

Child Safeguarding Policy – Linenhall Arts Centre

Child Safeguarding Policy Statement

We at the Linenhall Arts Centre are committed to a child-centred approach to our work with children and young people. We undertake to provide a safe environment and experience, where the welfare of the child/young person is paramount. We will adhere to the recommendations of *Children First: National Guidance for the Protection and Welfare of Children (2017)*, published by the Department of Children and Youth Affairs. This policy is informed by the Children First Act 2015.

Our policy is published on our website and is available from the Linenhall Arts Centre office.

This policy will be reviewed at the Linenhall Arts Centre AGM 2022



Bernadette Greenan
Director

Date: 26 / 07 / 2021

Introduction

In devising our Child Safeguarding Policy we have implemented procedures covering:

- Code of behaviour for all staff; (p.3)
- Our reporting of suspected or disclosed abuse (see Appendix 1 for categories of abuse); (p.5)
- Confidentiality; (p.6)
- Recruitment and selecting staff; (p.7)
- Managing and supervising staff; (p.8)
- Involvement of primary carers; (p.9)
- Allegations of misconduct or abuse by staff; (p.10)
- Complaints and comments; (p.11)
- Incidents and accidents. (p.12)

Information including the following is included in our policy

- Child Safeguarding Statement (Appendix 1, p.13)
- Definitions of Abuse (Appendix 2, p.20)
- Tusla – Child and Family Agency contact details for Mayo area (Appendix 3, p.23)
- Prompt Sheets for those working with children relating to Accident/Injury/Illness, Disclosure of Abuse and Group Contract (Appendix 4, p.24)
- Anti-Bullying Policy (Appendix 5, p.25)
- Linenhall Arts Centre, Children's Workshops Facilitators Declaration Form (Appendix 6, p.28)

SECTION 1

Code of Behaviour (Staff)

Child-centred approach

- Treat all children and young people equally;
- Listen to and respect children and young people;
- Involve children and young people in decision-making, as appropriate;
- Provide encouragement, support and praise (regardless of ability);
- Use appropriate language (physical and verbal);
- Have fun and encourage a positive atmosphere;
- Offer constructive criticism when needed;
- Treat all children and young people as individuals;
- Respect a child's or young person's personal space;
- Discuss boundaries on behaviour and related sanctions, as appropriate, with children and young people and their primary carers;
- Agree group 'contract' before beginning session;
- Encourage feedback from group;
- Use age-appropriate teaching aids and materials;
- Lead by example;
- Be aware of a child's or young person's other commitments when scheduling rehearsals or activities, e.g., school or exams;
- Be cognisant of a child's or young person's limitations, due to a medical condition for example;
- Create an atmosphere of trust;
- Respect differences of ability, culture, religion, race and sexual orientation.

Good Practice

- Register each child/young person (name, phone, special requirements, attendance, emergency contact);
- Make primary carers, children/young people, visitors and facilitators aware of the Child Safeguarding Policy and procedures;
- Have emergency procedures in place and make all staff aware of these procedures;
- Be inclusive of children and young people with special needs;
- Plan and be sufficiently prepared, both mentally and physically;
- Report any concerns to the Designated Liaison Person and follow reporting procedures;
- Encourage children and young people to report any bullying, concerns or worries and to be aware of our anti-bullying policy.
- Observe appropriate dress and behaviour;
- Evaluate work practices on a regular basis;
- Provide appropriate training for staff and volunteers;
- Report and record any incidents and accidents;
- Update and review policies and procedures regularly;
- Keep primary carers informed of any issues that concern their children;
- Ensure proper supervision based on adequate ratios according to age, abilities and activities involved;
- Don't be passive in relation to concerns, i.e., don't 'do nothing';
- Don't let a problem get out of control;
- Avoid taking a session on your own. If this is not possible then it should be in an open environment with the full knowledge and consent of primary carers;
- Avoid if at all possible giving a lift to a child/young person and if you do

then make sure that primary carers are informed;

- Maintain awareness around language and comments made. If you think that something you said may have caused offence or upset, then try to address it in a sensitive manner.

- Ensure clear communication between staff who interact with children and the Linenhall Arts Centre
- Have a written agreement with any external organisation that is working with children through the Linenhall Arts Centre to state that they have read and agree to adhere to our Child Protection Policy

Inappropriate Behaviour

- Avoid spending excessive amounts of time alone with children/young people;
- Don't use or allow offensive or sexually suggestive physical and/or verbal language.
- Don't single out a particular child/young person for unfair favouritism, criticism, ridicule, or unwelcome focus or attention;
- Don't allow/engage in inappropriate touching of any form;
- Don't hit or physically chastise children/young people;
- Don't socialise inappropriately with children/young people, e.g., outside of structured organisational activities.

