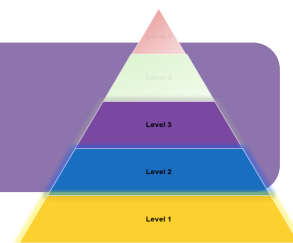
## Learning Outcome

- Recognise possible indicators of child abuse and neglect
- Identify reasonable grounds for concern
- Identify the legal obligations of a mandated person
- Describe the criteria for making a mandated report

### Further Information

Staff must Login to HSeLanD to register for this training. Once in HSeLanD follow these steps: click on the 'Courses' menu option, click on 'Catalogue', click on 'Profession or Unit', click on 'Children First', Click on the 'CHO / Area' that you work in, click on 'Training for staff who are Mandated Persons', click on the programme, click on the Enrol button for the session you wish to attend and complete the details to book a place.

# Children First Classroom Training for Mandated Persons



**This course is currently available via a 3 hour Online Interactive Workshop.**

## Description

This programme builds on the HSE e-learning programme 'An Introduction to Children First'. It aims to assist mandated persons in understanding the two main legal obligations under the Children First Act 2015 in order to recognise, respond, and report child protection and welfare concerns.

### Who is this Course for?

### LEVEL 3

Mandated Persons – in accordance with Schedule 2 of the Children First Act 2015. These professionals have additional legal responsibilities to report child protection or welfare concerns.

## Course Content

- Key Legislation and Policy
- Recognising Child Protection or Welfare Concerns
- Reasonable Grounds for concern
- Making A Decision to Report or Not Report
- Mandated Reporting/Mandated Assisting
- How to Report Child Protection or Welfare Concerns
- Sharing Information

### How can this Course be delivered?

⇒ The course is delivered by HSE Children First Training and Development Officers via a full day face to face training.

**Please note:** This course is currently available via a 3 hour Online Interactive Workshop.

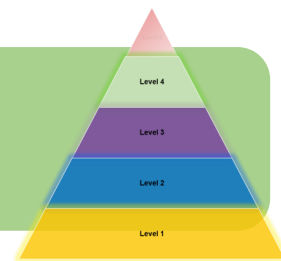
## Learning Outcome

- Recognise possible indicators of child abuse and neglect
- Identify reasonable grounds for concern
- Identify the legal obligations of a mandated person
- Describe the criteria for making a mandated report
- Identify how to report a child protection or welfare concern.

### Further Information

Contact your local Children First Training and Development Officer for further information.

# HSE Line Managers Videos and HSE Line Managers Briefing



## Description

The protection and welfare of children is the responsibility of all staff however as Line Managers are the first point of contact for staff they must be aware of and understand their responsibilities in terms of child safeguarding legislation and Children First National Guidance.

### Who is this Course for? **LEVEL 4**

Line Managers and staff with managerial responsibility.

This resource aims to provide Line Managers with the knowledge, information and resources available to support their role from a Child Safeguarding and Children First perspective.

## Course Content

- Children First Act 2015: Legal Responsibilities of mandated persons
- Roles and Responsibilities of HSE Line Managers and all staff
- HSE Child Protection and Welfare Policy
- Reporting Child Protection and Welfare Concerns

## Learning Outcome

- Roles and Responsibilities of HSE Line Managers and all staff
- Children First Act 2015 and legal responsibilities of mandated persons
- National Guidance for the Protection and Welfare of Children 2017
- Reporting Child Protection and Welfare Concerns
- Sharing Information and Record Keeping

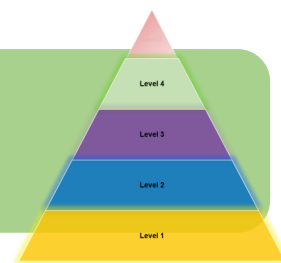
## How can this Course be accessed?

- ⇒ An 8 minute video on **HSE Line Managers Child Safeguarding Roles and Responsibilities** is available in the HSE Staff Section of the HSE Children First Website.
- ⇒ An 18 minute video for HSE Line Managers covering **Additional Children First Information on Key Child Safeguarding Legislation and Policy** is available in the HSE Staff Section of the HSE Children First Website.
- ⇒ A 60 minute more detailed PowerPoint Presentation on the **Roles and Responsibilities of Line Manager from a Children First perspective** can be delivered by a HSE Children First Training and Development Officer in Teams/Departments.

## Further Information

Contact your local HSE Children First Training and Development Officer for information.

# HSE Children First Line Managers Resource Pack



## Description

This Resource Pack will help promote effective organisational and individual skills and behaviours for supporting the protection and welfare of children and young people. As a Line Manager you may need to support staff members to manage a difficult child protection or welfare experience in the course of their work. Key supports available for promoting staff wellbeing needs and mental health requirements are provided.

### Who is this Course for? **LEVEL 4**

Line Managers and staff with managerial responsibility.

