



Safeguarding Policy

1. Policy Statement

Splatter & Spark is committed to safeguarding the welfare of all children and vulnerable adults who attend our services. We believe everyone has the right to:

- Be safe from harm, abuse, neglect and exploitation.
- Be treated with dignity and respect.
- Have their voice heard and their choices supported.
- Access creative, sensory-based play and respite opportunities in a safe, inclusive and supportive environment.

The welfare of children and vulnerable adults is paramount in all our work.

2. Scope of Policy

This policy applies to:

- All staff, volunteers, contractors and students at Splatter & Spark.
- All services and activities, including one-to-one sessions, group activities, parties, weddings and community events.
- All children under 18 years of age and all adults with additional needs who may be at risk of harm.

3. Legal Framework

This policy is informed by:

- *Children First Act 2015 (Ireland)*
- *Children First: National Guidance for the Protection and Welfare of Children 2017*

- *HSE Safeguarding Vulnerable Persons at Risk of Abuse Policy 2014*
- *Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012*
- *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016*
- *Data Protection Act 2018* and EU General Data Protection Regulation (GDPR)

4. Designated Safeguarding Roles

- Designated Liaison Person (DLP): Colette Glackin -

Email: hello@splatterandspark.com

Mobile: 0877433341

- Deputy DLP: Roisín McDaid –

Email: hello@splatterandspark.com

Mobile: 0877050681

Both are Mandated Persons under the *Children First Act 2015* and are responsible for ensuring safeguarding concerns are managed in line with legislation.

5. Recognising Abuse

All staff and volunteers must be alert to the four main types of child abuse:

- Neglect
- Emotional abuse
- Physical abuse
- Sexual abuse

For vulnerable adults, concerns may also include:

- Financial abuse

- Discrimination
- Institutional abuse

6. Responding to Concerns

If a safeguarding concern arises:

1. Listen carefully and reassure the person.
2. Record the facts clearly and promptly.
3. Report the concern immediately to the DLP (Colette) or Deputy DLP (Roisín).
4. The DLP will decide if the concern needs to be reported to:
 - Tusla (for children)
 - HSE Safeguarding & Protection Team (for vulnerable adults)
 - An Garda Síochána if someone is at immediate risk

7. Confidentiality & Data Protection

- All safeguarding concerns will be handled sensitively and shared only on a need-to-know basis.
- Records will be stored securely in line with GDPR and the Data Protection Act 2018.
- Families will be informed where appropriate unless doing so would increase risk to the child or adult.

8. Code of Behaviour for Staff & Volunteers

All Splatter & Spark staff and volunteers must:

- Treat everyone with respect, kindness and dignity.
- Maintain professional boundaries.
- Avoid one-to-one unsupervised situations where possible.

- Use positive, inclusive language and behaviour.
- Report any concerns immediately.

Staff and volunteers must never:

- Engage in physical punishment, shouting or degrading behaviour.
- Develop inappropriate or secretive relationships with service users.
- Exchange personal contact details or connect via private social media.
- Breach confidentiality except where safeguarding requires disclosure.

9. Recruitment & Training

- All staff and volunteers will undergo Garda vetting and reference checks.
- Induction training includes safeguarding, health & safety and equality/inclusion.
- Ongoing Children First and HSE Safeguarding refresher training is mandatory.

10. Complaints & Whistleblowing

- Concerns about safeguarding practices may be raised through the Complaints Procedure.
- Staff and volunteers are protected under whistleblowing guidelines and encouraged to speak up about unsafe practices.

11. Review

This policy will be reviewed every two years, or sooner if there are changes to legislation or organisational practice.

Date Effective: 02/10/2025