

Sirius Arts Centre

CHILD PROTECTION POLICY

FORWARD

This policy has been ratified by the Board of the Sirius Arts Centre at a meeting on [27/08/18] and signed off on by the Chairperson. The policy is added to the Health and Safety Policy and Procedures.

Sirius Arts Centre is a multi-disciplinary arts centre with a varied programme of exhibitions, music performances and workshops that can sometimes provide educational and participatory events for young people as part of its programme. This document is the current document for the Sirius Arts Centre. It is in line with recent guidelines termed Children First: National Guidelines for the Protection and Welfare of Children.

The Sirius Arts Centre's policy [hereafter The Policy] provides for a safe, happy environment and experience for children to enjoy and experience practice in the Arts.

Child Protection Procedures is part of the induction training for relevant staff members.

The designated staff member is Ms Mary O'Dea. Sirius Arts Centre commits that Mary O'Dea and all appropriate staff will receive training in this area.

The board of Sirius Arts Centre commits to reviewing this document every three years.

CHILD PROTECTION POLICY STATEMENT

The Board, with assistance from the CEO/Director are responsible for the recruitment and vetting and selection of employees.

The staff at Sirius Arts Centre: fulltime, part-time and community employment staff, are committed to a child-centred approach to work with children and young people. Children First: National Guidance for the Protection and Welfare of Children (Department of Health & Children, 2011) advises that all organisations providing services to children have a corporate responsibility to ensure the safety of those children with which they work.

This policy extends to all staff, volunteers, sub-contractors and any other persons involved in Sirius Arts Centre activities. For the purpose of this policy document the term Staff Member is said to include the above mentioned parties also.

Staff undertake to provide a safe environment and experience where the welfare of the child/young person is paramount. Staff will adhere to the recommendations of Children First: National Guidance for the Protection and Welfare of Children – www.dohc.ie by implementing procedures:

Appropriate recruitment and selection of employees;

Implementing the Garda Vetting Procedure for relevant employees and volunteers;

Appropriate management, supervision and training of employees;

The reporting, investigation and recording of incidents and accidents complaints made against Sirius Arts Centre, its employees/volunteers;

The reporting of suspected or disclosed abuse confidentiality;

Circulation of information to employees, volunteers, parents/guardians and participants on the activities and what can be expected of Sirius Arts Centre.

Sirius Arts Centre's child centred teaching style treats young people with:

- Respect for differences of ability, culture, religion, race and sexual orientation.
- Creates an atmosphere of trust and encouraging a group 'contract' before beginning a session, openly discussing boundaries of behaviour and related sanctions.
- Respect for personal space.
- Listening and providing encouragement.
- Involving children/young persons in the decision making process.
- Advising children/young people of the Anti-Bullying Policy where necessary.
- Encourages a fun & positive atmosphere.

Signed

Date

Miranda Driscoll

Director/CEO

Signed

Date

Glen Barry

Chairperson

Child Safeguarding Liaison Officer

Sirius Arts Centre has appointed a Child Safeguarding Liaison Officer. Sirius Arts Centre commits that Mary O’Dea and all appropriate staff will receive training in this area.

The name and contact details of the Child Safeguarding Liaison Officer is listed below in Section 2. These details shall be made available to all employees, volunteers, artists and relevant agencies.

The function of the Child Safeguarding Liaison Officer:

To inform the CEO/Director and/or Board of relevant issues and co-ordinate any necessary actions of child safeguarding needs.

The Child Safeguarding Liaison Officer shall ensure that they are knowledgeable about child safeguarding and that she/he undertakes any training considered necessary to keep updated on new developments.

Provide information and advice on child safeguarding to the Board & staff & volunteers & artists.

Liaise with Tusla and An Garda Síochána about suspected or actual cases of child abuse.

Be accessible to staff and artists.

Ensure that the child safeguarding policy and procedures are followed.

It is the responsibility of the designated person to ensure that procedures are followed that documentation is completed and to liaise with the Tusla or Gardai where appropriate.

SECTION 2 – Who is the Child Safeguarding Liaison Officer for Sirius Arts Centre?

Ms Mary O'Dea has been designated 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. If Ms Mary O'Dea is not available the CEO/Director should be contacted.

SECTION 3 - Staff Code of Behaviour

Avoid spending excessive amounts of time alone with children;

Avoid taking children on journeys alone in a car, where possible and never without the consent of the parent/guardian;

Do not use/allow offensive or sexually suggestive physical conduct and/or verbal language;

Do not single out a particular child (for unfair favouritism, criticism or ridicule);

Do not allow/engage in inappropriate touching of any form;

Do not hit or physically chastise children;

Do not socialise inappropriately with children e.g. outside of structured organisational activities;

Where physical contact is an inherent part of an activity, it is important to 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 child/young person about their level of comfort when doing touch exercises i.e. games may involve holding hands and it is about ensuring that this is done openly and within safe and comfortable limits for the child or young person;

Not revealing personal information about children in any way, subject to child safeguarding concerns;

First aid should always be administered in a transparent place where other staff members have visual contact with you.

