Professional Learning & Development

CPL INSTITUTE

The CPL Institute

Child Safeguarding Statement

Prepared in accordance with the Children First Act 2015 and Children First: National Guidance

Document Control

Version No.	4.0	**Issue Date**	29/07/2026
Owner / Group	Quality & Compliance, the CPL Institute	**Review Date**	29/07/2028
Prepared By	Quality and Compliance Manager	**Approved By**	Associate Director
Relevant Person	Lorraine Conway, Quality and Compliance Manager	**Designated Liaison Person**	Catherine Maher Dennis, Training Manager
Deputy DLP	Quality and Compliance Manager	**Applies To**	Employees, contracted instructors, learners and relevant client-site activities
Status	Approved	**Supersedes**	V3.0 dated 27/03/2026

Record of Reviews / Amendments

Date	Version	Status	Summary of Amendment
27/03/2026	3.0	Approved	Previous issue: declaration of guiding principles and role assignments.
29/07/2026	4.0	Approved	Full statutory review. Clarified scope, separated child safeguarding from adult safeguarding, added risk assessment, statutory procedures, reporting arrangements, Garda vetting controls, implementation and review requirements.

1. Statement and Scope

The CPL Institute provides education and training services that may, on some courses or at some client locations, be availed of by children under 18 years of age. This Child Safeguarding Statement applies where the CPL Institute is the provider of a relevant service to children. It covers employees, contracted instructors, administrators, managers and any other person acting on behalf of the Institute.

The services that may involve children include:
PHECC- and IHF-approved cardiac emergency response and first aid training;
QQI programmes and other education or training courses where a learner is under 18;
work-experience or placement arrangements where relevant work or activities may arise;
the CPL Institute's own training programmes, including driver, fleet and workplace safety courses; and training delivered at a client site where children participate directly in the course.

Important distinction: the mere presence of children elsewhere at a client premises does not automatically mean that the CPL Institute is providing a relevant service to those children. The booking process must determine whether children will directly avail of the training and whether instructors will have necessary and regular access to or contact with them.

Adults at risk: the CPL Institute also maintains separate safeguarding arrangements for adults at risk. Adult safeguarding is addressed in the Safeguarding Children and Adults at Risk Policy and Procedure and is not treated as part of this statutory Child Safeguarding Statement.

2. Guiding Principles

- The welfare, safety and best interests of every child are paramount.
- Every child has the right to be safe from harm, to be treated with dignity and respect, and to be listened to.
- Children will be treated equally and without discrimination, while reasonable supports will be provided to enable safe participation.
- Safeguarding is everyone's responsibility. All staff and contracted instructors must act on concerns and follow the reporting procedure.
- Professional boundaries, appropriate communication and consent for practical demonstrations will be maintained at all times.
- Concerns will be handled sensitively, shared only on a need-to-know basis and reported to the appropriate authority where required.
- The Institute will implement, monitor and review this Statement and the procedures that support it.

3. Child Safeguarding Risk Assessment

The CPL Institute has assessed the potential for harm to a child while availing of its services. The assessment focuses on risks of harm as defined by the Children First Act 2015 rather than ordinary occupational health and safety hazards.

