

## Inspection Form for International Protection Accommodation Services

### EOI & Emergency Contracts

The purpose of this inspection is to ensure that the accommodation provider is providing an accommodation service as contracted.

This template applies to centres on EOI & Emergency contracts.

Items **in yellow** apply to centres where families are present only.

**Fill in this page prior to inspection:**

Accommodation Service Name (Centre):	Sprackburn House
Address:	High Road, Letterkenny, Co.Donegal
Eircode:	F92 WV74
Contractor (Company):	Brimwood Ltd
Manager:	Patrick Dunnion
Contracted Capacity:	79
Profile (e.g. singles/families):	Families, Singles and Couples
Previous issues checked. Note made of any issues that were not addressed.	N/A
Every bedroom on register checked against bedroom list (on residents register)	Yes

---

Date of Inspection:	04/09/2023
Arrival Time:	11.27
Departure Time:	13.49
Inspector:	Okan Ozseker
IPPS/IPAS/QTS:	IPPS

---

#### Previous Inspection

Date of last inspection:	N/A
Last Inspector:	N/A
Last inspection carried out by: IPPS/IPAS or QTS	N/A

**Summary of issues from last inspection and confirmation of actions from contractor:**

Note to inspector: Please check on this inspection that these items have been addressed.

N/A

## Part 1: Fire & Documentation

Request & review the following items:

- Copy of Resident Register on day of inspection. ☒
- Note the occupancy on day of inspection: 63
- Copy of staff list from day of inspection. **Viewed during the inspection.**
- Note the name of person on duty today: Patrick Dunnion
- Copy of catering menu from day of inspection (where relevant). **N/A**
- View list of emergency numbers. ☒
- Date of last Environmental Health Officer Inspection (if applicable) N/A
- If there has been any pest control issues, a copy of most recent report. **N/A**

### Security

- Is 24 hour supervision provided? **No. A member of staff is on call 24 hours a day.**
- Is security provided by external company? **N/A**
- Name of security provider N/A
- Does the centre have CCTV? ☒

### Fire Register

- Confirm that the centre is using the register as provided by the Department.  
**The centre has not received the register provided by the Department at time of inspection.**  
**They are using a different register to log this information.**
- Check the following. Copy the 2 most recent entries under each heading:

### Emergency Lighting Inspection Schedule.

The Centre Manager confirmed Emergency Lighting was checked. However, it was not logged at time of inspection.

Date	Inspected by: Company Name/Staff Member (position)	Comments

### Fire Alarm & Detection System Inspection Schedule

Date	Inspected by: Company Name/Staff Member (position)	OK? (Y/N)	Defect	Remedial Action Taken (Y/N)	Sign Off (Y/N)
28/08/23	Danny Mailey – Assistant Manager	Y	N	N	Y
04/09/23	Assistant Manager	Y	N	N	Y

**Fire Fighting Equipment Inspection Schedule** (Include all fire extinguishers, hose reels and fire blankets.)

Date	Inspected by: Company Name/Staff Member (position)	OK? (Y/N)	Defect	Remedial Action Taken (Y/N)	Sign Off (Y/N)
01/08/23	Assistant Manager	Y	N	N	Y
01/09/23	Assistant Manager	Y	N	N	Y

**Fire Exit Doors / Means of Escape Inspection Schedule**

Date	Inspected by: Company Name/Staff Member (position)	OK? (Y/N)	Defect	Remedial Action Taken (Y/N)	Sign Off (Y/N)
01/09/23	Assistant Manager	Y	N	N	Y
04/09/23	Assistant Manager	Y	N	N	Y

**Fire Drill Procedure Inspection Schedule**

Date & Time	Number of staff involved in drill	Number of residents present in centre	Number of residents evacuated	Evacuation time (length of time it took to evacuate)	Comments
06/05/23	Patrick Dunnion – Centre Manager	12	12	5 minutes	N/A
06/08/23	Centre Manger	14	14	10 minutes	N/A

**Staff Instruction and Training (Fire Safety)**

Staff member(s)	Course	Instructor	Duration	Date
Danny Mailey – Assistant Manager	Basic Fire Training	Arthur Miller	1 Day	7 November 2022
Patrick Dunnion – Centre Manager	Basic Fire Training	Arthur Miller	1 Day	7 November 2022

**Fire Exits, Emergency Lighting, Smoke Alarms, Fire Notices** (check as you are going around)

Are fire exits clear from obstruction?	Y
Are they unlocked?	Y
Are fire exits clearly posted throughout the building?	Y
Are all fire doors kept closed?	Y
Are fire evacuation instructions clearly displayed in the centre?	Y
Are fire extinguishers clearly visible?	Y
Is there emergency lighting system in place?	Y
Comments:	N/A

## Part 2: Accommodation Units & Communal Facilities

Please note that the setup of the centre can either be own door units or bedrooms with communal facilities (or a mix). In the case of own door units, please check each unit against the bedroom, kitchen facilities, dining and living space requirements.

**Reception Area** – *(The following are not mandatory for EOI/Emergency Contracts however should be noted as part of the assessment).*

- Reception area has a staff member present. ☒
- First aid kits are available ☒

Posters/information are visible, take note of what can be supplied to provider by IPPS	Present	To be provided
Up to date House Rules – confirm that residents are brought through the house rules on arrival	Y	
IPAS Code of Practice	Y	
Complaint Forms	Y	
Accident/ Incident procedure	Y	
HSE Breastfeeding Posters		Y
Designated Liaison Person details (Child Protection)	Y	
Safety Statement/Child Safety Statement	Y	
Supervision of children notice	Y	
IOM Voluntary Return Posters		Y
Anti-human trafficking Posters	Y	
'No to Violence & Harassment' Posters		Y

- There is a visitor meeting area in the vicinity of the reception where residents can welcome guests. It is clean, functional, fixtures and fittings are in good condition and fit for purpose. ☒
- There is evidence that a visitor sign in and child safety procedure for visitors is in place. ☒
- There is a public toilet in the vicinity of the reception which is open, clean (evidence of a cleaning list in bathroom), soap, hand drying facilities, toilets are functional and fit for purpose. ☒

- Note the heating arrangements.

**Note any issues seen in reception area/visitor meeting room/public toilet:**

**No issues noted.**

**Note the heating arrangement (for whole centre):**

**Boiler, Central Control. The centre is comfortably heated throughout.**

#### WiFi

- Connect to the WiFi that residents use.
- Check the connection at various points throughout the inspection.
- Ask a few residents if the WiFi connection is sufficient.

**Note results of speed tests and locations:**

**47.9Mbps download/48.6 Mbps upload. Kitchen and downstairs corridor**

#### **Kitchen Facilities for Residents to Cook for themselves (*if Independent Living*):**

Can be either communal or within each accommodation unit. Note the set up in this centre:

The two kitchen facilities are communal.