Physical Contact

- Seek consent of child/young person in relation to physical contact (except in an emergency or a dangerous situation);
- Avoid horseplay or inappropriate touch;
- Check with children/young people about their level of comfort when doing touch exercises.

Health and Safety

- Don't leave children unattended or unsupervised;
- Manage any dangerous materials;
- Provide a safe environment;
- Be aware of accident procedure and follow accordingly.

SECTION 2

Reporting Procedure:

Who to contact about issues related to child safeguarding and welfare

Orla Henihan has been designated as the person to contact if you have an issue or concern about any aspect of a child's or young person's safety and welfare. It is the responsibility of Orla to support and advise staff about policy and procedures in relation to child safeguarding and to ensure that procedures are followed. It is also the responsibility of Orla to liaise with the TUSLA, or Gardaí where appropriate. Orla Henihan can be contacted at the Linenhall Arts Centre, 094 9023733, 087 9936060

Maura Connolly has been designated as deputy to Orla Henihan and can be contacted at 094 9023733, 087 7986399

All staff who work for South West Mayo Development Company at the Linenhall Arts Centre are required to follow the reporting procedure of South West Mayo Development Company. The Designated Liaison Person at the Linenhall Arts Centre (Orla Henihan), and the Designated Liaison Person for South West Mayo Development Company (Catherine McCloskey) will liaise in relation to any Child Safeguarding concerns.

SECTION 3

Confidentiality Statement

We at the Linenhall Arts Centre are committed to ensuring peoples' rights to confidentiality. In relation to child safeguarding and welfare we undertake that:

- Information will only be forwarded on a 'need to know' basis in order to safeguard the child/young person;
- Giving such information to others for the safeguarding of a child or young person is not a breach of confidentiality; In other words we cannot guarantee total confidentiality where the best interests of the child or young person are at risk;
- Primary carers, children and young people have a right to know if personal information is being shared and/or a report is being made to TUSLA, unless doing so could put the child/young person at further risk;
- Images of a child/young person will not be used for any reason without the consent of the parent/carer (however, we cannot guarantee that cameras/videos will not be used by members of the public at public performances);
- Procedures will also be put in place for the recording and storing of information in line with our confidentiality policy.

SECTION 4

Recruitment and selection policy statement

We will ensure that staff are carefully selected, and supervised to provide a safe environment for all children and young people, by observing the following principles:

- Roles and responsibilities will be clearly defined for every job (paid or voluntary);
- Posts will be advertised widely;
- We will endeavour to select the most suitably qualified personnel;
- Candidates will be asked to sign a declaration form;
- At least two references that are recent, relevant, independent and verbally confirmed will be necessary;
- No person who would be deemed to constitute a 'risk' will be employed; Some of the exclusions include:
 - any child-related convictions;
 - refusal to sign declaration form;
 - insufficient documentary evidence of identification;
 - concealing information on one's suitability to working with children;
- In cases of long term employment there will be a relevant probationary period;
- All staff will be required to consent to Garda Vetting, and where available, this will be sought.
- The Board of Management of the Linenhall Arts Centre will appoint the relevant person as per the Children First Act 2015.

SECTION 5

Staff Management Policy Statement

To protect both staff (paid and voluntary) and children/young people, we undertake that:

New staff will:

- Access the Universal E-Learning on the Tusla website
- Be made aware of the organisation's code of conduct, child safeguarding procedures, and the identity and role of who has been designated to deal with issues of concern;

New full-time staff will:

- Undergo a probationary or trial period.
- take part in a mandatory induction training session;

All full-time staff will:

- Be expected to have read and signed the Child Safeguarding Policy Statement;

All staff working directly with children will:

- Be advised to undertake child safeguarding training
- Receive an adequate level of supervision and review of their work practices;

SECTION 6

Policy statement on the involvement of primary carers

We are committed to being open with all primary carers.

We undertake to:

- Advise primary carers of our child safeguarding policy;
- Inform participating primary carers and schools of event content including all activities and potential activities;
- Comply with health and safety practices;
- Operate child-centred policies in accordance with best practice;
- Adhere to our recruitment guidelines;
- Ensure as far as possible that the activities are age-appropriate;
- Encourage and facilitate the involvement of parent(s), carer(s) or responsible adult(s), where appropriate.

If we have concerns about the welfare of the child/young person, we will:

- Respond to the needs of the child or young person;
- Inform the primary carers on an on-going basis unless this action puts the child or young person at further risk;
- Where there are child safeguarding and welfare concerns we are obliged to pass these on to the Duty Social Worker and, in an emergency, the Gardaí;
- In the event of a complaint against a member of staff, we will immediately ensure the safety of the child/young person and inform primary carers as appropriate.

