

## COMPLAINTS PROCEDURE

### CHILD PROTECTION POLICY SAFE GUARDING

We in Spraoi agus Spórt Family Centre Ltd. aim to work in partnership with

We in Spraoi agus Spórt Family Centre Ltd., SuperValu Centre, Carndonagh, Co. Donegal are committed to practice which protects children from harm.

Management, staff and students/volunteers in Spraoi agus Spórt Family Centre Ltd. recognise that the welfare of children is paramount and we will endeavour to safeguard children by;-

- Having a reporting procedure to respond to concerns around children's welfare and safety
- Having a confidentially statement
- Having a code of behavior for staff and students/volunteers
- Having a safe recruitment procedure
- Having a procedure to respond to accidents
- Having a procedure to respond to complaints
- Developing a staff allegations procedure and disciplinary procedure

As part of the policy this Spraoi agus Spórt Family Centre Ltd. will;

- Appoint a designated liaison person
- Provide induction training around child protection policy
- Ensure that staff attend child protection training as appropriate
- Provide supervision and support for staff and volunteers in contact with children
- Share information about the child protection policy and good practices with families and children
- Review Spraoi agus Spórt Family Centre Ltd.'s child protection policy on a regular basis.

**DESIGNATED LIAISON OFFICER: Tracy Grant, Manager**

**IN HER ABSENCE: Louise Grant**