- Are the cooking stations clean and functional? ☒
- Are there sufficient cooking utensils? ☒
- Is there a separate cooking station & utensils for halal cooking? ☒
- Check that a food safety management system is in place in fridge/freezers/dry storage areas.  
**N/A**
- Do residents have 24/7 access to a Residents Canteen including sink, microwave, kettle, fridges, hot and cold water, cutlery and crockery? ☒

**Note any issues observed in or comments on residents' kitchen:**

**No issues noted.**

### **Dining Area**

Can be either communal or within each accommodation unit.

- The dining area is clean and functional. ☒
- There is sufficient furniture including tables, chairs. ☒
- Availability of high chairs. ☒
- Tea, coffee, drinking water, fruit and snacks available to residents. ☒
- Furniture, fixtures and fittings are in good condition and are fit for use. ☒

**Note any issues observed in or comments on the dining area:**

**The dining area is also the living room. This area also operates as a meeting place for residents.**

**People sometimes eat in their own rooms. Sometimes residents eat in the kitchen or they use the outdoor tables.**

### **Communal Spaces**

These are communal spaces, not used as a bedroom for families. *(Not applicable if centre is completely made up of own-door units).*

Please check the following in each living room:

- Room is exclusively used as a communal space room ☒
- Room is furnished as a living room including TVs & other recreational facilities. ☒
- Furniture, fixtures and fittings are in good condition and are fit for use. ☒

- No CCTV in living rooms. (Even inactive CCTV cameras are not acceptable). ☒

**Note any issues observed in or comments on living rooms (note the number of living rooms):**

**There is one living room. There is CCTV in the living room. The living room is also the dining area.**

Check the following:

- Social space is furnished appropriately, furniture is in good condition and fit for purpose. ☒
- Social space includes TV, computers and other recreational facilities which are functional and available to residents. ☒
- Fixtures and fittings of social space(s) are in good condition. ☒
- There is a clean, functional and appropriately equipped indoor children's play area. ☐
- There is a safe, outdoor, clean outdoor children's play area. ☒

- There is a communal space which has TV & other recreational facilities. These are functional and clean. ☒

**Note any issues with or comments on social spaces (including if any of the above spaces are not being provided, and note where additional facilities are being provided):**

**No issues noted.**

## **Meeting Rooms**

Please check the following in each meeting room:

- Minimum of 5 chairs and a table. ☒
- Furniture, fixtures and fittings in good condition. ☒
- Room is bookable by residents. ☒
- Room has a lockable door (from inside) ☒
- No CCTV in the meeting room. (Even inactive CCTV cameras are not acceptable). ☒

**Note any issues observed in or comments on meeting rooms:**

**Dining room also acts as a meeting room.**

**Meeting room without CCTV is bookable by residents in the old revenue building (on centre grounds) for meetings of a private/sensitive nature.**

**Food Hall if applicable- (Onsite Shop) – N/A**

- There is a price list displayed for residents. ☐
- Epos system in operation. ☐
- Records of food delivery. ☐
- Records of refrigerator temperature checks. ☐
- Take samples (at least 5) of food items for sale, the expiration date, price.

Item for sale	Expiration Date	Points Value

**Note date of last inspection by Environmental Health Officer:**

**Note any issues observed in food hall:**

### Shopping off-site (card/voucher system in place)

Please tick:

- Is a card/voucher system in place for residents to shop in the local area? ☒
- Has an agreement been reached with a local shop(s)? ☒
- Is the system fully functional? ☒
- Do the residents have sufficient credit to buy necessary items? ☒

**Note any issues observed with or comments on card/voucher system for external shopping:**

### Catering Service if applicable

Please tick:

- Centre has an onsite kitchen providing a catering service? ☐
- Catering service is provided through external service? ☐
- There is no catering service? ☒
- Check that menu provides for all dietary requirements and is nutritionally appropriate.
- Check for any evidence of pest/rodent activity.

HACCP checks	Notes
Food temperature	
Food storage (fridge temperature)	
Food storage (freezer temperature)	
Food safety management system	

**Note any issues with or comments on catering service:**

**N/A**

### **Laundry Facility**

- Laundry Service in Place? ☒
- Sufficient self-service machines for number of residents? ☒
- All machines are functional? ☒
- Opening hours are reasonable? Yes
- Area is clean and clear of hazards? ☒
- Supply of washing powder available to residents? ☒

**Note any issues with or comments on laundry area:**

**No issues noted.**

### **Building Exterior/Grounds:**

- Grounds are well kept? ☒
- Pathways are free from hazards? ☒
- Paintwork is in good condition? ☒
- Windows appear clean and in good repair? ☒

- Any other applicable considerations.

**Note any issues with or comments on building exterior/grounds:**

**No issues noted.**

#### **Corridors**

- All corridors throughout maintained. ☒
- Is the area generally clean? ☒
- Any issues requiring attention? ☒

**Note any issues with or comments on corridors:**

**No issues noted.**

### Stairways

- All stairways kept clear & maintained. ☒
- Is the area generally clean? ☒
- Any issues requiring attention? (*e.g., fire exit signs, hazards, lighting, notices, décor, etc.*) ☒

**Note any issues with or comments on stairs/stairwells:**

**No issues noted.**

## Bedrooms

Check each bedroom against the below list. If there are any issues, please note the room number and issue in the box below. In each bedroom, check the following:

### Occupancy:

- Number of residents to a room.
- If residents are present, and it is appropriate to engage with them, ask if there are any issues with the accommodation that they would like to discuss (*see Part 3 below*).

### Physical Aspects:

- Furniture (Beds, wardrobes/ sufficient personal storage, other furniture) are in good condition and fit for use. ☒
- Access to a television (mandatory for EOI, reasonable access in common areas will suffice for Emergency). ☒
- Fixtures and fittings (floor covering, curtains, blinds, light fittings, paintwork, window openers including child restrictors) are properly maintained and are fit for use. ☒
- Heating and safety equipment do not present issues (e.g. is smoke alarm uncovered, does the room feel warm enough, any fire hazards). ☒

### Bathroom

- Sufficient bathroom facilities for number of residents ☒
- Check for mould or other sanitary issues. Note if deep cleaning is required.
- All fixtures are in good condition and fit for use. ☒

**Note any issues seen in or comments on any bedrooms (include room number):**

**There are 9 rooms and 14 apartments in this centre.**

**Rooms**

**Room 1 – Ceiling above shower in bathroom needs to be repainted.**

**Room 2 – Mildew/Mould present on bathroom ceiling.**

**Room 4 – Bathroom needs to be repainted.**

**Room 5 – Mildew/Mould present on bathroom wall.**

**Room 6 – Mildew/Mould present in bathroom.**

**No issues in the other rooms.**

**Apartments (Provider claims that system used is due IPAS's request)**

**Apartment 1 & 2 (Apt 2 on register)**

**Mildew present on ceiling/wall. It needs to be repainted.**

**Apartment 3 & 4 (Apt 3)**

**Bedroom wall needs to be repainted.**

**Apartments 5 & 6 (Apt 7)**

**Ceiling/Wall needs to be repainted/plastered.**

**Apartment 9**

**Bathroom wall need to repainted. Mildew/Stain present on bathroom wall.**

**Apartment 11 & 12**

**Mildew/Stain present on bathroom ceiling.**

**Apartment 13 and 14 (Apt 5)**

**Mildew/Mould present on bathroom ceiling/wall.**

**No issues in other apartments.**

**Note any issues seen in or comments on any bedrooms (include room number):**

## **Summary of Issues**

Fill in after inspection. This, along with the report, will be sent to the contractor, and the next inspector will use this section to verify that issues have been addressed on the next inspection.