As a child-centred organisation, we are committed to putting the interest of the child/young person first. To that end we will:

- Contact local TUSLA and Gardaí where there is a child protection welfare concern;
- Encourage primary carers to work in partnership with us under the guidelines set out by our organisation to ensure the safety of their children;
- Have a designated contact person available for consultation with primary carers in the case of any concern over a child or young person's welfare.

SECTION 7

Dealing with an allegation against staff

Two separate procedures will be followed:

1. In respect of the child/young person Orla Henihan will deal with issues related to the child/young person.

2. In respect of the person against whom the allegation is made Board Member Clodagh Geraghty will deal with issues related to the staff member.

- The first priority is to ensure that no child or young person is exposed to unnecessary risk;
- If allegations are made against the Designated Person, then Maura Connolly should be contacted;
- The reporting procedures outlined in Section 2 of this policy will be followed. Both the primary carers and child/young person will be informed of actions planned and taken. The child/young person will be dealt with in an age-appropriate manner;
- The staff member will be informed as soon as possible
 - of the nature of the allegation;
 - the staff member will be given the opportunity to respond;
- The chairperson/head of the organisation will be informed as soon as possible;
- Any action following an allegation of abuse against an employee will be taken in consultation with Health Service Executive and Gardaí;
- After consultation, the chairperson/head of organisation will advise the person accused and agreed procedures will be followed.

SECTION 8

In the event of complaints or comments

- Complaints or comments will be responded to within 2 weeks;
- All complaints/comments will be directed to Orla Henihan
- Those making verbal complaints will be requested to put them in writing and direct them to Orla Henihan.

SECTION 9

Health and Safety: Accidents Procedure

- The Linenhall Arts Centre will maintain an up-to-date register of the contact details of all children/young people participating in events at the Linenhall;
- External organisations with whom the Linenhall Arts Centre has dealings must provide proof that they have public liability insurance;
- First-aid boxes are available and regularly re-stocked;
- The location of the first-aid box(es) is made known to staff;
- Availability of first-aid is in accordance with the organisation's Health and Safety guidelines. The location of accident/incident books will be made known to staff;
- Children and young people will be advised of risks of dangerous material;
- Details of risky equipment used will be recorded and steps taken to minimise risk;
- Cognisance will be taken of responsibility for first-aid on off-site trips.

Appendix 1: Child Safeguarding Statement

1. Name of service: Linenhall Arts Centre

2. Nature of service and principles to safeguard children from harm:

Here at the Linenhall Arts Centre we provide an arts service for all in our community including children. Our service for children includes arts based workshops, rehearsals, facilitated gallery visits, and performances.

We are committed to a child-centred approach in our work with children and young people. We undertake to provide a safe environment and experience, where the welfare of the child/young person is paramount. We adhere to the recommendations of *Children First: National Guidance for the Protection and Welfare of Children (2017)*, published by the Department of Children and Youth Affairs, and our procedures to safeguard and protect children and young people reflect national policy and legislation.

These principles apply to everyone in our organisation.

3. Risk assessment:

We have carried out an assessment of any potential for harm to a child while availing of our services. Attached is a list of the areas of risk identified and the list of procedures for managing these risks:

4. Procedures:

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, the *Children First: National Guidance*, and Tusla's *Child Safeguarding: A Guide for Policy, Procedure and Practice*. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service (See p. 5 of our Child Safeguarding Policy)
- Procedure for the safe recruitment and selection of workers and volunteers to work with children. (See p.7 of our Child Safeguarding Policy)
- Procedure for the provision of and access to child safeguarding training and information, including the identification of the occurrence of harm (See p.8 of our Child Safeguarding Policy)
- Procedure for the reporting of child protection or welfare concerns to Tusla (See p.5 of our Child Safeguarding Policy)
- Procedure for appointing a relevant person (See p.7 of our Child Safeguarding Policy)
- Health and Safety Policy / Accident Procedure (see also p.12 of our Child Safeguarding Policy)
- Anti-Bullying Policy (see Appendix 5, p.25 of our Child Safeguarding Policy)

All procedures listed are available on request.

5. Implementation:

We recognise that implementation is an ongoing process. Our service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service. This Child Safeguarding Statement will be reviewed on 1 April 2020, or as soon as practicable after there has been a material change in any matter to which the statement refers.

