Dear Provider,

An organisational Child Safeguarding Training Strategy supports Early Learning and Care and School Age Childcare Services, including Childminders, to meet their obligations under the Children First Act, 2015 and the Children First National Guidance, 2017. The Training Strategy should outline how workers and volunteers in services can access Child Safeguarding Training that is relevant and specific to their role. Information on your service’s guiding principles to keep children safe from harm and child safeguarding policies and procedures in your organisation should also be included in your Child Safeguarding Training Strategy.

There are many training resources available, and these are listed below for your convenience.

From 2024, the National Child Safeguarding Programme Sectoral Training and Information Implementation Plan, delivered through CCCs nationally will run over a 5-year period in order to ensure that all staff can access the training that is appropriate to their role in safeguarding. The table below outlines the steps that should be completed by workers during the 5-year period.

Each service’s Child Safeguarding Training Strategy should outline which workers/volunteers are required to complete which training programmes and at what frequency. This should be decided by completing a Training Needs Analysis (TNA) within your service.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Training/Information** | **Conditions** | **Target Audience** | **Recommended Frequency** |
| **Step 1****UNIVERSAL** | Children First eLearning Programme (Universal) | Completion required within one year of attendance at foundation programme | All workers in ELC/SAC services nationally  | To be decided by services in line with their Child Safeguarding Training Strategy |
| **Step 2****UNIVERSAL**  | Children First Mandated Person eLearning Module (Mandated Persons Only) | Completion required within one year of attendance at foundation programme | All Mandated Persons in services nationally  | To be decided by services in line with their Child Safeguarding Training Strategy |
| **Step 3**  | Always Children First Child Safeguarding Awareness Training (ELC/SAC Sector Specific) | 6-hour face to face training programme | All Providers of Relevant Services and all workers in ELC/SAC services nationally who have not previously attended foundation training.DLP/DDLP who have not attended in past 3 years  | To be completed every 5 years  |
| **Step 4** **UNIVERSAL** | DLP Programme eLearning Module  | Completion required within one year of attendance at DLP programme | All DLP/DDLP in ELC/SAC services nationally  | To be decided by services in line with their Child Safeguarding Training Strategy |
| **Step 5** | Always Children First Designated Liaison Person Training | 3.5-hour face to face training programmeMust have completed all steps above prior to attendance  | All DLP/DDLP in ELC/SAC services nationally | To be completed every five years  |
| **Step 6****UNIVERSAL** | Additional Supports – including signposting to Child Safeguarding Resource Doc  | Supported by NCSP Trainers  | All ELC/SAC Services  | Ongoing |

**Your Child Safeguarding Information and Training Strategy Should Be Informed By Conducting A Training Needs Analysis Within Your Organisation And It Should Outline The Following:**

* How workers/volunteers can access training on recognising and responding to child safeguarding concerns
* How workers/volunteers can access training that is specific to their role in safeguarding i.e., mandated persons, DLP, DDLP etc.
* The ways in which workers/volunteers are supported to follow the child safeguarding procedures in the service
* How your service’s Induction Policy supports new workers/volunteers to understand the services guiding principles and safeguarding procedures
* How ‘in-house’ training will be provided to ensure that workers/volunteers knowledge and understanding of their safeguarding responsibilities is kept up to date
* Timelines that workers/volunteers must adhere to in relation to refreshing their knowledge and understanding i.e., how often the Universal eLearning Programme and Mandated Persons eLearning programme should be repeated and how often face to face training must be attended

**Services Should Retain Child Safeguarding Training Records That Outline:**

* Organisational and individual training records
* Date and name of training programmes completed
* Names of workers/volunteers attending training
* Training provider details
* Signed records that workers/volunteers have accessed and understood the organisation’s guiding principles and child safeguarding procedures

**Children First Documents and Resources:**

* [Support for Developing a Child Safeguarding Training Needs Analysis and Child Safeguarding Training Strategy](https://www.tusla.ie/children-first/organisations/advice-information-and-training-for-staff-and-volunteers-of-organisations/)
* [Children First Act, 2015](https://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/html)
* [Children Fist National Guidance, 2017](https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf)
* [Child Safeguarding Resource Document- Child Safeguarding Statement, Policy and Procedures; Guidance for Early Learning and Care and School Aged Childcare Services in Ireland](https://childsafeguardingelc.ie/wp-content/uploads/2021/11/2Child-Safeguarding-Resource-Document-Child-Safeguarding-Statement-Policy-and-Procedures_-Guidance.pdf)

**Children First eLearning Programmes:**

* [Children First Universal eLearning programme](https://www.tusla.ie/children-first/children-first-e-learning-programme/)
* [Children First Mandated Person: Role and Responsibilities eLearning programme](https://www.tusla.ie/children-first/mandated-persons/mandated-person-role-and-responsibilities-elearning-module/)
* [Children First Designated Liaison Person Roles and Responsibilities eLearning programme](https://www.tusla.ie/children-first/organisations/appointing-a-designated-liaison-person/)

**Tusla Animations & Videos**

* [Definition of child safeguarding](https://youtu.be/o5dX3oeaoMQ)
* [What to do if you are worried about a child](https://www.tusla.ie/children-first/individuals-working-with-children-and-young-people/how-do-i-report-a-concern-about-a-child/)
* [What is a Child Safeguarding Statement](https://www.tusla.ie/children-first/organisations/what-is-a-child-safeguarding-statement/)
* [Understanding risk assessments in child safeguarding statements](https://www.tusla.ie/children-first/organisations/what-is-a-child-safeguarding-statement/how-do-i-develop-a-child-safeguarding-statement/)
* [Understanding the role of mandated persons](https://www.tusla.ie/children-first/mandated-persons/#:~:text=Mandated%20persons%20are%20people%20who,help%20protect%20children%20from%20harm.).
* [Understanding Tusla’s Post Referral Process](https://www.youtube.com/watch?v=VIXDJ3OuyBo)
* [Organisations working with Children and Families](https://www.tusla.ie/children-first/organisations/)
* [Individuals working with Children and Young People](https://www.tusla.ie/children-first/individuals-working-with-children-and-young-people/)

[**www.childsafeguardingelc.ie**](http://www.childsafeguardingelc.ie) **https://www.tusla.ie/children-first/**