



# National Treasury Management Agency

## Human Resources - Staff Policies

### NTMA Child Protection Policy

<b>Security Classification</b>	Internal
<b>Document Reference</b>	HR Staff Policy
<b>Version</b>	3.0
<b>Status</b>	Final
<b>Document Author</b>	HR Business Partner
<b>Document Owner</b>	Chief People Officer

# 1. DOCUMENT CONTROL

## 1.1. REVISION HISTORY

Version	Date	Change	Summary of Changes
1.0	03/03/2020		Development of Policy
2.0	17/11/2022		Full review of Policy
3.0	01/12/2024		Full review of Policy

## 1.2. DOCUMENT REVIEW

Date of Next Scheduled Review
01/12/2026

## 1.3. DISTRIBUTION

Name	Title
All NTMA Employees and contractors, consultants and third parties working on-site at the NTMA premises or with access to the NTMA systems for the purposes of providing services.	NTMA Intranet, Internet & NTMA Contractor Guidance and Policies document

## 1.4. APPROVAL

This policy has been reviewed and approved by the NTMA Executive Management Team on the 20<sup>th</sup> January 2025, the Chief Executive Officer of NAMA on the 21<sup>st</sup> January 2025, the Chief Executive Officer of the SBCI on the 21<sup>st</sup> January 2025, and the Chief Executive Officer of HBFI on the 21<sup>st</sup> January 2025. Subsequent changes relating to amendments to HR administrative procedures may be approved by the CPO, or to reflect updates in legislation, may be approved by the CPO and the CLO.

## 1.5. DATA PROTECTION

Any personal data, including any special categories of personal data, collected and processed by the NTMA in connection with this policy will be processed in accordance with the NTMA Data Protection Policy and the NTMA Employee Data Protection Notice, both of which are available on the intranet.

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### 3. INTRODUCTION

The National Treasury Management Agency, together with the National Asset Management Agency (NAMA), the Strategic Banking Corporation of Ireland (SBCI) and Home Building Finance Ireland (HBFI) (together, the “**NTMA**”) are fully committed to safeguarding the well-being of all children with whom we engage as part of NTMA business. This policy on child protection has been developed in line with the requirements of the Children First Act 2015, as amended (the “**Act**”), the Children First: National Guidance for the Protection and Welfare of Children, 2017 and the Addendum to Children First: National Guidance for the Protection and Welfare of Children, 2019. The NTMA is committed to promoting the rights of the child including the participation of children in matters that affect them.

This policy will be published on the NTMA’s intranet and internet pages and hard copies will be made available on request.

### 4. SCOPE

This policy applies to all employees of the NTMA. An employee of the NTMA is defined as anyone who has a contract of employment with the NTMA (including without limitation a fixed term or specified purpose contract) regardless of the entity or Business Unit within which they are assigned to work, and regardless of the hours they work.

This policy also applies to contractors, consultants and third parties working on-site at the NTMA premises or with access to the NTMA systems for the purposes of providing services (“relevant service providers/contractors”).

### 5. DEFINITIONS

Child or Children	Refers to individuals who are under the age of 18 years (excluding those who are or have been married, in line with the Act).
Line Manager	With respect to an NTMA employee, the NTMA officer or employee who has direct responsibility for the day-to-day management of that employee.
Senior Executive	The Chief Executive of the NTMA and NTMA Executive Management Team, the Chief Executive Officer of NAMA, the Chief Executive Officer of the SBCI and the Chief Executive Officer of HBFI, or a Head of Function who reports directly to one of the above.

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## 6. POLICY

The objective of this policy is to set out the approach adopted by the NTMA in seeking to minimise the risk of harm, or abuse, to children while they avail of certain activities provided on occasion by the NTMA and to provide guidance to staff with a view to ensuring, as far as practicable, the safety of those children. The NTMA aims to create a safe and healthy environment for children and is committed at all times to safeguarding their welfare as an organisation that, on occasion, invites children onsite.

The objectives of this policy are set out below:

- To foster a greater awareness among employees and relevant service providers/contractors of our commitment to ensuring, as far as practicable, that children are kept safe from harm and to comply with the NTMA's obligation to develop a child safeguarding statement and to provide a copy of it to all employees and relevant service providers/contractors.
- To set out the NTMA's risk assessment of any potential for harm to a child while visiting the NTMA or availing of any NTMA activity and to use this in conjunction with the child safeguarding statement to manage any risks identified and deal with related issues.
- To provide details of relevant persons who have been appointed by the NTMA to act as the first points of contact in respect of the NTMA's child safeguarding statement.