### **Rooms**

**Room 1 – Ceiling above shower in bathroom needs to be repainted.**

**Room 2 – Mildew/Mould present on bathroom ceiling.**

**Room 4 – Bathroom needs to be repainted.**

**Room 5 – Mildew/Mould present on bathroom wall.**

**Room 6 – Mildew/Mould present in bathroom.**

**No issues in the other rooms.**

### **Apartments (Provider claims that numbering system used is due to IPAS's request)**

**Apartment 1 & 2 (Apt 2 on register)**

**Mildew present on ceiling/wall. It needs to be repainted.**

**Apartment 3 & 4 (Apt 3)**

**Bedroom wall needs to be repainted.**

**Apartments 5 & 6 (Apt 7)**

**Ceiling/Wall needs to be repainted/plastered.**

**Apartment 9**

**Bathroom wall need to repainted. Mildew/Stain present on bathroom wall.**

**Apartment 11 & 12**

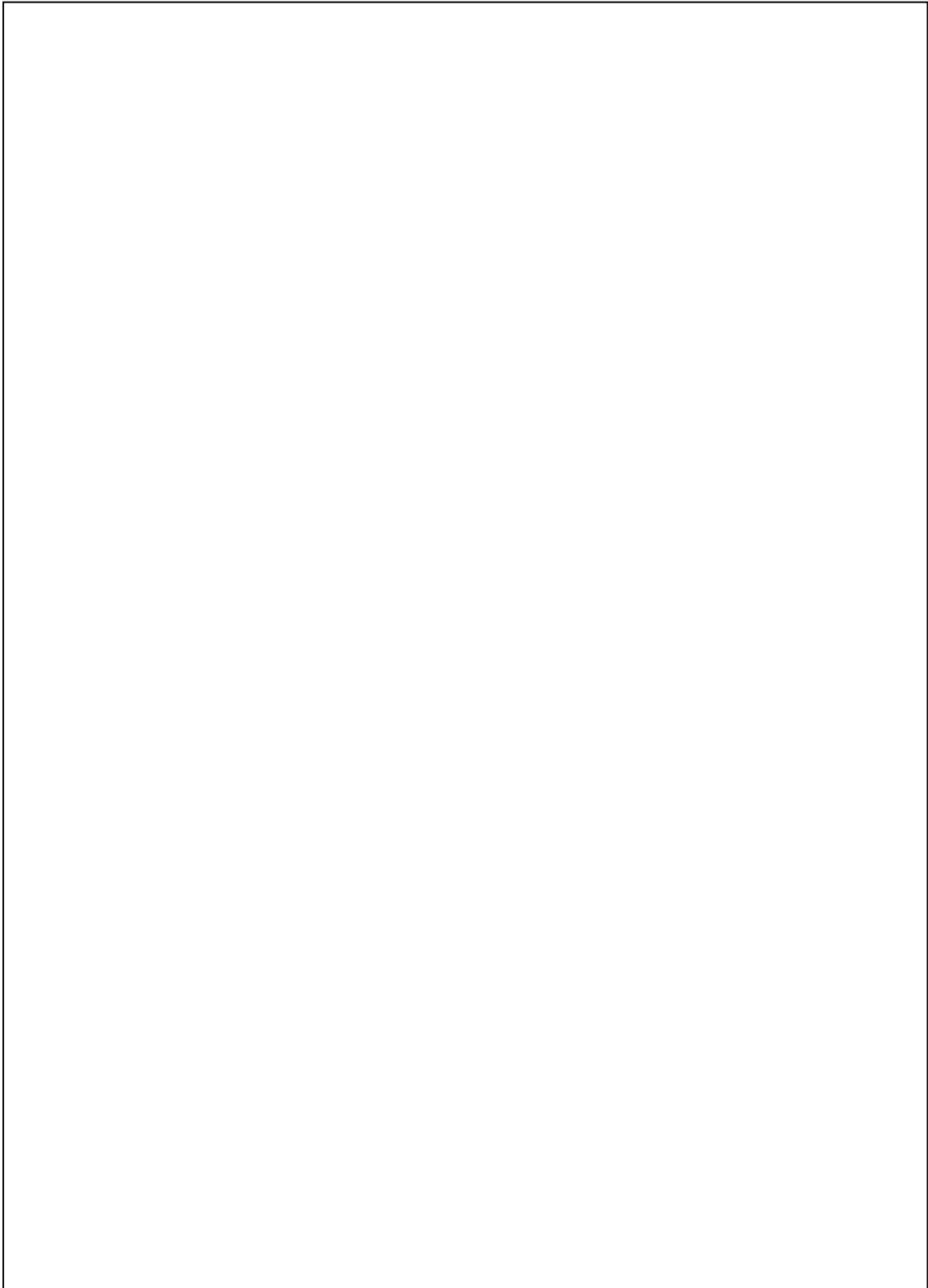
**Mildew/Stain present on bathroom ceiling.**

**Apartment 13 and 14 (Apt 5)**

**Mildew/Mould present on bathroom ceiling/wall.**

**No issues in other apartments.**

Issues above should be well resolved by the issuing of this report as discussion was had with Centre manager on exiting the centre.



**End of inspection checklist (while onsite):**

- Date of last Environmental Health Officer Inspection (if applicable)
- Resident Register from day of inspection
- Staff list and name of person on duty on day of inspection
- Catering menu from day of inspection (if applicable)
- If there has been any pest control issues, get a copy of most recent report.
- Manager has signed the declaration.

**Follow up:**

- Check sample foodhall prices against the IPAS Points and Products list, note any discrepancy.
- Create the summary of issues sheet
- Scan report, register, staff list, menus (*if applicable*) to IPPS. Include the confidential issues page.
- The report can be scanned handwritten, no need to type it if it is legible and appropriate for publication.

**Manager Declaration (for IPPS/IPAS inspections)**

**Manager should be asked to sign this declaration.**

This inspection, by a Department official, is primarily to examine how the terms of the Contract are being complied with in the centre.

The manager accepts that the person carrying out the inspection is not charged with certifying the centre is in compliance with all fire safety regulations. The manager agrees that the information provided above is correct.