Potential risk of harm	How the risk may arise	Procedures and controls in place	Residual risk
Inappropriate conduct, abuse, neglect or exploitation by an instructor or other adult	Unsupervised contact, poor boundaries, misuse of authority or failure to follow conduct requirements.	Safer recruitment; role assessment; Garda vetting where legally required; references and identity checks; safeguarding induction; Instructor Code of Conduct; visible/open training arrangements; prohibition on private contact; concerns and allegations procedure.	Low
A child is left alone with an instructor	One-to-one teaching, early arrival, late collection, breakout activity or inadequate client supervision.	No avoidable one-to-one contact; responsible client representative/parent or guardian remains available; room layout remains visible; online breakout rooms controlled; course arrangements escalated where supervision is inadequate.	Low
Inappropriate or non-consensual physical contact during practical training	First aid, manual handling, people handling or other skills demonstrations may involve physical proximity or touch.	Explain demonstrations in advance; obtain voluntary agreement; offer observation or alternative participation; use age-appropriate techniques; avoid intimate areas; ensure another responsible adult is present; stop immediately if the child is uncomfortable.	Low
Failure to recognise or report a child protection or welfare concern	A disclosure, injury, behaviour or observation is misunderstood, minimised or not escalated.	Children First training; DLP and Deputy DLP; concern and disclosure form; immediate reporting procedure; no investigation by instructors; mandated persons retain their statutory duties; emergency escalation to Gardaí/112/999 where necessary.	Low
Bullying, intimidation, discrimination or harmful peer behaviour	Learner-to-learner conduct during classroom, practical or online activities.	Learner conduct rules; active instructor supervision; challenge and stop harmful behaviour; separate participants where necessary; report concerns to client contact and DLP; reasonable accommodations and inclusive delivery.	Low
Inappropriate digital communication, photography, recording or online contact	Private messaging, recording without authority, social-media contact, uncontrolled online access or sharing personal information.	Use organisational accounts and approved channels; no private social-media contact; no recording or photography without documented authority; waiting-room and attendance controls; client representative present; secure handling of learner data.	Low
Unsuitable person assigned to work with children	Role not identified as relevant work, incomplete vetting, expired client approval, or unsuitable disclosure not assessed.	Booking screening; instructor eligibility register; vetting completed by the legally responsible relevant organisation before relevant work starts; suitability decision documented; assignment blocked until checks are complete.	Low
Allegation or concern involving a staff member is managed inadequately	Delay, informal investigation, loss of evidence, conflict of	Immediate protective action; DLP and Associate Director escalation; statutory reporting as appropriate; separate safeguarding and employment/contractor	Low

Potential risk of harm	How the risk may arise	Procedures and controls in place	Residual risk
	interest or failure to protect children.	processes; restricted records; cooperation with Tusla and An Garda Síochána.	
Child's additional needs, communication needs or disability are not properly supported	Instructor is not informed, supports are absent, or the child cannot communicate discomfort or concern.	Pre-course information gathered lawfully; client/guardian arranges suitable support; reasonable adjustments; accessible communication; no assumption of incapacity; course paused where safe participation cannot be assured.	Low
Transport, changing, toileting or personal-care situations create safeguarding exposure	Instructor is asked to transport, accompany or provide personal assistance outside the agreed training role.	Instructors do not provide transport, personal care or medication support unless expressly authorised, competent and separately risk assessed; client/guardian remains responsible; restricted access to private areas.	Low

Course-specific assessment: The Safeguarding Course Booking Checklist and Simple Risk Assessment must be completed for each booking involving, or potentially involving, children. Medium or high concerns must be referred to the Quality and Compliance Manager or DLP before the course is confirmed.

4. Procedures Supporting this Statement

The following procedures are in place and are available to staff and, where appropriate, to parents, guardians, clients, Tusla or members of the public on request:

Required area	CPL Institute procedure
Managing identified risks	Safeguarding Children and Adults at Risk Policy and Procedure; Safeguarding Course Booking Checklist and Simple Risk Assessment; course-specific controls and client safeguarding arrangements.
Safe recruitment and selection	Role descriptions, identity and qualification checks, references, suitability assessment, safeguarding declarations and Garda vetting where relevant work or activities are involved.
Garda vetting	No person may undertake relevant work or activities until the legally responsible relevant organisation has received and assessed the required vetting disclosure.
Information, instruction and training	Children First awareness training, DLP briefing, role-specific safeguarding induction, professional boundaries and refresher training.
Reporting concerns to Tusla	Immediate internal reporting to the DLP, factual recording, use of Tusla reporting routes, and direct reporting by mandated persons where the statutory threshold is met.
Allegations concerning staff or instructors	Immediate safeguarding action, senior management escalation, statutory notification where required, fair procedures and separation of safeguarding from employment or contractor processes.
Mandated persons	A current list is maintained of persons, if any, who are mandated persons by virtue of their professional role. Mandated responsibilities remain personal to the mandated person.
Appointment of a Relevant Person	The Quality and Compliance Manager is appointed as the first point of contact regarding this Statement.
Record keeping and confidentiality	Safeguarding records are factual, secure, access-restricted and retained in accordance with legal, regulatory and data-protection requirements.
Client-site and online delivery	Responsibilities for supervision, safeguarding contacts, communication, physical demonstrations, recordings and emergency escalation are confirmed before delivery.