### 6.1. COMPLIANCE WITH THE ACT

The NTMA has a number of obligations as set down by the Act because it qualifies as the provider of a "relevant service" in respect of a limited number of activities which are incidental to the NTMA's day to day business and occur on an occasional basis for no commercial consideration.

A relevant service under the Act includes any work or activity which consists of the provision of educational, research, training, cultural, recreational, leisure, social or physical activities to children, whether or not for commercial or any other consideration. Incidental educational activities of the NTMA are limited to, for example, the NTMA Schools Partnership Programme, education-based volunteering activities and onsite work- experience of second-level students. Social activities may include, but are not limited to, events like the children's Christmas visit or any family visit day/event, where children are occasionally and temporarily permitted onsite.

### 6.2. COMMITMENT TO CHILD PROTECTION

As the provider of a relevant service on occasion, the NTMA has produced a risk assessment and child safeguarding statement (**Appendix 1**). It has further nominated relevant persons to be the designated liaison/first point of contact in respect of the NTMA's child safeguarding statement, as required under Part 2 of the Act.

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**6.3. CHILD SAFEGUARDING STATEMENT AND RISK ASSESSMENT**

The child safeguarding statement is a written statement that specifies the service being provided and the principles and procedures to be observed to ensure, as far as is practicable, that a child availing of the service is safe from harm.

The statement must include a written assessment of any potential for harm to a child while availing of the relevant service (“risks”) and specify the procedures in place to address specific issues identified in the Act.

The purpose of the risk assessment undertaken by the NTMA is to identify any potential harm that a child could suffer while availing of the occasional relevant services provided by the NTMA. “Harm” is defined under the Act as assault, ill-treatment or neglect of a child in a manner that seriously affects or is likely to seriously affect the child’s health, development or welfare, or sexual abuse of a child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise. It should be noted that ‘risk’ in this context is the risk of harm as defined under the Act, and not a general health and safety risk. The NTMA has used the risk assessment outlined in Appendix 1, to prepare a child safeguarding statement that outlines how these risks will be managed. A risk assessment is an exercise where the NTMA examines all aspects of its provision of the relevant service from a safeguarding perspective to establish whether there are any practices or features that have the potential to put children at risk.

The child safeguarding statement will be reviewed every two years and more frequently in response to changes in the nature of any engagement, work or activity involving children, in legislation or national guidance. It will be displayed on the NTMA intranet and publicly on the external website. It will further be made available, upon request, to all parents and guardians of children availing of the relevant services, the Child and Family Agency (Tusla) and members of the public.

**6.4. DESIGNATED LIAISONS**

The designated liaison person and their deputies (“designated liaisons”) are the staff members appointed by the NTMA to be the first point of contact in respect of the child safeguarding statement. They will act as a liaison with outside agencies and as a resource person to any staff member who has child protection concerns. They are responsible for ensuring that the standard reporting procedure (see Section 6.6) is followed when reporting allegations or suspicions of child abuse to Tusla. The designated liaisons should record all reasonable concerns or allegations of abuse brought to their attention, and the actions taken in response to a concern or allegation of child abuse.

Please see **Appendix 2** for a list of the current designated liaisons and their contact details.

In respect of child safeguarding training and information, including the identification of the occurrence of harm, designated liaisons have completed Tusla’s eLearning programme on the *Children First: National Guidance for the Protection and Welfare of Children* (and the Addendum to that guidance) and the Act. In the event that any on-site work experience placements for second-level students are to be facilitated, second-level programme mentors, i.e., members of NTMA staff charged with facilitating such work experience within the NTMA, would receive a briefing from a designated liaison in advance of becoming involved in any such work experience programmes. This briefing would cover the NTMA Child Protection Policy and key points from Tusla’s e-learning programme. Periodic reminders in relation to the NTMA Child Protection Policy will be issued to

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staff and relevant service providers/contractors with NTMA email access both via email and an online communication tool.