Signed:

P. Du-2

Position:

Center Manager

Date:

4-9-22

**From:** [Paddy Ryan](#)  
**To:** [Marija Jokic \(DCEDIY\)](#); [Seamus McEnaney](#); [Foleys Bar Info](#)  
**Subject:** Fwd: Inspection Report Follow Up - Sprackburn House - 11/12/23  
**Date:** Tuesday 12 December 2023 13:11:41  
**Attachments:** [Sprackburn House - Inspection Report - IPPS - 04.09.23.pdf](#)

---

**CAUTION:** This eMail originated from outside your organisation and the BTS Managed Desktop service. Do not click on any links or open any attachments unless you recognise the sender or are expecting the email and know that the content is safe. If you are in any doubt, please contact the OGCIO IT Service Desk.

**To the relevant officer at IPAS - Inspection at Sprackburn House - 11/12/23**

**Centre Name - Sprackburn House, Letterkenny, Co Donegal - Manager - Packie Dunnion**

In relation to the IPAS inspection carried out on the 4/9/23 by Okan Ozeker.

I can confirm, I inspected the premises today and all points raised have been addressed.

I have attached photos for your convenience

**Points raised**

**No 1 - Fire Register** - I have attached all relevant fire book entries for your convenience. Fire book are used daily at all our centres.

**No 2 - Posters** - In the report attached it mentions two posters / notices

**Child Supervision notice / HSE breastfeeding notice.**

I have attached two documents that are being used currently. Can you confirm if these are the correct documents, please ?

If not, can you forward the correct versions and i'll ensure they are displayed at all centres, please

I can confirm that this centre has a Child Safeguarding Statement displayed and approved by Tulsa

**No 3 - High-chairs** - I can confirm that management have purchased a number of high-chairs and they are available for use - They are located on site, under the stairs, next to the kitchen area, for resident use only.

**No 4 - Window restrictors** - I can confirm that all windows on the upper levels have window restrictors in place and did so on the time of inspection.

**No 5 - Maintenance ( Bedrooms 1-6 and some apartments, photo attached to demonstrate work of pvc base )**

Ventilation issues were observed in a number of bathrooms on site during inspection on the 4/9/23. I can confirm that this has been addressed.

PVC bases and regular inspections have addressed this issue. I have also spoken to all residents on the importance of ventilation in their respective bathrooms.

**No 6 - Indoor & Outdoor play area for kids - photos attached**

The manager has added an indoor play area for children on site ( **please see attached photo** ) There is an outdoor play area on site, which was in existence, at the time of inspection. This area is enclosed and safe for children to use.

**Attached**

**\*\* Photos of relevant points \*\***

I would like to thank IPAS for their assistance to date and I will ensure that high standards are maintained at this centre.

There is a dedicated manager on site to cater for all residents needs. The manager is also trained in child safety, fire warden and cpr

Kind Regards

Paddy Ryan,

Compliance Officer

McEnaney Group

11/12/23

----- Forwarded message -----

From: **Paddy Ryan** <[Paddy Ryan](#)>  
Date: Wed 29 Nov 2023, 19:24  
Subject: Fwd: Inspection Report Follow Up

----- Forwarded message -----  
From: **Seamus McEnaney** <[Seamus McEnaney](#)>  
Date: Wed 29 Nov 2023, 15:36  
Subject: Fwd: Inspection Report Follow Up

---

Sent from [Outlook for iOS](#)

---

**From:** Marija Jokic (DCEDIY)  
**Sent:** Wednesday, November 29, 2023 2:13:44 PM  
**To:** Seamus McEnaney <[Seamus McEnaney](#)>  
**Cc:** DCEDIY IPPS <[IPPS@equality.gov.ie](mailto:IPPS@equality.gov.ie)>  
**Subject:** Inspection Report Follow Up

Dear Seamus,

Please find attached PDF copies of the IPPS Independent Inspection Reports from IPAS for Sprackburn House Accommodation Centre, dated 04/09/2023 which were completed this year.

I would be grateful if you could please review the reports and if there are any comments on the inspection reports which require remediation I would be grateful if you could please revert back to me by email confirming actions taken.

I would be grateful if we could receive your response by Wednesday, the 13/12/2023.

Kind regards,

International Protection Procurement Service

**Seirbhísí an tSoláthair Cosaint Idirnáirsiúnta**

International Protection Procurement Services

**An Roinn Leanai, Comhionannais, Michumais, Lánpháirtíochta agus Óige**  
Dept. of Children, Equality, Disability, Integration & Youth

**2<sup>nd</sup> Floor Montague Court, 7-11 Montague Street, Dublin 2**





## FIRE DRILLS / INSTRUCTION / TRAINING

[illegible]

## FIRE ALARM SYSTEM – RECORD OF EVENTS

[illegible]

# MONTHLY INSPECTIONS

DATE	NUMBER OF APPLIANCES INSPECTED	INSPECTED BY	ACTION	REMARKS
25-10	ALL inspected	PH-2	None	ALL OK
3/11/22	24	Packie	None	OK
3/1/23	24	Danny	None	OK
9/1/23	24	Darry	None	OK
16/1/23	24	Darry	None	OK
23/1/23	24	Darry	None	OK
30/1/23	24	Darry	None	OK
13/2/23	24	Darry	None	OK
20/2/23	24	Darry	None	OK
28/2/23	24	Darry	None	OK
6/3/23	24	Darry	None	OK
13/3/23	24	Darry	None	OK
21/3/23	24	Darry	None	OK
27/3/23	24	Darry	None	OK
4/4/23	24	Darry	None	OK
11/4/23	24	Darry	None	OK
17/4/23	24	Darry	None	OK
25/4/23	24	Darry	None	OK
2/5/2023	24	Darry	None	OK
2/6/2023	24	Darry	None	OK
3/7/2023	24	Darry	None	OK
1/8/2023	24	Darry	None	OK
1/9/2023	24	Darry	None	OK
2/10/23	24	Darry	None	OK
6/11/23	24	Darry	None	OK
1/12/23	24	Darry	None	OK

## TEST AND MAINTENANCE

[illegible]

## Child Safeguarding Statement – Sprackburn House

**Note:** This is a sample template provided as a guide only. It is not a standardised format for a Child Safeguarding Statement. Please see the following documents for more information about developing a Child Safeguarding Statement:

- *Children First: National Guidance for the Protection and Welfare of Children*
- *Guidance on Developing a Child Safeguarding Statement* ([www.tusla.ie](http://www.tusla.ie))
- *Child Safeguarding: A Guide for Policy, Procedure and Practice* ([www.tusla.ie](http://www.tusla.ie))

### 1. Name of service being provided:

Contracted to provide accommodation and related service to applicants seeking International Protection by International Protection Procurement Services (IPPS) on behalf of the Department of Children, Equality, Disability, Integration and Youth.