Section 4- ANTI BULLYING CODE

Staff provide a place where everyone can feel safe and secure.

- Bullying is not acceptable behaviour in Sirius Arts Centre
- Name calling is not tolerated

- No one is victimized.
- Staff provide a place where it is each person's responsibility to ensure, that all are treated equally, and no one suffers abuse of any nature.

SECTION 5 – Recruitment

The Board has responsibility for recruitment of staff.

The CEO/Director reporting to the Board has responsibility for:

Appropriate recruitment and selection of part-time staff including artists and volunteers.

Implementing the Garda Vetting Procedure for all relevant employees and volunteers.

Appropriate management, supervision and training of employees.

Reporting, investigation and recording of incidents and accidents complaints made against Sirius Arts Centre, its employees/volunteers.

Reporting of suspected or disclosed abuse confidentiality.

Sirius Arts Centre will ensure that all staff and volunteers are carefully selected, trained and supervised to provide a safe place for all children and young people.

Candidates will be required to provide 2 recent references and sign a declaration to comply with Sirius Arts Centre employee's rules & regulations & conditions of employment.

Agree to read and adhere to the health and safety statement and child protection policies.

Undergo a probationary trial period.

All staff working directly with children and young people will be required to consent to Garda vetting.

No person who would be deemed to constitute a 'risk' to children/young people will work directly with children and young people at Sirius Arts Centre.

SECTION 6 – Confidentiality

The Board & Staff of Sirius Arts Centre are committed to ensuring individuals' rights to confidentiality.

In relation to child protection and welfare staff 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 protection of the child / young person is not a breach of confidentiality.

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 the HSE/Gardai, unless doing so would 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 child/young person/parent/carer.

Performances and public events in Sirius Arts Centre do have camera shots/videos recordings. Parents & Guardians will be advised prior to commencing the performance. This will allow parents & guardians to take their appropriate action to avoid or stay included in these events and photographs / recordings.

Section 7 Activities off site

When Sirius Arts Centre engages in a youth activity which takes place off site - a copy of the partner organisation's Child Protection Policy and Insurance documents will be obtained and held in administration files.

Sirius Arts Centre partners with youth organisations when working with children and these activities take place in their facilities and fall under their child protection guidelines but when an event is planned to take place in Sirius Arts Centre staff will do the following to insure best practice for the safety of staff and young people.

SECTION 8 • INVOLVEMENT OF PRIMARY CARERS

Staff of Sirius Arts Centre are not the primary carers - as all children entering and taking part in activities shall be accompanied by either a parent / teacher or carer.

All relevant information is given to primary carers of all activities and potential activities that their child may be involved in.

Primary carers are advised of the child protection policies.

- In the event of an allegation/complaint against a member of staff, the immediate safety of the child/young person is secured and primary carers informed.
- In the event of a child protection issue or complaint/allegation being made to the designated person by a child/young person, regarding a matter outside of Sirius Arts Centre, staff will advise the primary carers, unless this action puts the child/young person at further risk.
- Primary carers are requested to ensure that contact is made with staff at Sirius Arts Centre if the carer is late for the collection of the child. All children/young people should be escorted to and from the building/event area when appropriate.
- Primary carers should always double check that their child and the course facilitator have relevant contact numbers in the event of an emergency.

Where a child has recently been unwell or is undergoing a treatment/medication it is advisable to let the facilitator know.

SECTION 9 - DEALING WITH ALLEGATIONS AGAINST STAFF

Sirius Arts Centre's first priority is to ensure that no child or young person is exposed to unnecessary risk. In respect of the child/young person, Mary O'Dea as designated person will deal with issues. If Mary O'Dea is not available CEO/Director should be contacted.

In respect of the staff member the CEO/Director or the Chairperson (as deemed appropriate) will deal with the matter. The staff member will be informed as soon as possible as to the nature of the allegation

and be given the opportunity to respond. The Chairperson will be informed of the situation as soon as possible.

Any action following an allegation of abuse against an employee will be taken in consultation with the Tusla and Gardai. After this consultation the Chairperson will advise the person accused of the agreed procedures that will be followed.

SECTION 10 - COMPLAINTS AND COMMENTS

Sirius Arts Centre welcomes comments from participants and customers that use the facility and aim to respond within 14 working days by the appropriate person.