**6.5. RELEVANT SERVICES AND MANDATED PERSONS**

The NTMA has no “mandated persons” for the purposes of the Children First Act 2015.

This will be kept under review and should any employee of the NTMA meet the definition of a “mandated person” as defined in the Children First Act 2015, the NTMA will maintain a list of all such persons (if any) within the organisation.

The NTMA does not provide services directly to children as part of its day to day business but may temporarily permit children on-site for occasional short-term social or educational activities which include, but are not limited to the Children’s Christmas visit or any other family visit day where children are occasionally and temporarily permitted onsite, the NTMA Schools Partnership Programme, where students may occasionally visit the NTMA as part of a school supervised group, or any placement of second-level students on work experience with the NTMA. The NTMA is also involved in corporate social responsibility (“CSR”) activities that may bring staff into contact with children, in a limited capacity. This may involve, but is not limited to, activities that occur in education-based or volunteering settings supported by the NTMA. Members of staff who agree to participate may be Garda vetted by the host organisation where they are volunteering, if required by the host organisation. When there is a scheduled CSR activity involving interaction between NTMA staff and children, the CSR co-ordinator will first contact the host organisation to ensure that they have their own child safeguarding statement and, further, that the NTMA volunteers are thus guided by the organisation’s child safeguarding policies, procedures, and the direction of the relevant organisation’s designated liaison personnel.

The NTMA supports the development of children and young people and may occasionally facilitate the placement of second-level students for short unpaid periods of work experience. These second-level students are usually under 18 years of age, and therefore come within the definition of a child under the Act.

In the context of occasionally attending the NTMA’s premises for educational activities, children will not be left alone on-site and will be supervised at all times, as far as practicable. On the occasion of social activities such as the Children’s Christmas visit or any family visit day, responsibility for the care and supervision of the children rests with the accompanying parent or guardian at all times.

**6.6. REPORTING PROCEDURES AND RESPONSIBILITIES**

The reporting procedure for dealing with disclosures, concerns or allegations of child abuse is outlined in the following steps:

- Any staff member who has received a disclosure of child abuse, or who has reasonable grounds for concern that a child may have been, is being or is at risk of being abused or neglected, should bring it to the attention of the designated liaison person or, in their absence, their deputies immediately. The Chief People Officer should also be informed of the situation. It is not necessary to prove that abuse occurred, as long as there are reasonable grounds for concern.
- Reasonable grounds for a child protection or welfare concern include:
  - Evidence, for example an injury or behaviour, that is consistent with abuse and is

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- unlikely to have been caused in any other way.
- Any concern about possible sexual abuse.
- Consistent signs that a child is suffering from emotional or physical neglect.
- A child saying or indicating by other means that he or she has been abused.
- Admission or indication by an adult or a child of an alleged abuse that has been committed against a child.
- An account from a person who saw the child being abused.
- The designated liaison will assess and review the information that has been provided. The designated liaison may contact Tusla on a no-name basis for informal advice relating to the allegation, concern or disclosure.
- After consulting with Tusla (if applicable), and in any case where a report is made to the designated liaison, the designated liaison will take one of two actions:
- Report the allegation, concern or disclosure to Tusla, and where appropriate, to An Garda Síochána, including in the event of an emergency. The designated liaison will always inform Tusla if reasonable grounds for concern exist; or
  - Not make a formal report to Tusla but keep a record of the concerns on file. Any actions taken because of a concern should be recorded. The reasons for not reporting the allegation, concern or disclosure will also be clearly recorded.
- In the latter case, if the designated liaison person decides not to report a concern to Tusla, the staff member who made the initial report will be given a clear written explanation of the reasons why the concern is not being reported to Tusla. The staff member should also be advised that it is open to them to make a formal report directly to Tusla or An Garda Síochána, if they feel this is necessary.

A report to Tusla can be made in person, by telephone, in writing to the [local social work duty service in the area](#) where the child lives. Reports can also be made through a [secure webportal](#) with Tusla. Contact numbers for all Tusla offices are available on their website <https://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/dublin/>. In an emergency, where Tusla is not available, and there is a concern for the safety of a child, then a report should be made directly to An Garda Síochána.