### 2. Nature of service and principles to safeguard children from harm (brief outline of what our service is, what we do and our commitment to safeguard children):

Sprackburn House provides accommodation and related services to families who are seeking International Protection in Ireland. Our service provides the families with a safe home, food and support as they arrive to enable the families to live independently in the future. Our service ensures each family has access to Healthcare, Education, Social Welfare and all other needs they arise.

At the forefront of our service is the needs of the children arriving and to ensure that the welfare of children is a priority and that we support the parents in securing this.

We believe the following:

1. Our priority to ensure the welfare and safety of every child and young person who attends our service is paramount.
2. Our guiding principles and procedures to safeguard children and young people reflect national policy and legislation and we will review our guiding principles and child safeguarding procedures every two years.
3. All children and young people have an equal right to attend a service that respects them as individuals and encourages them to reach their potential, regardless of their background.
4. We are committed to upholding the rights of every child and young person who attends our service, including the rights to be kept safe and protected from harm, listened to and heard.
5. Our guiding principles apply to everyone in our organisation.
6. Workers/volunteers must conduct themselves in a way that reflects the principles of our organisation.

### 3. Risk Assessment

We have carried out an assessment of any potential for harm to a child while availing of our services including the area of online safety when accessing the internet. Below

### \*\*Notice for Parents / Guardians\*\*

- Under the Children First National Guidance, Children being left alone without adequate care and supervision is a form of neglect – CHILDREN CANNOT BE LEFT ALONE
- Parents and Guardians are responsible for the safety and welfare of their children
- Parents and Guardians of children within the centre should make appropriate child minding and babysitting arrangements during working hours or in the evenings if you are not in the centre.
- Where there is a concern of a child / children coming to harm the management will make a report to Tusla

**LMC FIRE SAFETY**  
Kilbrey, Letterkenny, Co Donegal, Ireland, F92 W83V  
Telephone +353 74 910 3150 - Mobile +353 87 943 7379 - Email lmc@lmcfiresafety.com

**BASIC FIRE TRAINING  
CERTIFICATE OF ATTENDANCE**

Date: 07/11/2022

Location:  
**Sprackburn Apartments  
High Road, Letterkenny,  
Co. Donegal.**

Date:  
**Monday, 7<sup>th</sup> November 2022**

This certificate is presented to:  
**Danny Mailey**

Instructor:  
**Mr. Arthur Miller**

On behalf of LMC Fire Safety:

LMC Fire Safety Limited  
Private Company Limited by Shares, Registered in Ireland Number 679243, Vat No. IE371377491  
Registered Office: 14 Annull Court, Letterkenny, Co. Donegal, Ireland.

**LMC FIRE SAFETY**  
Kilbrey, Letterkenny, Co Donegal, Ireland, F92 W83V  
Telephone +353 74 910 3150 - Mobile +353 87 943 7379 - Email lmc@lmcfiresafety.com

**BASIC FIRE TRAINING  
CERTIFICATE OF ATTENDANCE**

Date: 07/11/2022

Location:  
**Sprackburn Apartments  
High Road, Letterkenny,  
Co. Donegal.**

Date:  
**Monday, 7<sup>th</sup> November 2022**

This certificate is presented to:  
**Packie Dunnion**

Instructor:  
**Mr. Arthur Miller**

On behalf of LMC Fire Safety:

LMC Fire Safety Limited  
Private Company Limited by Shares, Registered in Ireland Number 679243, Vat No. IE371377491  
Registered Office: 14 Annull Court, Letterkenny, Co. Donegal, Ireland.

**Children First** **TUSLA**  
An Ghníomhaireacht um Leanaí agus na Teaghlach  
Child and Family Agency

This is to certify that  
**Danny Mailey**  
has successfully completed  
**'Introduction to Children First'**  
Elearning Programme

Date completed: 20 November 2022

Signed:   
Bernard Gloster  
Chief Executive  
Tusla - Child and Family Agency

**Children First** **TUSLA**  
An Ghníomhaireacht um Leanaí agus na Teaghlach  
Child and Family Agency

This is to certify that  
**Patrick Dunnion**  
has successfully completed  
**'Introduction to Children First'**  
Elearning Programme

Date completed: 19 November 2022

Signed:   
Bernard Gloster  
Chief Executive  
Tusla - Child and Family Agency

**LMC FIRE SAFETY**  
Kilbrey, Letterkenny, Co Donegal, Ireland, F92 W83V  
Telephone +353 74 910 3150 - Mobile +353 87 943 7379 - Email lmc@lmcfiresafety.com

**BASIC FIRE TRAINING  
CERTIFICATE OF ATTENDANCE**

Date: 01/12/2022

Location:  
**Sprackburn House  
High Road, Letterkenny,  
Co. Donegal.**

Date:  
**Wednesday, 1<sup>st</sup> February 2023**

This certificate is presented to:  
**Aleksandr Zaichenko**

Instructor:  
**Mr. Arthur Miller**

On behalf of LMC Fire Safety:

LMC Fire Safety Limited  
Private Company Limited by Shares, Registered in Ireland Number 679243, Vat No. IE371377491  
Registered Office: 14 Annull Court, Letterkenny, Co. Donegal, Ireland.

**ACCOMMODATION  
MANAGER**

**PATRICK**

Please contact by  
phone if you need  
assistance  
**087-7702046**

**FIRE ASSEMBLY  
POINT**

*PLEASE GO TO THE FIRE ASSEMBLY POINT IN THE EVENT OF A FIRE*

**SPRACKBURN HOUSE**

**DESIGNATED LIAISON PERSON  
IS  
PATRICK DUNNION**

**DESIGNATED LIAISON PERSON  
FOR RESIDENTS  
IS  
MARIIA ZAICHENKO**

**How to keep a child safe online**

If a child spends time online, service providers and parents should understand the risks that could put them in danger. Online dangers include:

- Loss of privacy: Sharing information in public that should be kept private (after information is posted online, it is outside the child's control)
- Inappropriate content: Adult material, hate speech, violence, dangerous dares or challenges
- Cyberbullying: Bullying in the form of abusive and threatening texts or emails, messages on social media and chat rooms, or the posting of photos or video clips
- Online grooming: Individuals targeting children through sexual coercion or extortion, usually on social media or gaming platforms

**The most important thing is to communicate with your children about what they are doing online.**

**Familiarise yourself with the apps and websites they are using.**

Children should be supported and encouraged to develop safe and responsible online behaviours by their parents, guardians and Centre staff.

An Roinn Leanaí, Camhionannais, Míchionannais, Lámhálainne agus Oige  
Department of Children, Equality, Disability, Integration and Youth

**Child Safeguarding Statement – Sprackburn House**

Note: This is a sample template provided as a guide only. It is not a standardised format for a Child Safeguarding Statement. Please see the following documents for more information about developing a Child Safeguarding Statement:

- Children First: National Guidelines for the Protection and Welfare of Children
- Guidance on Developing a Child Safeguarding Statement (www.tusla.ie)
- Child Safeguarding Policy, Procedure and Practice (www.tusla.ie)

1. Name of service being provided and related service to applicants seeking International Protection in Ireland, Equality, Disability, Integration and Youth.