This resource aims to provide Line Managers with guidance, best practice tips and the additional supports available to support staff when managing difficult or challenging child protection and welfare experiences in the course of their work.

## Resource Content

- Roles and Responsibilities of HSE Line Managers and all staff
- HSE Reporting Child Protection and Welfare Concerns
- Managing a Difficult Child Protection or Welfare Experience
- Responding to a Disclosure of Abuse
- Talking to Parents/Guardians about a Concern
- Additional Resources for Supporting Staff
- HSE National Counselling Service Information

### How can this Resource be accessed?

- ⇒ The HSE Children First Line Managers Resource Pack is available on the HSE Children First Website [HSE Staff Section](#).

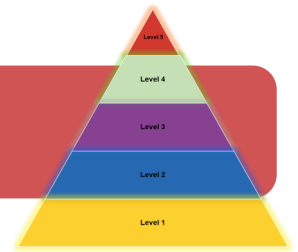
## Learning Outcome

- Roles and Responsibilities of HSE Line Managers
- How to Responding to a Disclosure of Abuse
- Talking to Parents/Guardians about a Concern
- Additional Resources for Supporting Staff who experience a difficult Child Protection or Welfare Experience

## Further Information

Contact your local HSE Children First Training and Development Officer for information.

# Risk Assessments and Child Safeguarding Workshop



## Description

The Children First Act 2015 places a number of statutory obligations on the HSE as an organisations providing 'relevant services' to children and young people.

All 'Relevant Services' in the HSE have a statutory duty to keep children and young people safe from harm while availing of the service and to undertake a **risk assessment** of any potential for harm and prepare a **child safeguarding statement**.

### Who is this Course for?

### LEVEL 5

Managers with responsibility for ensuring Child Safeguarding Risk Assessments and Child Safeguarding Statements are completed; Relevant Persons for Child Safeguarding Statements; Chairpersons and Committee members of Children First Operational Steering Committees.

### Course content

- Legislative basis for Child Safeguarding Statements
- Developing Child Safeguarding Statements in the HSE
- Overview of HSE Child Safeguarding Statement and Risk Assessments Guidance Workbook

### Learning Outcome

- Understand the legislative basis for Child Safeguarding Statements
- Understand the process around developing Child Safeguarding Statements and completing the risk assessment that informs it
- Have an understanding of the guidance workbook
- Have an awareness of the resources available from the HSE Children First National Office.

### How can this Course be delivered?

- ⇒ A Workshop: Guidance on the development of HSE Risk Assessments and Child Safeguarding Statements using the: HSE Child Safeguarding Statement and Risk Assessments Guidance Workbook.
- ⇒ A 30 minute PowerPoint Presentation delivered by a HSE Children First Training and Development Officer to Senior Managers.

### Further Information

Contact your local HSE Children First Training and Development Officer for information.



# **Additional Training and Resources**





# Hidden Harm

The experience of children living with, and affected by, parental problem alcohol and other drug use has become widely known as Hidden Harm. The term 'Hidden Harm' encapsulates the two key features of that experience:

- those children are often not known to services;
- and that they suffer harm in a number of ways as a result of compromised parenting which can impede the child's social, physical and emotional development.

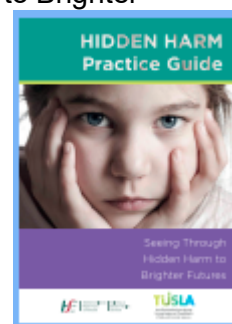
The key to the success of Hidden Harm work will be both the willingness and capacity of all services to work in a collaborative fashion.

## Hidden Harm Practice Guide

### Seeing through Hidden Harm to Brighter Futures:

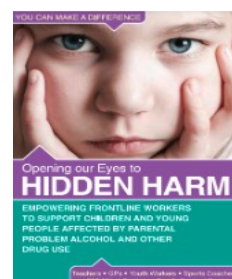
In 2019, the HSE/Tusla Practice Guide; 'Hidden Harm - Seeing through Hidden Harm to Brighter Futures' was published.

This document is an educational resource to enhance knowledge and skills, in identifying and responding effectively to parental problem alcohol and other drug use in terms of its impact on children and to support the continuing professional development of health and social care practitioners.



### Opening our Eyes to Hidden Harm:

The following leaflet 'Opening our Eyes to Hidden Harm' is specifically for empowering and guiding frontline workers in the area of parental problem alcohol and other drug use.



### Hidden Harm eLearning Programme:

A 45 minute e-Learning programme has been produced and is available on [www.hseland.ie](http://www.hseland.ie); '**Hidden Harm: Recognising and responding to the impact of parental alcohol and other drug use on children**'.

This programme is relevant to all staff working with parents, children, young people or families who may be affected by problem alcohol and other drug use. This includes HSE, Tusla, and community/voluntary sectors.

The programme seeks to support them in understanding and responding to the often 'Hidden Harm' of children living in these families.