NTMA Staff members should be aware that, in some instances, there will be a need to report their concerns directly to An Garda Síochána (separate and in addition to reporting to the designated liaison person/Tusla), in circumstances where the Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012 may apply. Under this Act, it is a criminal offence to withhold information about a serious offence, including a sexual offence, against a person under 18 years or a vulnerable person. The offence arises where a person knows or believes that a specified offence has been committed against a child or vulnerable person and he or she has information which would help arrest, prosecute or convict another person for that offence but fails without reasonable excuse to disclose that information as soon as is practicable to do so to a member of An Garda Síochána.

In making a report on suspected or actual child abuse, the first priority is always for the safety and welfare of the child. Parents/legal guardians of the child will be informed of the allegation, concern or disclosure unless doing so is likely to endanger the child. All records relating to any incident relating to this policy will be retained in a secure place. The designated liaison will have access to relevant records when required. The retention of records will be in accordance with standard HR practice and the NTMA’s Data Protection Policy.

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## 6.7. ALLEGATIONS AGAINST NTMA STAFF

Allegations of abuse or misconduct against NTMA staff by a child availing of our educational services or attending a social event onsite will be investigated and dealt with under the NTMA Disciplinary Procedures policy and may result in disciplinary action being taken against the staff member, up to and including dismissal. The NTMA may also be obliged to inform third parties (e.g. Tusla or An Garda Síochána) of the allegations.

## 6.8. COMMUNICATION POLICY

Direct communication between NTMA staff and unrelated school children attending programmes or events in the NTMA is not permitted outside of the planned programme. All communication regarding any school programmes will be made via the designated adult point of contact within the school.

## 6.9. PARENTAL/GUARDIAN CONSENT AND LEGAL PROTECTIONS

### 6.9.1. Parental/Guardian Consent

In the event that any on-site work experience placements for second-level students are to be facilitated, a Purpose of Engagement Statement (see template at **Appendix 4**) must be signed by a parent/guardian in advance of any such second-level work placement, in which they grant permission for their child to participate in the agreed activity. The Statement also sets out requirements regarding advising the NTMA of any child's absence from its second-level programmes.

### 6.9.2. Legal Protections

The Protections for Persons Reporting Child Abuse Act 1998 (as amended) makes provision for certain protections from civil liability for persons who, acting reasonably and in good faith, have formed the opinion that a child has been or is being assaulted, ill-treated, neglected or sexually abused, or that a child's health, development or welfare has been or is being avoidably impaired or neglected and communicates such abuse concerns to designated officers of the Child and Family Agency (Tusla) or to any member of An Garda Síochána<sup>1</sup>. These protections apply to organisations as well as to individuals. This Act also extends certain protections to employees whereby employers may not penalise employees for forming opinions of that kind and communicating such concerns to the appropriate authorities if the employee has acted reasonably and in good faith<sup>2</sup>.

Any abuse allegation must be dealt with sensitively. Support and, if necessary, counselling may be provided to affected employees through the [NTMA's EAP provider – Spectrum Life](#). While the primary goal must be to protect the child, care must be taken to ensure that the staff member is treated fairly. It is critical that a proportionate response is taken to each case that arises specifically because of the nature and type of abuse that could be the subject of the allegation.

<sup>1</sup> Section 3 of Protections for Persons Reporting Child Abuse Act 1998 (as amended).

<sup>2</sup> Section 3 of Protections for Persons Reporting Child Abuse Act 1998 (as amended).

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**6.9.3. NTMA Policy for the selection and recruitment of staff**

Prior to appointment, references are checked for any employees who will have substantial interaction with children.

At the NTMA, we only interact directly with children on an occasional basis through short-term social or educational activities or through CSR activities. This may change from time to time and will be reflected in the NTMA Risk Assessment (which is included in the NTMA’s Child Safeguarding Statement) as necessary.

Line Managers are responsible for assessing if staff will deal directly with children and will brief them on their responsibilities at the commencement of their assignment to these duties. Staff members assigned to such roles will be required to complete the training referenced below.

The NTMA People Function will ensure all staff are also be provided with a copy of the NTMA Child Safeguarding Statement and the Child Protection Policy. Employees assigned to roles that deal directly with children will be required to complete the training referenced below.

In the event that any employee(s) will have substantial work involving children or substantial contact with children, they will be required to complete the Children First E-learning training.

