



**Early
Childhood
Ireland**

**Working In Partnership
Policy And Agreement**



Working In Partnership Policy And Agreement

Early Childhood Ireland believes that everybody has a role in child safeguarding and to support this we have robust Child Safeguarding Policies and Procedures in place. Throughout the course of our work, Early Childhood Ireland may visit early years and school age care settings for the purpose of research, consultation and observation or run events with partner organisations. It is essential that all parties understand and agree the governance issues in relation to child safeguarding. For the purpose of this agreement, parties means, but is not limited to, partner organisations, photographers, architects, researchers, international visitors, media personnel, funders, and donors.

Outlined below is a checklist for Early Childhood Ireland Employees, which must be signed by all parties prior to any collaborative work commencing.

Checklist for visits to Early Years and School Age Care settings

If you are visiting a setting, you need to make sure everything goes safely and smoothly.

Before your visit

- Make sure you understand and follow the settings processes for visitors including safer recruitment, visitors' policy and code of behaviour
- Confirm the date and time of your visit with the setting. Make sure you know who to ask for when you arrive
- Review and ensure adherence to our and the settings Garda Vetting policy for all parties
- Review and ensure adherence to our and the settings Digital and Photograph policy for all parties
- Request copy of settings child safeguarding statement and policy/procedures including details of the settings DLP/Deputy DLP
- Share Early Childhood Ireland's Working in Partnership and Child Safeguarding policies and procedures in advance with all parties

- You should provide the setting with written confirmation that staff are recruited following safe recruitment practices
- If you plan to take photographs of children and young people as part of your work, you must seek prior permission from the setting, and consent from the parents/guardians and the children
- Make sure you know how to recognise and respond to any concerns about a child's safety or welfare and poor practice

During the visit

- Be prepared to show identification when you arrive
- Follow the settings code of behaviour
- Only go into areas of the setting you've been permitted to enter
- You, nor any other party attending with you, should ever be alone with a child/ children
- The settings digital and photograph policy must be respected at all times, as well as adherence to permissions and consents secured in advance of visit.

If you observe safeguarding or poor practice concerns in settings and during activities/visit

- 1) Any safeguarding concerns, including poor practice should be reported to the Designated Liaison Person (DLP) of the setting by the Early Childhood Ireland staff member or DLP (whatever is most appropriate in the circumstances)
- 2) It should also be discussed with the DLP in Early Childhood Ireland. The DLP in Early Childhood Ireland will review and determine whether further action needs to be taken and if a report needs to be made to Tusla or the Early Years Inspectorate or to the setting itself
- 3) Actions and decisions will be recorded as per Early Childhood Ireland policies and procedures
- 4) The setting will be notified by the Early Childhood Ireland staff member or the DLP (whatever is most appropriate in the circumstances) of the action taken and where appropriate, support options/resources will be highlighted
- 5) If Early Childhood Irelands DLP/Deputy DLP decides to seek advice or make a report to Tusla or the Inspectorate, we will inform the setting (as long as it does not put a child/ children at risk)
- 6) After contact has been made with Tusla or the Inspectorate, the DLP will follow their advice as to whether we need to share any further information with the setting

Hearing and/or receiving safeguarding and poor practice concerns during a call to Early Childhood Ireland

- 1) Where possible/appropriate (and provided it does not put a child/children at risk), the Early Childhood Ireland staff member will inform the member that they need to seek advice
- 2) All concerns should be discussed with the Early Childhood Ireland DLP. The DLP in Early Childhood Ireland will review and determine whether further action needs to be taken and if a report needs to be made to Tusla or the Early Years Inspectorate or to the setting itself
- 3) Actions and decisions will be recorded as per Early Childhood Ireland policies and procedures
- 4) Member setting should be advised of decisions made and action taken by the Early Childhood Ireland staff member or the Early Childhood Ireland DLP (whatever is most appropriate in the circumstances) and where appropriate, support options/resources will be highlighted
- 5) If Early Childhood Irelands DLP/Deputy DLP decides to seek advice or make a report to Tusla or the Inspectorate, they will inform the setting (as long as it does not put a child/ children at risk).
- 6) After contact has been made with Tusla or the Inspectorate, the DLP will follow their advice as to whether we need to share any further information with the setting.

Early Childhood Ireland Working in Partnership Agreement

The purpose of this Working in Partnership Agreement is to clarify and agree Child Safeguarding governance prior to any work with children.

1. General Details

1. **Early Childhood Ireland** Staff Member/s: _____

Partner/Member Organisation: _____

Date and Time of Visit: _____

Purpose Of Visit: _____

2. Safeguarding Agreement

Action	ECI Y/N	Partnership Organisation Y/N
Child Safeguarding Statement and Policies and Procedures are in place		
Safer Recruitment (Garda Vetting and Reference Checks)		
Understanding of the Visitor Policy		
Agreed Code of Behaviour		
Is consent required (photos, consultation etc)		
Has Consent of parents/guardians and the children been obtained (Has a plan been put in place to obtain children's ongoing consent?)		
Observation/Reports of Child Safeguarding Concerns and poor practice should be reported to the DLP in _____ (Organisation) _____ (Name)		

I confirm that I have read and agree to the Working In Partnership Agreement

I confirm that I understand that **Early Childhood Ireland** staff/personnel/Partners are also required to adhere to **Early Childhood Ireland** Child Safeguarding Policies and Procedures

_____ (Early Childhood Ireland)
Partner)

_____ (Member/

Appendix

Checklist for completion prior to a visit a Setting

Item	Y/N	Any further actions required?
Child Safeguarding Statement and Policies and Procedures of setting requested and reviewed		
Request and note details of the settings DLP/Deputy DLP		
Safer Recruitment (Garda Vetting and Reference Checks) of setting requested and reviewed		
Visitor Policy of setting requested and reviewed		
Code of Behaviour of setting requested and reviewed		
Digital and Photography Policy of setting requested and reviewed		
If agreed that you are taking photographs, seek prior permission from the setting, and consent from the parents/guardians and the children (and make plan to ensure ongoing consent of the children)		
Date and time of your visit with the setting confirmed and know who to ask for when you arrive		
Confirm with setting who will be attending with you		
Review and ensure adherence to our Garda Vetting policy for all parties		
Review and ensure adherence to our Digital and Photograph policy for all parties		
Share Early Childhood Ireland's Working in Partnership and child safeguarding policies and procedures in advance with all parties (including setting)		

Review Early Childhood Ireland Child Safeguarding Statement and policies and procedures and familiarise yourself with how to recognise and respond to any concerns about a child's safety or welfare and poor practice		
Provide the setting with written confirmation that staff are recruited following safe recruitment practices		
Brief all parties in relation to Early Childhood Ireland's and settings policies and procedures		



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