Signed: *Lorraine Gannon*
Chairperson

Linenhall Arts Centre,
Linenhall St,
Castlebar
Co Mayo

For queries please contact Orla Henihan, Relevant Person under the Children First Act 2015

Linenhall Arts Centre, Child Safeguarding Risk Assessment

Ways in which children engage with our arts service	Producer context	Example	Risks	Procedures to minimize risk
Attend workshops/projects at the Linenhall Arts Centre as individuals	Linenhall Arts Centre employs facilitator	Linenhall employs an artist to deliver an arts based workshop for children in the Community Arts Room in the Linenhall Arts Centre building	Emergency situation / Adult alone with children / Toilet visits to our public toilet / Disclosure	All Linenhall Arts Centre (LAC) staff will be Garda Vetted, have undertaken Tusla training and agreed to our Child Protection Policy (CPP). All facilitators will be Garda vetted and have agreed to LAC CPP. All workshops with lone facilitator will have a member of LAC staff present. All toilet visits are supervised. All participants' emergency contact details are taken and handover at workshop end supervised. Any observation or evidence of assault, ill-treatment, neglect or sexual abuse is promptly reported to LAC Designated Liaison Person (DLP)
Attend workshops/projects at the Linenhall Arts Centre as individuals	A partner organisation employs the facilitators, and facilitators are supervised by Linenhall Arts Centre	Partner organisation employs facilitators to deliver Summer Camps at the Linenhall Arts Centre under the supervision of Linenhall staff. Linenhall employs/engages volunteers to supervise break	Adult alone with children / Disclosure / Toilet visits / Emergency situation / Wandering children / Assuring adequate vetting	All Linenhall staff will be Garda Vetted, have undertaken Tusla training and agreed to our Child Protection Policy (CPP). All SWMDC facilitators will be Garda vetted, have undertaken Tusla training and have agreed to LAC CPP. All workshops with a lone facilitator will have a member of LAC staff present. All toilet visits are supervised. All participants' emergency contact details are taken and handover at workshop end supervised. Any observation or evidence of assault, ill-treatment, neglect or sexual abuse is promptly reported to LAC Designated Liaison Person (DLP)
Attend workshops/projects at the Linenhall Arts Centre as individuals	Other organisation hires Linenhall Arts Centre space/uses Linenhall Arts Centre space in-kind and employs facilitators	An independent organisation uses the Community Arts Room in the Linenhall Arts Centre free of charge to deliver a series of art workshops with children over several weeks resulting in a project outcome. They employ the facilitators / An independent organisation hires the Linenhall Arts Centre theatre space to deliver an introductory arts day for children who may be interested in taking up arts practices.	May not have adequate vetting and training in Child Safeguarding / Adult alone with children / Disclosure / Toilet visits / Emergency situation / Wandering children / Assuring adequate vetting	All external organisations must provide written confirmation that Garda Vetting of attending facilitators has been undertaken and that they have read and agreed to LAC CPP. They must agree to: more than one facilitator present at all times, all toilet visits are supervised, all participants' emergency contact details are taken and handover at workshop end supervised. Any observation or evidence of assault, ill-treatment, neglect or sexual abuse is promptly reported to LAC Designated Liaison Person (DLP)
Attend workshops/projects at the Linenhall Arts Centre with their School	Linenhall Arts Centre employs facilitator	Secondary school children attend various arts based workshops in their school groups as part of a youth arts project. Facilitators are employed by the Linenhall Arts Centre	Unsupervised around the building / Leaving building / Disclosure	Students must be accompanied by teacher as the Linenhall recognises that the primary welfare of the children rests with the teacher. All Linenhall staff will be Garda Vetted, have undertaken Tusla training and agreed to our Child Protection Policy (CPP). All facilitators will be Garda vetted and have agreed to LAC CPP. All toilet visits are supervised. Any observation or evidence of assault, ill-treatment, neglect or sexual abuse is promptly reported to LAC Designated Liaison Person (DLP).