5. Roles and Responsibilities

Provider / Derek Donohoe, Associate Director: Ensures organisational governance, resources, approval and oversight of significant safeguarding matters.
Relevant Person – Lorraine Conway, Quality and Compliance Manager: Acts as the first point of contact regarding this Child Safeguarding Statement; coordinates review, publication and access to supporting procedures.
Designated Liaison Person – Catherine Maher Dennis, Training Manager: Receives child protection and welfare concerns, considers reporting requirements, liaises with Tusla and coordinates immediate safeguarding actions.
Deputy DLP – Quality and Compliance Manager: Acts when the DLP is unavailable and supports safeguarding records and implementation.
Booking and administration staff: Complete the safeguarding booking checklist, identify learners under 18, clarify supervision and client arrangements, and refer unresolved concerns before confirmation.
Instructors and contractors: Maintain professional boundaries, follow agreed controls, respond appropriately to disclosures, report concerns immediately and do not investigate.
Mandated persons: Where an individual falls within a category in Schedule 2 of the Children First Act 2015, they must fulfil their personal statutory reporting obligations.

6. Responding to a Concern or Disclosure

- Ensure immediate safety. Contact emergency services or An Garda Síochána where a child is in immediate danger.
- Listen calmly. Do not investigate, ask leading questions, confront any person or promise secrecy.
- Reassure the child that they were right to speak and explain that the information must be shared with people who can help.
- Record the facts promptly, including the child's own words where possible, date, time, location and persons present.
- Report immediately to the DLP or Deputy DLP. Follow the client's safeguarding route as well where the concern arises at a client site.
- The DLP will consider reporting to Tusla in accordance with Children First requirements. A mandated person must also make their own report where the statutory threshold is met.
- Maintain confidentiality and share information only where necessary for safeguarding, reporting, legal or fair-procedure purposes.

7. Garda Vetting and Suitability

The requirement for Garda vetting is determined by the nature of the work, not simply by the type of premises. Where an instructor will undertake relevant work or activities, the organisation legally responsible for engaging or contracting that person must receive and assess the vetting disclosure before the work begins.
The booking process identifies whether children will directly participate and whether the instructor's necessary and regular duties mainly involve access to or contact with children.
The Institute will not treat an instructor's personal statement or a disclosure obtained for an unrelated organisation as sufficient evidence.
A suitability decision will be documented and access to vetting information restricted.

Where a client contracts for services constituting relevant work, responsibility for obtaining and assessing the disclosure will be clarified in writing before delivery.
Vetting is one element of safer recruitment and does not replace references, qualification checks, supervision, training or monitoring.

8. Implementation, Availability and Review

- This Statement and the supporting procedures will be provided to relevant employees and contracted instructors.
- The Statement will be displayed prominently at the place where the relevant service is provided, as appropriate, and published or made readily available through the Institute's normal information channels.
- A copy will be provided on request to a parent or guardian of a child using the service, Tusla or a member of the public.
- Implementation will be monitored through booking checks, instructor eligibility records, training records, incident and concern reviews, internal audit and management review.
- This Statement will be reviewed no later than 29 July 2028 and sooner where there is a material change, safeguarding incident, service change, legal change or revised national guidance.

9. Approval and Contact

Relevant Person: Lorraine Conway, Quality and Compliance Manager
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Telephone: 01 895 5755
Organisation: Cpl Learning and Development Limited trading as the CPL Institute

Prepared / Relevant Person	Approved / Provider
Lorraine Conway Quality and Compliance Manager Relevant Person	Derek Donohoe Associate Director
Signature: Lorraine Conway Date: 30/07/2026	Signature: Derek Donohoe Date: 30/07/2026

10. Key References

Children First Act 2015, particularly section 11 and Schedule 1.
Children First: National Guidance for the Protection and Welfare of Children.
Tusla, Guidance on Developing a Child Safeguarding Statement and CSS Compliance Review guidance.
National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016.
National Policy Framework for Adult Safeguarding in the Health and Social Care Sector (2025), where adult safeguarding arrangements are relevant.
Safeguarding Children and Adults at Risk Policy and Procedure, the CPL Institute.
Safeguarding Course Booking Checklist and Simple Risk Assessment, the CPL Institute.