2. Nature of service and primary purpose of service. From harm (brief outline of what our service does and our commitment to protect children).

At the forefront of our service is the needs of the children arriving and to ensure that the welfare of children is a priority and that we support the parents in securing this.

We believe the following:

- Our priority is to ensure the welfare and safety of every child and young person who attends our service is paramount.
- Our guiding principles and procedures to safeguard children and young people reflect national policy and legislation and we will review our guiding principles and child safeguarding procedures every two years.
- All children and young people have an equal right to attend a service that respects them as individuals and encourages them to reach their potential, regardless of their background.
- We are committed to upholding the rights of every child and young person who attends our service, including the rights to be kept safe and protected from harm, listened to and heard.
- Our guiding principles apply to everyone in our organisation.
- Workers/volunteers must conduct themselves in a way that reflects the principles of our organisation.

3. Risk Assessment

We have carried out an assessment of any potential for harm to a child while availing of our services including the area of online safety when accessing the internet. Below

**Ruhama**  
Fighting Sexual Exploitation, Prostitution and Human Trafficking

For women selling sexual services

Free & Confidential Support

01-8360292  
Text REACH to 50100  
admin@ruhama.ie  
4 Castle Street, Dublin 2 D02 EY44

www.ruhama.ie

Charity number: CHY 10733

**TUSLA**

A Tusla short guide!  
For parents who are newly arrived in Ireland



**Letterkenny - Letterkenny Town Bus**

Monday - Friday (No Service on Saturdays)

Stop	Time	Time	Time
TECO SHOPPING CENTRE	08:00	08:15	08:30
COURTYARD SHOPPING CENTRE	08:00	08:15	08:30
DUNNELL TOWN	08:00	08:15	08:30
TECO	08:00	08:15	08:30
BUTTER ALLEY	08:00	08:15	08:30
AURA LÉINE CENTRE	08:00	08:15	08:30
BAILE MACKENZIE	08:00	08:15	08:30
ST. KENNEDY COLLEGE (JRP OFF)	08:00	08:15	08:30
CLONDALE DRIVE	08:00	08:15	08:30
CLONDALE SHOPPING CENTRE	08:00	08:15	08:30
THE GRANGE	08:00	08:15	08:30
CHERRYWOOD DRIVE	08:00	08:15	08:30
ON MCDONNELL DRIVE	08:00	08:15	08:30
CLONDALE CENTRAL - CIRCULAR RD	08:00	08:15	08:30
CLONDALE HAVEN	08:00	08:15	08:30
HOSPITAL	08:00	08:15	08:30
CLONDALE STATION (CLONDALE)	08:00	08:15	08:30
COURTYARD SHOPPING CENTRE	08:00	08:15	08:30
DUNNELL TOWN	08:00	08:15	08:30
TECO	08:00	08:15	08:30
CLONDALE OFFICE (JRP)	08:00	08:15	08:30
LETTERKENNY	08:00	08:15	08:30
TECO SHOPPING CENTRE	08:00	08:15	08:30

**Zero Suicide Alliance**

Because one life lost is too many

**Patrick Dunnion**  
has successfully completed the ZSA  
suicide awareness training

Thank you for taking the time to complete the training.

**ZSA**

Completed on: 8 January 2023

**\*ALL VISITORS\***

**MUST SIGN  
THE VISITORS BOOK**

Thank you







## **\*\*Notice for Parents / Guardians\*\***

- Under the Children First National Guidance, Children being left alone without adequate care and supervision is a form of neglect – **CHILDREN CANNOT BE LEFT ALONE**
- Parents and Guardians are responsible for the safety and welfare of their children
- Parents and Guardians of children within the centre should make appropriate child minding and babysitting arrangements during working hours or in the evenings if you are not in the centre.
- Where there is a concern of a child / children coming to harm the management will make a report to Tusla

**SPRACKBURN HOUSE**

**DESIGNATED LIAISON PERSON**



## TEST AND MAINTENANCE

[illegible]



## Breastfeeding: A good start in life

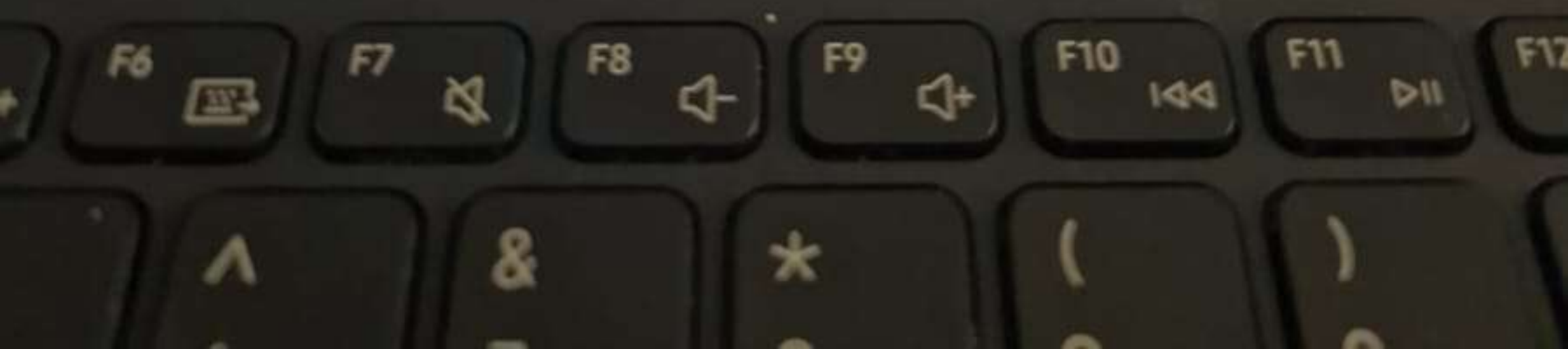
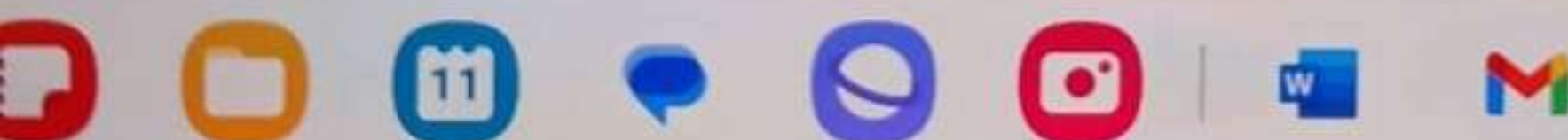
Information on breastfeeding your baby

Every breastfeed makes a difference

[mychild.ie](http://mychild.ie)