Tusla have also developed an e-learning training programme called ‘Introduction to Children First’ which any such [employees with substantial work involving children or substantial contact with children will be required to complete.

**7. BREACH OF POLICY**

Breach of this policy will be dealt with in accordance with the NTMA Disciplinary Procedure and disciplinary action up to and including dismissal may be taken. In respect of relevant service providers/contractors, breaches of this policy will be dealt with under the applicable contractual arrangements and/or as the NTMA may consider appropriate.

**8. QUERIES**

Any queries in relation to this policy should be raised with the Chief People Officer.

**9. RESPONSIBILITY**

The Chief People Officer is responsible for ensuring that this document is kept up to date and reflects any required changes. The Chief People Officer is required to review this document at least every two years. In cases where policies and procedures may be out of line with relevant legislation, the relevant legislation always takes precedence.

Any proposed changes to this document (except for as outlined in section 1.4 above or minor amendments arising from the periodic review of this policy) must be approved by the Executive Management Team, the Chief Executive Officer of NAMA, the Chief Executive Officer of the SBCI and the Chief Executive Officer of HBFi before they come into effect.

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**10. APPENDIX 1 – CHILD SAFEGUARDING STATEMENT (ALSO PUBLISHED SEPARATELY)**

**10.1. INTRODUCTION**

The National Treasury Management Agency, together with the National Asset Management Agency (NAMA), the Strategic Banking Corporation of Ireland (SBCI) and Home Building Finance Ireland (HBFI) (together, the “NTMA”) are fully committed to safeguarding the well-being of all children with whom we engage as part of NTMA business.

This Child Safeguarding Statement is prepared in accordance with the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children, 2017 and the Addendum to Children First: National Guidance for the Protection and Welfare of Children, 2019 and sets out the procedures to be observed to ensure, as far as possible, that a child interacting with the NTMA is safe from harm.

This Child Safeguarding Statement applies to all employees of the NTMA (irrespective of the business unit to which they are assigned) including NAMA, SBCI and HBFI. This statement also applies to contractors, consultants and third parties working on-site at the NTMA premises or with access to the NTMA systems for the purposes of providing services (“relevant service providers/contractors”).

**10.2. RELEVANT SERVICES PROVIDED**

The NTMA does not provide services directly to children as part of its day to day business but may temporarily permit children on-site for social and educational activities which include, but are not limited to, the NTMA Schools Partnership Programme, where students may occasionally visit the NTMA as part of a school supervised group, the Children’s Christmas visit, any family visit day or any placement of second-level students on work experience with the NTMA. The NTMA is also involved in corporate social responsibility (CSR) activities that may bring staff into contact with children, in a limited capacity. This may involve, but is not limited to, activities that occur in education-based or volunteering settings supported by the NTMA.

The NTMA supports the development of children<sup>3</sup> and may occasionally facilitate the placement of second-level students for short unpaid periods of work experience. These second-level students are usually under 18 years of age.

**10.3. RELEVANT PERSON**

In keeping with best practice in child safeguarding, the NTMA has appointed a Designated Liaison Person (DLP) and Deputy Designated Liaison Persons (Deputy DLPs), as relevant persons for the purposes of the Children First Act 2015 (as amended). They are the resource persons responsible for dealing with any child protection concerns within the NTMA. They are responsible for ensuring that

<sup>3</sup> 1 In accordance with Section 2 of the Children First Act 2015, a ‘child’ means a person under the age of 18 years, who is not or has not been married, this meaning also applies to the use of the word “children” in this Safeguarding Statement.

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reporting procedures within the organisation are followed. They will act as a point of contact for reporting child protection concerns and will liaise with outside agencies, as required.

- The Designated Liaison Person (DLP):  
Siobhan Keeling, Deputy Director - Head of HR NTMA

Contact details:

Phone: 01 238 4206

Email: [Siobhan.Keeling@ntma.ie](mailto:Siobhan.Keeling@ntma.ie)

- Deputy Designated Liaison Person (Deputy DLP):  
Geraldine Gillick, Senior HR Manager NTMA

Contact details:

Phone: +353 87 2441177

Email: [Geraldine.Gillick@ntma.ie](mailto:Geraldine.Gillick@ntma.ie)