Attend workshops at the Linenhall Arts Centre with their School	Partner organisation employs facilitators, and facilitators are supervised by Linenhall Arts Centre	Children attend our Visual Art Programme for Schools with their class	Unsupervised around the building / Leaving building / Disclosure	Students must be accompanied by teacher as the Linenhall recognises that the primary welfare of the children rests with the teacher. All Linenhall staff will be Garda Vetted, have undertaken Tusla training and agreed to LAC CPP. All facilitators will be Garda vetted and have agreed to LAC CPP. All toilet visits are supervised. Any observation or evidence of assault, ill-treatment, neglect or sexual abuse is promptly reported to LAC Designated Liaison Person (DLP).
Visit Linenhall Arts Centre gallery with their family	Linenhall Arts Centre engages artist and invigilates gallery	A family visits the gallery	Gallery Exhibition with content potentially unsuitable for children.	Notice placed at entrance to the Gallery alerting guardians to potentially unsuitable content and advise Parental Guidance. Parental Guidance recommended on Linenhall Arts Centre social media, brochure and invites. Parental Guidance notified if telephone enquiry is taken.
Visit Linenhall Arts Centre gallery with their school	Linenhall Arts Centre engages artist and invigilates gallery	A school group visits the gallery on a self directed visit	Gallery Exhibition with content potentially unsuitable for children.	Parental Guidance recommended on social media, brochure and invites. Notice placed at entrance to Gallery alerting to potentially unsuitable content. Advise parental guidance required if telephone enquiry is taken. Students must be accompanied by teacher as the Linenhall recognises that the primary welfare of the children rests with the teacher.
Visit Linenhall Arts Centre gallery alone	Linenhall Arts Centre engages artist and invigilates gallery	A child who is familiar with our space comes upstairs unaccompanied while their family are in the coffee shop / a teenager visits the gallery alone, or with friends on lunch break	Unsuitable content / Interacting with a stranger	Notice placed at entrance to the Gallery alerting guardians to potentially unsuitable content and a 'Parental Guidance' advised. Parental Guidance recommended on Linenhall Arts Centre social media, brochure and invites. Parental Guidance notified if telephone enquiry is taken. Guardians verbally informed of content where possible. All Linenhall invigilating staff will be Garda Vetted, have undertaken Tusla training and agreed to our Child Protection Policy (CPP). Any observation or evidence of assault, ill-treatment, neglect or sexual abuse will be promptly reported to LAC Designated Liaison Person (DLP).
Attend performances at the Linenhall Arts Centre with their family	Linenhall Arts Centre engages performing company	Child attends performance for young audiences with their family	Age appropriate content / Wander off / Encounter with strangers or bullies	All Linenhall staff will be Garda Vetted, have undertaken Tusla training and agreed to our Child Protection Policy (CPP). All toilet visits are supervised. All children's performances are designated with a recommended age suitability. All social media, press and brochures carry the age recommendation. Adults are informed when booking of age recommendation. No children under 12 are admitted unaccompanied. Any observation or evidence of assault, ill-treatment, neglect or sexual abuse will be promptly reported to LAC Designated Liaison Person (DLP)

Attend performances at the Linenhall Arts Centre on their own	Linenhall Arts Centre engages performing company	Teenagers attend an event organised for that age group / Teenagers attend Youth Open Mic.	Bullying / inappropriate behaviour / Physical harm	All Linenhall staff will be Garda Vetted, have undertaken Tusla training and agreed to our Child Protection Policy (CPP). All toilet visits are supervised. No children under 12 are admitted unaccompanied. Any observation or evidence of assault, ill-treatment, neglect or sexual abuse will be promptly reported to LAC Designated Liaison Person (DLP) All children's performances are designated with a recommended age suitability. All social media, press and brochures carry the age recommendation. Adults are informed when booking of age recommendation.
Attend performances in the Linenhall Arts Centre with their school / other organisation	Linenhall Arts Centre engages performing company	A primary school group attends a performance for schools / A secondary school group comes to see a school film screening	Inappropriate content / wandering	Students must be accompanied by teacher as the Linenhall recognises that the primary welfare of the children rests with the teacher. All Linenhall staff will be Garda Vetted, have undertaken Tusla training and agreed to our Child Protection Policy (CPP). All toilet visits are supervised for primary school children. All children's performances are designated with a recommended age suitability. All social media, press and brochures carry the age recommendation. Schools are informed when booking of age recommendation. Any observation or evidence of assault, ill-treatment, neglect or sexual abuse will be promptly reported to LAC Designated Liaison Person (DLP)
Take part in rehearsals/performances at the Linenhall Arts Centre	Linenhall Arts Centre engages production company	A group of teenagers rehearse and perform a show in the Linenhall building working with an organisation engaged by the Linenhall	Alone with adults / wandering / inappropriate behaviour / inappropriate content or script	All external organisations must provide written confirmation that Garda Vetting of attending facilitators/directors/producers etc has been undertaken and that they have agreed to LAC CPP. They must provide written confirmation that the show content has parental/guardian approval. They must agree to: more than one facilitator present at all times, all participants' emergency contact details taken. Parents/Guardians must have consented to their child's participation in the event. Any observation or evidence of assault, ill-treatment, neglect or sexual abuse must be promptly reported to LAC Designated Liaison Person (DLP)
Take part in performances at the Linenhall Arts Centre	Production company hire the Linenhall Arts Centre to present show	Local dance school hire the theatre to present a show featuring their students	Adults alone with children / vetting procedures not adequate / wandering	All external organisations must provide written confirmation that Garda Vetting of attending facilitators/directors/producers etc has been undertaken and that they have agreed to LAC CPP. They must provide written confirmation that the show content has parental/guardian approval. They must agree to: more than one facilitator present at all times, all participants' emergency contact details are taken. For performance All Linenhall staff will be Garda Vetted, have undertaken Tusla training and agreed to our Child Protection Policy (CPP). No children under 12 are admitted unaccompanied. Any observation or evidence of assault, ill-treatment, neglect or sexual abuse will be promptly reported to LAC Designated Liaison Person (DLP). Show content has parental/guardian approval.