Community Hospital



# MONTHLY INSPECTIONS

DATE	NUMBER OF APPLIANCES INSPECTED	INSPECTED BY	ACTION	REMARKS
25-10	ALL inspected	PH-2	None	ALL OK
3/11/22	24	Packie	None	OK
3/1/23	24	Danny	None	OK
9/1/23	24	Darry	None	OK
16/1/23	24	Darry	None	OK
23/1/23	24	Darry	None	OK
30/1/23	24	Darry	None	OK
13/2/23	24	Darry	None	OK
20/2/23	24	Darry	None	OK
28/2/23	24	Darry	None	OK
6/3/23	24	Darry	None	OK
13/3/23	24	Darry	None	OK
21/3/23	24	Darry	None	OK
27/3/23	24	Darry	None	OK
4/4/23	24	Darry	None	OK
11/4/23	24	Darry	None	OK
17/4/23	24	Darry	None	OK
25/4/23	24	Darry	None	OK
2/5/2023	24	Darry	None	OK
2/6/2023	24	Darry	None	OK
3/7/2023	24	Darry	None	OK
1/8/2023	24	Darry	None	OK
1/9/2023	24	Darry	None	OK
2/10/23	24	Darry	None	OK
6/11/23	24	Darry	None	OK
1/12/23	24	Darry	None	OK

## **\*\*Notice for Parents / Guardians\*\***

- Under the Children First National Guidance, Children being left alone without adequate care and supervision is a form of neglect – **CHILDREN CANNOT BE LEFT ALONE**
- Parents and Guardians are responsible for the safety and welfare of their children
- Parents and Guardians of children within the centre should make appropriate child minding and babysitting arrangements during working hours or in the evenings if you are not in the centre.
- Where there is a concern of a child / children coming to harm the management will make a report to Tusla

**SPRACKBURN HOUSE**

**DESIGNATED LIAISON PERSON**

**MEANS OF  
TRANSFORMATION  
DOORS  
MAINS  
APPARATUS**

[illegible]

## FIRE ALARM SYSTEM – RECORD OF EVENTS

[illegible]

**\*\* Notice for Parents / Guardians \*\***

- Under the Children First National Guidance, Children being left alone without adequate care and supervision is a form of neglect – CHILDREN **CANNOT BE LEFT ALONE**
- Parents and Guardians are responsible for the safety and welfare of their children
- Parents and Guardians of children within the centre should make appropriate child minding and babysitting arrangements during working hours or in the evenings if you are not in the centre.
- Where there is a concern of a child / children coming to harm the management will make a report to Tusla

LMC FIRE SAFETY

ENABLE  
FIRST AID

Kilbury, Letterkenny, Co Donegal, Ireland. F92 WR5V  
Telephone : +353 74 910 5150 - Mobile : +353 87 943 7379 - Email lmc@lmcfiresafety.com

**BASIC FIRE TRAINING  
CERTIFICATE OF ATTENDANCE**

Location:  
**Sprackburn Apartments**  
**High Road, Letterkenny,**  
**Co. Donegal.**

Date:  
**Monday, 7<sup>th</sup> November 2022**

This certificate is presented to:  
**Danny Mailey**

Instructor:  
**Mr. Arthur Miller**

On behalf of LMC Fire Safety:

LMC Fire Safety Limited  
Private Company Limited by Shares, Registered in Ireland Number 479043, Vat No. W37177749H  
Registered Office: 14 Anallagh Court, Lisnane, Letterkenny, Co Donegal, Ireland.

(This cert is valid for a duration of 1 year from date stated)

Date: 07/11/2022



**LMC FIRE  
SAFETY**



**ENABLe  
FIRE & FIRST AID**

Killoy, Letterkenny, Co Donegal, Ireland. P92 WLSV  
Telephone +353 74 910 3150 - Mobile +353 87 943 7379 - Email [lmcs@lmcfiresafety.com](mailto:lmcs@lmcfiresafety.com)

## BASIC FIRE TRAINING CERTIFICATE OF ATTENDANCE

Location:  
**Sprackburn Apartments**  
High Road, Letterkenny,  
Co. Donegal,

Date:  
Monday, 7<sup>th</sup> November 2022

This certificate is presented to:  
**Packie Dunnion**

Instructor:  
**Mr. Arthur Miller**

On behalf of LMC Fire Safety:

---

LMC Fire Safety Limited

Private Company Limited by Shares, Registered in Ireland Number 679243, Vat No. IE271277491  
Registered Office: 14 Annull Court, Lismanah, Letterkenny, Co Donegal, Ireland.



1



2



3



4



5

(This cert is valid for a duration of 1 year from date stated)

**Children First**

**TÚSLA**  
An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

*This is to certify that*

**Danny Mailey**

*has successfully completed*

**'Introduction to Children First**

*Elearning Programme*

**Children First**

**TÜSLA**  
An Gliongbairneacht um  
Leanaí agus an Toghbaich  
Child and Family Agency

*This is to certify that*  
**Patrick Dunnion**  
*has successfully completed*  
**'Introduction to Children First'**  
*Elearning Programme*


**LMC FIRE SAFETY**

**ENABLE**  
 FIRST AID

Killiney, Letterkenny, Co. Donegal, Ireland, W81 9RTV  
 Telephone +353 74 910 130; Mobile +353 87 943 7379; Email [killiney@lmcireland.com](mailto:killiney@lmcireland.com)

**BASIC FIRE TRAINING**  
**CERTIFICATE OF ATTENDANCE**

Location: **Sprackburn House**  
High Road, Letterkenny,  
Co. Donegal.

Date: Wednesday, 1<sup>st</sup> February 2023

This certificate is presented to:  
Aleksandr Zaichenko

Instructor: Mr. Arthur Miller

On behalf of LMC Fire Safety:

LMC Fire Safety Ireland  
 Private Company Limited by Shares Registered in Ireland Number 070684. Eirac No IE000707474  
 Registered Office 14 Anallán Court, Enniskerry, Letterkenny, Co. Donegal, Ireland







(This cert is valid for a duration of 1 year from date issued)

**ACCOMMODATION  
MANAGER**

**PATRICK**

**Please contact by  
phone if you need  
assistance**

**087-7702046**



SPRACKBURN HOUSE

DESIGNATED LIAISON PERSON  
IS  
PATRICK DUNNION

DESIGNATED LIAISON PERSON  
FOR RESIDENTS  
IS  
MARIIA ZAICHENKO

An Róisín Learnaí, Comhionannais,  
Michumais, Lámhálraitheachta agus Oige  
Department of Children, Equality,  
Disability, Integration and Youth

## How to keep a child safe online

If a child spends time online, service providers and parents should understand the risks that could put them in danger. Online dangers include:

- **Loss of privacy:** Sharing information in public that should be kept private (after information is posted online, it is outside the child's control)
- **Inappropriate content:** Adult material, **hate speech**, violence, dangerous dares or challenges
- **Cyberbullying:** Bullying in the form of abusive and threatening texts or emails, messages on social media and chat rooms, or the posting of photos or video clips
- **Online grooming:** Individuals targeting children through sexual coercion or seduction, usually on social media or gaming platforms

*The most important thing is to communicate with your children about what they are doing online.*

*Familiarise yourself with the apps and websites they are using.*

Children should be supported and encouraged to develop safe and responsible online behaviours by their parents, guardians and Centre staff.