#### 10.4. RISK ASSESSMENT

Risk Identified		Procedure in place to manage risk
1. Risk of harm to children from a member of staff		
1.1	Child safety is not understood by staff.	<p>The NTMA’s Child Protection Policy is available on the intranet with a periodic reminder sent to staff and relevant service providers/contractors with NTMA email access. Procedures in place for the reporting of harm or welfare concerns involving children to the Designated Liaisons (as defined in the NTMA’s Child Protection Policy), Tusla and/or An Garda Síochána, as appropriate, are set out in the NTMA’s Child Protection Policy which will be made available, as far as is practicable, to all members of staff and on request, to teachers, parents or guardians of the children with whom the NTMA staff come in direct contact.</p> <p>In addition, the following are in place and are available on the NTMA intranet:</p> <ul style="list-style-type: none"> <li>• Safeguarding Statement (a copy of which is provided to all staff)</li> <li>• Code of Conduct for NTMA Employees</li> <li>• Code of Conduct for Officers of NAMA</li> <li>• NTMA Complaints Procedures</li> <li>• NTMA Dignity and Respect policy</li> <li>• NTMA Disciplinary Procedure</li> </ul>

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1.2	Designated Liaisons are not appropriately assigned or may not recognise abuse or may not report a concern.	Designated Liaisons have completed Tusla’s e-learning programme on the Children First Act 2015, the <i>Children First: National Guidance for the Protection and Welfare of Children 2017</i> and the <i>Addendum to Children First: National Guidance for the Protection and Welfare of Children, 2019</i> .
1.3	Work experience programme mentors/hosts/participants may not understand the requirements of the Act or report a concern.	In the event that any on-site work experience placements for second-level students are to be facilitated, second-level programme mentors/hosts/participants would be briefed by a Designated Liaison in advance of joining any such programme which covers the NTMA Child Protection Policy and key points from Tusla’s e-learning programme.
1.4	Children may be alone while in the NTMA.	Children will be supervised at all times, as far as is practicable. Children will generally be located in open working areas unless attending a classroom style event. They will not be permitted to attend one to one meetings in meeting rooms or to visit levels -1 or -2, other than the restaurant, unless part of a group supervised by an adult staff member.  Children of staff attending NTMA social events should be supervised by their parents/guardians at all times.
1.5	Risk of direct communication between NTMA staff and unrelated school children outside of programme attendance.	Under the NTMA Child Protection Policy, direct communication between NTMA staff and unrelated school children attending programmes or events in the NTMA is not permitted outside of the planned programme. All communication regarding school programmes will be made via the designated adult point of contact within the school.
<b>2. Risk of absence of parental consent</b>		
2.1	No parental consent for child to be onsite for second level work placements.	In the event that any on-site work experience placements for second-level students are to be facilitated, a “Purpose of Engagement Statement” (in the form included at Appendix 3 to the Child Protection Policy) must be signed by parent/guardian before placement to give their consent.
2.2	Children may not arrive for the programme on a particular day or request to leave early without parental consent.	Work experience programme absences must be advised by the parent or guardian to the school and to NTMA (and this is stated clearly on the parental/guardian Purpose of Engagement Statement).
<b>3. Risk of harm to a child from a service user (adult or child), NTMA employee, visitor or member of the public</b>		