Purchase tickets at the Linenhall Arts Centre for shows	Linenhall Arts Centre has engaged the performing company, and is selling tickets for the show	Teenager purchases ticket to see a show for young audiences	Staff interact inappropriately with child purchasing	All Linenhall box-office staff will be Garda Vetted, have undertaken Tusla training and agreed to our Child Protection Policy (CPP). No children under 12 will be sold tickets to attend performances unaccompanied. All children's performances are designated with a recommended age suitability and children are advised to comply. Any observation or evidence of assault, ill-treatment, neglect or sexual abuse will be promptly reported to LAC Designated Liaison Person (DLP).
Attend workshops in a location other than the Linenhall Arts Centre	Linenhall Arts Centre has employed the facilitator to deliver a workshop in a location other than the Linenhall Arts Centre	Child attends workshop at a location other than the Linenhall Arts Centre during RoolaBoola Children's Arts Festival / Child takes part in a follow up workshop in their school which complements a performance they saw at the Linenhall / Child takes part in a pre-show workshop in their school ahead of attending a performance in the Linenhall	Adults alone with children / child gets lost in new surroundings /	All Linenhall staff will be Garda Vetted, have undertaken Tusla training and agreed to our Child Protection Policy (CPP). All facilitators will be Garda vetted and have agreed to LAC CPP. All workshops with lone facilitator will have a member of LAC staff present. All toilet visits will be supervised. All participants' emergency contact details will be taken and handover at workshop end supervised. Clear signage will be displayed around the building to orient participants. Any observation or evidence of assault, ill-treatment, neglect or sexual abuse will be promptly reported to LAC Designated Liaison Person (DLP)
Attend performances in a location other than the Linenhall Arts Centre	Linenhall Arts Centre has engaged the performance company to deliver a performance at a location other than the Linenhall Arts Centre	Children attend "Me, Michael" performance by the Abbey Theatre in their school	Child gets lost in new surroundings / staff untrained in other venue	All external organisations must provide written confirmation that Garda Vetting of staff has been undertaken and that they have agreed to Linenhall Arts Centre Child Protection Policy. All Linenhall staff will be Garda Vetted, have undertaken Tusla training and agreed to our Child Protection Policy (CPP). Clear signage will be displayed around the building to orient participants. Any observation or evidence of assault, ill-treatment, neglect or sexual abuse will be promptly reported to LAC Designated Liaison Person (DLP)
All above	Any of the above	Recruitment of staff/facilitators working with children	Unfamiliar with Child Safeguarding policies and procedures.	All Linenhall Arts Centre (LAC) staff will be Garda Vetted, have undertaken Tusla training and agreed to our Child Protection Policy (CPP). All facilitators will be Garda vetted and have agreed to LAC CPP.

All above	Any of the above	Staff/facilitators working with children	Long term employees growing rusty in relation to Child Safeguarding procedures	Annual updating of staff in relation to policies and procedures.
-----------	------------------	--	--	--

Appendix 2: Definitions of Abuse

There are four main categories of abuse as outlined in *Children First: National Guidance for the Protection and Welfare of Children*. The following is a synopsis of the information contained in that document. For the full definitions please refer to *Children First: National Guidance for the Protection and Welfare of Children 2017* (pp.6-17).

1. Neglect

“Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where a child’s health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety. Emotional neglect may also lead to the child having attachment difficulties. The extent of the damage to the child’s health, development or welfare is influenced by a range of factors. These factors include the extent, if any, of positive influence in the child’s life as well as the age of the child and the frequency and consistency of neglect.” (*Children First* p.7-8)

“A reasonable concern for the child’s welfare would exist when neglect becomes typical of the relationship between the child and the parent or carer. This may become apparent where you see the child over a period of time, or the effects of neglect may be obvious based on having seen the child once.

The following are features of child neglect:

- Children being left alone without adequate care and supervision
- Malnourishment, lacking food, unsuitable food or erratic feeding
- Non-organic failure to thrive, i.e. a child not gaining weight due not only to malnutrition but also emotional deprivation
- Failure to provide adequate care for the child’s medical and developmental needs, including intellectual stimulation
- Inadequate living conditions – unhygienic conditions, environmental issues, including lack of adequate heating and furniture
- Lack of adequate clothing
- Inattention to basic hygiene
- Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child’s age
- Persistent failure to attend school
- Abandonment or desertion” (*Children First* p.8)

2. Emotional abuse

“Emotional abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child. Once-off and occasional difficulties between a parent/carer and child are not considered emotional abuse. Abuse occurs when a child’s basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver. Emotional abuse can also occur when adults responsible for taking care of children are unaware of and unable (for a range of reasons) to meet their children’s emotional and developmental needs.” (*Children First* p.8)

“A reasonable concern for the child’s welfare would exist when the behaviour becomes typical of the relationship between the child and the parent or carer.