An Ruilin Leonai  
Commissioner, Michumala  
Lamphahachia apua Orge  
Department of Children  
Health, Disability, Integration

Child Safeguarding Statement – South Essex

**Note:** This is a sample template provided as a guide only. It is not a standardised format for a C/AS safeguarding Statement. Please see the following documents for more information about developing a Child Safeguarding Statement:

- *Children First: National Guidance for the Protection and Welfare of Children*
- *Guidance on Developing a Child Safeguarding Statement* ([see link](#))
- *Child Safeguarding: A Practical Policy, Procedure and Process* ([see link](#))

1. **Name of service being provided:** The service is related service to applicants seeking International Protection Program Services. Typically, Disability, Integration and Youth.
2. **Nature of service and prime objective:** The service is to help people who are at risk of harm from persecution, violence, or other serious threats to their lives. The service is to help people who are at risk of harm from persecution, violence, or other serious threats to their lives. The service is to help people who are at risk of harm from persecution, violence, or other serious threats to their lives.

At the forefront of our service is the needs of the children arriving and to ensure that the welfare of children is a priority and that we support the parents in securing this.

- We believe the following:
1. Our priority is to ensure the welfare and safety of every child and young person who attends our service is paramount.
  2. Our guiding principles and procedures to safeguard children and young people reflect national policy and legislation and we will review our guiding principles and child safety working procedures every two years.
  3. All children and young people have an equal right to attend a service that respects them as individuals and encourages them to reach their potential, regardless of their background.
  4. We are committed to upholding the rights of every child and young person who attends our service, including the rights to be kept safe and protected from harm, listened to and heard.
  5. Our guiding principles apply to everyone in our organisation.
  6. Workers/volunteers must conduct themselves in a way that reflects the organisation.

### 3- Risk Assessment

We have carried out an assessment of any potential for harm to a child while availing of our services including the area of online safety when accessing the internet. Below



**Ruhama**  
Fighting Sexual Exploitation, Prostitution and Human Trafficking

### For women selling sexual services

**Free & Confidential  
Support**

01-8360292

Text BEACH to 50100

admin@rubama.lg

4, Castle Street, Dublin 2 D02 EY44

[www.ruhama.ie](http://www.ruhama.ie)

charity number: CHY 10733

**TUSLA**  
The Child and Family Agency

**A Tusla short guide:  
For parents who  
are newly arrived  
in Ireland**



[www.tusla.ie](http://www.tusla.ie)

LETTERKENNY - LETTERKENNY TOWN			
ROUTE 1			
Stop	Mon - Friday	Sat Service on Saturdays	
TEND SHOPPING CENTRE	08.00	08.00	08.20
COURTMEAD SHOPPING CENTRE	08.08		
CONNAUGHT TOWN	08.17		
TRIM	08.28		
BUTTELEA VILL	08.37	08.30	08.30
AURA LEISURE CENTRE	08.45	08.35	
BALLINACLOE ESTATE	08.50	08.40	
ACTS SCHOOL (DROP OFF)	08.57	08.50	
ST KENNES COLLEGE (DROP OFF)	09.04	08.58	
GLUCKEN SPRING	09.10	09.00	
GLUCKENSMITH VILL ROAD	09.17	09.05	
THE GRANGE	09.27	09.15	
CHERRYBROOK DRIVE	09.38	09.25	
ON MIDDLETON DRIVE	09.46	09.35	
COMPLEYS CENTRE - CIRCULAR RD	09.51	09.40	
CHERRYBROOK	09.58	09.45	
HOSPITAL	10.07	09.55	
JACKSON STREET CARDSHOP			
COURTMEAD SHOPPING CENTRE	10.17	10.05	
CONNAUGHT TOWN	10.28		
TRIM	10.38		
JUNIOR OFFICE (P.O.)	10.48		
LETTERKENNY	10.58	10.48	
TEND SHOPPING CENTRE	11.08	10.58	

**Zero Suicide Alliance**  
Because the last is the best

**I TOOK THE TRAINING**  
**I'M READY TO SAVE A LIFE**

**Patrick Dunnion**  
has successfully completed the **ZSA**  
suicide awareness training

Thank you for taking the time to complete the training.  
The memory of help you to share the information with your family and friends.

Please share the training with your family, friends and colleagues and together  
we can make the national and local health care systems safer for everyone.

**ZSA**  
suicide awareness

facebook.com/zero-suicide-alliance  
@zero-suicide-alliance  
@zero-suicide-alliance

Completed on  
8 January 2015

\*ALL VISITORS\*  
MUST SIGN  
THE VISITORS BOOK  
Thank you



## Child Safeguarding Statement – Sprackburn House

**Note:** This is a sample template provided as a guide only. It is not a standardised format for a Child Safeguarding Statement. Please see the following documents for more information about developing a Child Safeguarding Statement:

- *Children First: National Guidance for the Protection and Welfare of Children*
- *Guidance on Developing a Child Safeguarding Statement* ([www.tusla.ie](http://www.tusla.ie))
- *Child Safeguarding: A Guide for Policy, Procedure and Practice* ([www.tusla.ie](http://www.tusla.ie))

### 1. Name of service being provided:

Contracted to provide accommodation and related service to applicants seeking International Protection by International Protection Procurement Services (IPPS) on behalf of the Department of Children, Equality, Disability, Integration and Youth.

### 2. Nature of service and principles to safeguard children from harm (brief outline of what our service is, what we do and our commitment to safeguard children):

Sprackburn House provides accommodation and related services to families who are seeking International Protection in Ireland. Our service provides the families with a safe home, food and support as they arrive to enable the families to live independently in the future. Our service ensures each family has access to Healthcare, Education, Social Welfare and all other needs they arise.

At the forefront of our service is the needs of the children arriving and to ensure that the welfare of children is a priority and that we support the parents in securing this.

We believe the following:

1. Our priority to ensure the welfare and safety of every child and young person who attends our service is paramount.
2. Our guiding principles and procedures to safeguard children and young people reflect national policy and legislation and we will review our guiding principles and child safeguarding procedures every two years.
3. All children and young people have an equal right to attend a service that respects them as individuals and encourages them to reach their potential, regardless of their background.
4. We are committed to upholding the rights of every child and young person who attends our service, including the rights to be kept safe and protected from harm, listened to and heard.
5. Our guiding principles apply to everyone in our organisation.
6. Workers/volunteers must conduct themselves in a way that reflects the principles of our organisation.

### 3. Risk Assessment

We have carried out an assessment of any potential for harm to a child while availing of our services including the area of online safety when accessing the internet. Below