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	3.1	Risk of harm to a child from a service user (adult or child), NTMA employee, visitor or member of the public while on –site at NTMA.	<ul style="list-style-type: none"> <li>• Children will be supervised at all times while onsite, as far as is practicable.</li> <li>• All children attending on any placement/work experience will be given a copy of the Child Safeguarding Statement, which will be explained to them in detail.</li> <li>• Where a member of NTMA staff is taking a child involved in a work experience/placement programme for lunch, this will be in the open plan office restaurant or part of a group supervised by an adult staff member.</li> <li>• Receiving <a href="#">visitors procedure</a> for all NTMA Agencies.</li> <li>• Security Card Access System.</li> </ul>
	3.2	Children may not be adequately supervised during second-level programme excursions.	Children will be supervised at all times, as far as is practicable. Minimum ratio of one adult per 10 children on excursions.
	3.3	During off-site volunteering activities, children may be left alone with Staff.	Off-site volunteering activities never occur on a one-to-one basis with a child and host organisation. Staff are Garda vetted (if required, by the host organisation) in advance of participation. Staff are further guided by the host organisation’s child safeguarding statement.
4. Risk of non-compliance with Children First Act 2015 and National Guidance			
	4.1	Risk of non-compliance with Children First Act 2015 and the National Guidance (including the Addendum to the National Guidance)	Governance structures in place to support the implementation of Child Safeguarding Statement and associated documentation with mandatory periodic review. Training and awareness activities are described under section 1 above.
	4.2	Children may not have the means to report abuse.	<p>All children attending on any placement/work experience will be briefed on arrival in the NTMA regarding designated liaisons and their location and contact details; they will also have access to a designated contact for the duration of their placement.</p> <p>All children attending on any placement/work experience will be given a copy of the Child Safeguarding Statement, which will be explained to them in detail.</p>
5. Risk of harm to children from online activities			
	5.1	Allowing children access to the internet could result in them becoming exposed to harm, including harm of assault, or sexual abuse.	The NTMA has a number of robust ICT controls in place to ensure, as far as practicable, that no child would be exposed to harmful content on the intranet. The NTMA internet filtering software restricts access to harmful sites and logs all access. Children do not attend online meetings with external third parties without NTMA employees being present.

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**10.5. PROCEDURES**

In addition to the procedures outlined in the risk assessment, the following procedures, which are available on the NTMA intranet, support our intention to safeguard children availing of an NTMA relevant service:

- Procedure for the management of allegations of abuse or misconduct against NTMA staff by a child availing of our educational services – see Section 6.7 of the Child Protection Policy;
- Procedure for appointing a relevant person (i.e. the Designated Liaisons) - see Section 6.4 of the Child Protection Policy;
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm - see Section 6.4 of the Child Protection Policy;
  - Procedure for the selection and training of workers who work directly with children (see Section 6.9.3 of the Child Protection Policy);
  - Procedure for the reporting of child protection or welfare concerns to Tusla (see Section 6.6 of the Child Protection Policy); and
  - There are no “mandated persons” for the purposes of the Children First Act 2015 in the NTMA. This will be kept under review and should any employee of the NTMA meet the definition of a “mandated person” as defined in the Children First Act 2015, the NTMA will maintain a list of all such persons (if any) within the organisation.

**10.6. IMPLEMENTATION**

The NTMA recognises that implementation is an ongoing process and is committed to the implementation of this Child Safeguarding Statement and the procedures contained therein.

This Child Safeguarding Statement must, under Section 11(7) of the Children First Act 2015 (as amended), be reviewed at intervals of not more than 24 months. This document will be reviewed by 15<sup>th</sup> January 2025 or as soon as practicable after there has been a material change in any matter to which this statement refers.

For queries, please contact Siobhan Keeling, Deputy Director - Head of HR NTMA at [Siobhan.Keeling@ntma.ie](mailto:Siobhan.Keeling@ntma.ie).

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**11. APPENDIX 2 - DESIGNATED LIAISONS**

**Designated Liaison Person**

Siobhan Keeling,  
 Deputy Director -  
 Head of HR NTMA  
[Siobhan.Keeling@ntma.ie](mailto:Siobhan.Keeling@ntma.ie) / +3531 238 4206

**Deputy Designated Liaison Persons**

Geraldine Gillick,  
 HR Business Partner  
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**12. APPENDIX 3 - PURPOSE OF ENGAGEMENT STATEMENT ([WORK EXPERIENCE] PROGRAMME)**

*Note: This draft template may require updating depending on the nature of any applicable work experience programme.*

This document must be signed by a parent /guardian and is for the purpose of granting permission for their child to participate in the NTMA [Work Experience] Programme.

Your signature confirms:

- your acceptance and understanding of NTMA Child Protection Policy and Child Protection Statement;
- that any absence from attending the programme, including early departures, must be notified to the school and to NTMA (by phone or text to [        ]) before 9am on the relevant day of absence; and
- that the participant and parent/guardian have read and understood the attached NTMA [Work Experience Programme] Welcome Pack.

**Name of child (capitals):**

**Age of child:**

**School:**

**Name of Parent / Guardian (capitals):**

**Programme Title:**

**Location:** NTMA, Treasury Dock, North Wall Quay, Dublin 1 with short excursions to city centre sites

**Date:**

**Signature of Parent/Guardian:**

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