Emotional abuse may be seen in some of the following ways:

- Rejection
- Lack of comfort and love
- Lack of attachment
- Lack of proper stimulation (e.g. fun and play)
- Lack of continuity of care (e.g. frequent moves, particularly unplanned)
- Continuous lack of praise and encouragement
- Persistent criticism, sarcasm, hostility or blaming of the child
- Bullying
- Conditional parenting in which care or affection of a child depends on his or her behaviours or actions
- Extreme overprotectiveness
- Inappropriate non-physical punishment (e.g. locking child in bedroom)
- Ongoing family conflicts and family violence
- Seriously inappropriate expectations of a child relative to his/her age and stage of development" (*Children First* pp.8-9)

3. Physical abuse

"Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child's health and/ or development is, may be, or has been damaged as a result of suspected physical abuse.

Physical abuse can include the following:

- Physical punishment
- Beating, slapping, hitting or kicking
- Pushing, shaking or throwing
- Pinching, biting, choking or hair-pulling
- Use of excessive force in handling
- Deliberate poisoning
- Suffocation" (*Children First* p.9)

4. Sexual abuse

"Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes the child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography....

Examples of child sexual abuse include the following:

- Any sexual act intentionally performed in the presence of a child
- An invitation to sexual touching or intentional touching or molesting of a child's body whether by a person or object for the purpose of sexual arousal or gratification Masturbation in the presence of a child or the involvement of a child in an act of masturbation
- Sexual intercourse with a child, whether oral, vaginal or anal
- Sexual exploitation of a child, which includes:
 - Inviting, inducing or coercing a child to engage in prostitution or the production of child pornography [for example, exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, videotape or other media) or the

manipulation, for those purposes, of an image by computer or other means]

- Inviting, coercing or inducing a child to participate in, or to observe, any sexual, indecent or obscene act
- Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse
- Exposing a child to inappropriate or abusive material through information and communication technology Consensual sexual activity involving an adult and an underage person" (Children First, p.10)

Appendix 3

Tusla – Child and Family Agency Contact Details

Child and Family Agency
2nd Floor,
Mill Lane,
Bridge St,
Castlebar
Co Mayo

Tel: 094 9049137

Appendix 4

ACCIDENT / INJURY / ILLNESS PROMPT SHEET

1. Assess injury and respond appropriately
 - where first aid is required seek assistance from Oisín Herraghty or appointed Saturday staff member by dialling 201
 - Oisín Herraghty or appointed Saturday staff member will consult with you to decide whether an ambulance will be required
2. Inform the primary carer as soon as possible in the case of a serious injury or illness. Refer to workshop registration sheet for phone number.
3. Record the incident or accident in the incident book
4. Inform the primary carer of any minor incident/accident on collection of child
5. Notify Orla Henihan of any entry in incident book

DISCLOSURE OF ABUSE PROMPT SHEET

1. Stay calm and listen – give the child time to say what she or he wants
2. Don't ask leading questions or details, or make suggestions
3. Don't stop the child recalling significant events, but don't make him or her repeat the story unnecessarily
4. Reassure the child, but don't promise to keep it a secret
5. Explain what needs to be done next ("There's a special person at the Linenhall who looks after these things and I'm going to tell this to them. They'll know what the best thing to do is.")
6. Record the discussion as carefully as possible
7. This information should then be passed on to Orla Henihan 094 9023733 (work), 087 9936060 (home)

GROUP CONTRACT PROMPT SHEET

Each facilitator should begin each workshop by negotiating a short contract with the participants for the duration of the workshop and pinning this to the wall for all to see.

We advise that the following be included:

1. Agree to respect each other
2. Listen to one another
3. Allow each other time and space to carry out the workshop activities
4. Agree to respect the workshop materials and the building

Each group may want to add a few more points to the contract

Appendix 5

Anti-Bullying Policy

Linenhall Arts Centre: Anti Bullying Code

The Linenhall Arts Centre provides a place where

- Everyone can feel secure
- It is known that bullying is not acceptable behaviour
- Name calling is not tolerated
- No one suffers abuse of any nature
- No one is victimised
- Each person who partakes in our activities is supported and listened to
- It is each participant's responsibility to ensure that all are treated equally
- Where solutions to problems are the concern of all

What is Bullying?

Bullying can be defined as repeated aggression be it verbal, psychological or physical conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as schools, clubs and other organisations working with children. It includes behaviours such as teasing, taunting, threatening, hitting and extortion behaviour by one or more children against a victim.

Is Bullying Harmful?

Persistent bullying can have a devastating effect on a child's self esteem. They may feel it's somehow their fault, or that there's something wrong with them, they may become withdrawn and insecure, more cautious, and less willing to take any sort of risk.