Complaints should be referred directly for the attention of CEO/Director who will acknowledge within 14 working days. A full response may take longer depending on the nature of the complaint. Verbal comments and complaints will be logged and responded to. The CEO/Director should report these complaints to the Board at the Board's monthly meetings.

Any incident or complaint should be logged by a member of staff in the incident report book. The report book shall be kept by the Child Safeguarding Liaison Officer and only the Child Safeguarding Liaison Officer and the Artistic Director should have access to it.

APPENDIX 1

Inappropriate behaviour [for Staff/volunteers/ Board Members]

- Sirius Arts Centre will assure proper child to adult ratio for best practices.
- Avoid spending excessive amounts of time alone with children/young people,
- not use or allow offensive or sexually suggestive physical and/or verbal language.
- not single out a particular child/young person for unfair favouritism, criticism, ridicule or unwelcome attention.
- not hit or physically chastise.
- not allow or engage in horseplay or inappropriate touching.
- not socialize inappropriately with children/young people outside of structured organisational activities.
- Avoid giving a lift to a child/young person; if this is not possible ensure it is with the knowledge of the primary carer.
- not leave children/young person unattended or unsupervised.
- not ignore a child/young person who indicates that they may have a child protection issue either in the group or outside of Sirius Arts Centre
- Immediately seek advice from the Child Safeguarding Liaison Officer.

APPENDIX 2

Guideline for course programmers, facilitators and tutors

- Keep a register of each attending school and staff member(s) with contact details.
- Make primary carers, children/young people and visitors, tutors aware of child protection policy.
- Make all concerned aware of emergency procedures.
- Be aware of reporting procedure to designated person.

- Record any incidents and accidents (incident book kept in Sirius Arts Centre office for accidents and concerns).
 - Observe appropriate dress and behaviour.
 - Use age appropriate teaching aids and materials
 - Have sight of Child Protection Policy and Health and Safety Policy from partner organisations and written agreement that they will adhere to ours.
 - External organisations involved in the event/programme must provide evidence of public liability insurance.
 - Keep primary carers informed of any issues that may concern their children •
- Be cognizant of a child/young person's limitations.
- Ensure proper supervision ratios.
 - Check references, or liaise with recruiters of volunteers to ensure correct recruitment procedures are carried out (Garda vetting)
 - Ensure that when designated person is not available that you have contact details for a deputy.
 - If a child/young person raises a concern regarding a designated person report matter to CEO/Director / Chairperson
 - Ensure work/event areas are clear and suitably lit, heated/ventilated.
 - Ensure that a first aid certificate holder is on duty during all events for children/young people.
 - All facilitators /tutors must have read Sirius Arts Centre's Health and Safety Policy and Child Protection Policy.
 - First aid boxes must be available and regularly re-stocked.
 - Evaluate work practises on a regular basis
 - Be aware of location of list of emergency numbers [see below] which are located at the reception desk and in the main office in the basement.

APPENDIX 3

BOARD OF DIRECTORS:

Chairperson: Glen Barry · Secretary: Mary Stack · Declan Scott · Eddie English · Danny McCarthy
Sally Donegan · Lucy Dawe-Lane · Phil Curtin · Capt. Michael McCarthy · Margaret McCann

Emergency Contact Numbers

999 or 1112

Cobh Garda Station: (021) 4908530

Great Island First Responders – Dial 999 or 112 at the first system of a heart attack and emergency will get a first responder to SAC immediately.

Tusla:

Child and Family Agency, North Lee Social Work Department, Floor 2 (adjacent to shopping centre), Blackpool, Co. Cork.

Ph: 021 4927000

Medical:

Dr. Peter Moran | cathedral Pl, Cobh,Cork (021)4814256

Dr. George Fitzgerald, 3 Cuchulainn Place, Rahilly Street,Cobh,Cork (021) 4812508

Dr. Harry Kelleher, 12 Harbour Hill (021) 4813500

Dr Paul McDonald, Medical Centre (021) 811654

Dr Declan Pender, Leevue, Rushbrooke (021) 4813445

South Doc- Emergency 1850 335 999

Closest South Doc Office is located in Midleton

Directions to South Doc:

Leave Cobh and proceed to Dual Carriageway N25 East towards Youghal

Leave dual carriageway at first Junction for Midleton

Pass Texaco garage on the left, Approx 200 yards past this is a Renault and Topaz Garage on the right.

Treatment centre is the next building on the right.

Disclaimer: This is not a legal interpretation

Chair and Management:

I, on behalf of Sirius Arts Centre, Board of Management, understand the implications of the Child Protection Policy and agree to its implementation.

Name (Chairperson)_____ Date_____

Name (CEO/Director)_____ Date_____

Staff and visiting tutors:

I have read and understand the implications of the Child Protection Policy and agree to its implementation.

Name _____ Date _____

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