



1. Introduction

C-TAC is committed to providing a safe and secure environment for all individuals, including children and vulnerable adults, who participate in its educational programs and services. This Child & Vulnerable Adults Safeguarding Policy outlines the principles and procedures that C-TAC follows to ensure their safety and well-being.

2. Definitions

- **Child:** A person under the age of 18 years.
- **Vulnerable Adult:** Vulnerable Person as an adult who may be restricted in capacity to guard themselves against harm or exploitation or to report such harm or exploitation.

3. Principles

C-TAC adheres to the following principles in safeguarding children and vulnerable adults:

3.1. Best Interests

- The best interests of the child or vulnerable adult will always be the primary consideration in all actions and decisions.

3.2. Preventive Measures

- C-TAC will take proactive measures to prevent harm, abuse, or exploitation.

3.3. Empowerment

- Children, vulnerable adults, and their families will be informed about their rights and involved in decisions affecting them.



3.4. Confidentiality

- Information related to safeguarding will be treated confidentially and shared only with authorised individuals and authorities as required by law.

3.5. Accountability

- C-TAC staff and faculty members are responsible for implementing and upholding this policy.

4. Safeguarding Procedures

4.1. Training and Awareness

- C-TAC staff and faculty members will receive training on recognising signs of abuse, reporting procedures, and their responsibilities in safeguarding.
- C-TAC staff and faculty members have online access to 'Introduction to Children First' eLearning programme.

4.2. Reporting

- Any suspicion or disclosure of abuse, harm, or exploitation of a child or vulnerable adult will be reported immediately to the designated Safeguarding Officer.

4.3. Response and Investigation

- CTAC will respond promptly and appropriately to safeguarding concerns, including conducting investigations when necessary.

4.4. Support and Referral

- Individuals affected by safeguarding concerns will be provided with support, and referrals to appropriate agencies or services will be made as needed.



5. Communication

- Information about this safeguarding policy and procedures will be communicated to all stakeholders, including students, parents, staff, and faculty members.

6. Review and Evaluation

- This policy will be reviewed regularly to ensure its effectiveness and compliance with legal requirements.
- Evaluation of safeguarding procedures will inform improvements and updates.

7. Compliance

- C-TAC will comply with all relevant laws and regulations governing the safeguarding of children and vulnerable adults.

8 Records

- Records of safeguarding incidents, investigations, and actions taken will be maintained in a secure and confidential manner.

9. Relevant Legislation.

C-TAC staff and faculty members will be aware of the following relevant legislation:

- Children First Act 2015.
- National Vetting Bureau (Children and Vulnerable Persons) Act 2012
- The Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act, 2012.



10. Risk Assessment

C-TAC will carry out a risk assessment prior to engaging in any training activity with children or vulnerable adults. Where risks cannot be mitigated, C-TAC will not engage in training. Protective Factors such as carrying out patient assessments and treatments on manikins can be of great benefit when engaging with children or vulnerable adults.

11. Responsibilities

Responsibility for implementation of this procedure with C-TAC staff and faculty members rests the Director of Training. Adrian Coffey is the Designated Liaison Person for C-TAC for the purpose of The Children First Act 2015 he is to be contacted in relation to any child protection concerns in relation to C-TAC staff or faculty members.

C-TAC designated Liaison Person Contact Details:

adrian@coffeytraining.ie 0857224006





Risk Assessment for Vulnerable Adult Learning at C-TAC:

1. Physical Safety:

Risk: Vulnerable adults may have physical limitations or medical conditions that could pose safety risks during hands-on training exercises.

Mitigation: Prioritise participant safety by conducting pre-training assessments to identify any health concerns. Modify training exercises as needed and provide alternative methods for participation.

2. Emotional Well-being:

Risk: Vulnerable adults may have experienced trauma or be sensitive to certain topics covered in first aid training, potentially causing emotional distress.

Mitigation: Foster a supportive learning environment by clearly communicating the training content in advance. Provide resources for emotional support, and allow participants to opt-out of specific exercises if they feel uncomfortable.

3. Communication Challenges:

Risk: Some vulnerable adults may face communication barriers due to language, hearing impairments, or cognitive difficulties, making it challenging for them to fully participate in and comprehend the training.

Mitigation: Employ qualified interpreters or translators when necessary. Provide written materials in accessible formats, use visual aids, and ensure instructors are trained to adapt their communication styles to accommodate diverse needs.



4. Privacy and Dignity:

Risk: Sharing personal medical information or discussing specific health conditions during training may compromise the privacy and dignity of vulnerable adults.

Mitigation: Emphasise the importance of confidentiality during training. Encourage participants to share only what they are comfortable with and provide alternative methods for seeking individual assistance or guidance.

5. Health and Medical Concerns:

Risk: The physical nature of some training exercises may exacerbate existing health conditions or lead to injury, particularly for vulnerable adults with pre-existing health issues.

Mitigation: Conduct thorough health assessments before the training, obtain medical clearance where necessary, and customize training activities to accommodate individual health needs.

6. Accessibility Challenges:

Risk: Physical and cognitive disabilities may present accessibility challenges, hindering the effective participation of vulnerable adults in certain training activities.

Mitigation: Ensure training venues are accessible, provide assistive technologies, and adapt training methods to accommodate varying levels of physical and cognitive abilities.

7. Legal and Ethical Compliance:

Risk: Failure to comply with legal requirements and ethical standards in handling vulnerable adult training may lead to legal repercussions and damage the company's reputation.

Mitigation: Stay informed about relevant laws and regulations, obtain necessary certifications, and implement policies and procedures that prioritise the well-being and rights of vulnerable adults.



8. Instructor Training and Awareness:

Risk: Instructors may lack awareness or training in dealing with the specific needs and vulnerabilities of adult learners, potentially leading to ineffective or insensitive teaching methods.

Mitigation: Provide comprehensive training for instructors on working with vulnerable adults, including understanding diverse needs, adapting teaching methods, and fostering an inclusive and respectful learning environment.

Regularly reviewing and updating the risk assessment, soliciting feedback from participants, and staying informed about best practices in adult education for vulnerable populations will contribute to an ongoing commitment to safety, inclusivity, and effective learning at C-TAC.





An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

This is to certify that

Adrian Coffey

has successfully completed

‘Introduction to Children First’

Elearning Programme

Date completed: 28 January 2024

Signed:

A handwritten signature in black ink, appearing to read 'Bernard Gloster'.

Bernard Gloster
Chief Executive
Tusla – Child and Family Agency