Being victimised in this way can cause days of mental anguish and leave lifelong emotional scars. It has driven some young people to try to murder their tormentors and others to suicide. A child who has suffered bullying often needs professional counselling to let out their feelings and rebuild their self-confidence. Bullying also affects any child who witnesses it.

What do children get bullied about?

Some of the factors involved in bullying include:

- Puberty
- Peer pressure
- Gender differences
- Stereotypes / prejudice
- Structure of the group – hierarchy of dominance
- Family background of victims and bullies

Bullying can be distinguished from bossiness and boisterous play. A bossy child will boss whoever is around. So often it is due to a lack of self-control or skills of negotiation or compromise. Boisterous play can be dangerous but it does not involve young people wilfully setting out to hurt or victimise. Young people often grow out of

this kind of behaviour as they grow older. What distinguishes bullying from bossiness or boisterousness is that the bully always picks on someone less powerful and more vulnerable. Persistent “slagging” which have the same devastating effects as bullying and shouldn’t be ignored.

How would you know if a child is being bullied?

All bullies operate using furtiveness, threats and fear. Bullying can therefore only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so.

The following indicators are warning signs that a young person might be getting bullied.

- Reluctance to come to a centre or take part in activities
- Physical signs (unexplained bruises, scratches, or damage to belongings)
- Stress-caused illnesses – headaches, and stomach aches which seem unexplained
- Fearful behaviour (fear of walking to activity, going different routes, asking to be driven)
- Frequent loss of “subs” or shortage of money with vague explanations
- Having few friends
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed)
- Not eating
- Attempting suicide or hinting at suicide
- Anxiety (shown by nail-biting, fearfulness, tics)

Of course, there are other possible reasons for many of the above.

What makes a person bully others?

Bullies are often making a plea for help through their violent behaviour, which may reflect a sense of insignificance. Bullies whose activities go unaddressed often fail socially and academically later in life. They need to be taught all important negotiation and co-operative skills, working with others rather than competing.

How the Linenhall Arts Centre deals with bullying.

We implement the “no blame” approach as follows:

Step 1 – Interview the victim

If you find out that there has been an incident of bullying, first talk to the victim.

At this stage find out who was involved and what the victim is now feeling. Try asking the following questions:

- Was it verbal, physical, intimidation
- How hurt is the victim
- Was it within his/her own peer group
- Ensure the victim that his/her name will not come out in the investigation
- Actively listen

Step 2 – Meet with all involved

Arrange to meet with all those involved, this should include some bystanders, those who may have colluded, those who joined in and those who initiated the bullying.

- Just have maximum of six to eight in the group – keep the number controllable
- Make a point of calling a “special” meeting
- Ensure the severity of the topic is understood by all
- Speak only of the hurt caused in general terms with no reference to the victim
- Play on the conscience of all – ask questions like: How would you feel? Would you like it done to you?

Step 3 – Explain the problem

The distress being suffered as a result of the bullying incident is explained. At this stage the details of the incident or the allocation of the blame/initiators is not discussed. Explaining the feelings of loneliness, feeling left out, rejected, laughed at.

Try asking these questions:

- Would they like it if it happened to them
- “Someone here in this group was “bullied” by someone within the group what can we do to see it does not happen again”
- Listen, watch out for reactions, pick up on any without isolating anyone.

Step 4 – Share the responsibility

Explain what steps/controls may have to be introduced to prevent further incidents and how everyone will loose out as a result.

Step 5 – Ask the group for their ideas

At this stage the group is encouraged to suggest ways which would make the victim feel happier. All positive responses are noted. Use phrases “if it were you” to encourage a response. Listen to all suggestions and note them

Step 6 – Leave it to them

Now the problem has been identified, solutions suggested, the problem is now handed over to the group to solve. Arrange to meet again in a week’s time. Pass responsibility over to the group and give a time frame within which something must be done.

Step 7 – Meet them again

Meet with each member of the group, including the bully, discuss how things are going, who is doing what and have there been other incidents. This allows for continual monitoring and also keeps all involved in the process. Again enforce the idea of the “team” looking after each other at regular intervals to ensure it is known the bullying or intimidating behaviour will not be tolerated.

Appendix 6

**Linenhall Arts Centre, Children’s Workshops Facilitators Declaration Form
CONFIDENTIAL**

Surname: _____ First Name: _____

Date of Birth: _____ Place of Birth: _____

Address: _____

Tel. No: _____ Mobile No: _____

Any other name(s) previously known as: _____

Is there any reason that you would be considered unsuitable to work with children and young people: Yes _____ No _____

If yes, please outline the reason below:

Do you consent to Garda Clearance? Yes _____ No _____

Names and contact details for two referees:

1. _____

2. _____

I declare I have read the Linenhall Arts Centre’s Child Safeguarding Policy and agree to adhere to it.

Signature

