

Boyle Arts Festival Child Protection Policy 2024

To be reviewed 02/26

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Introduction – Declaration of Guiding Principles

Boyle Arts Festival stages events during the Festival for children and families and also holds Children's workshops during or leading up to the Festival itself either organised by the Festival or run by a 3rd party organisation.

The Boyle Arts Festival committee is committed to a child-centred approach to our work with children and young people. It is central to the Boyle Arts Festival committee that children and staff are unconditionally respected and kept safe from harm while using our services. It is important to ensure that normal practices and behaviour within our organisation actively promote delivery of excellent services to children as individuals in a safe engaging environment, where the welfare of the child/young person is paramount. We will adhere to the 'Children First National Guidelines for the Protection and Welfare of Children' by having and implementing child protection policies and procedures.

In order to ensure mutual protection, staff/volunteers/artists and other organisations working during Boyle Arts Festival 2023 will be made familiar with the Boyle Arts Festival Child Protection Policy and Procedures, Code of Behaviour and Health and Safety Guidelines in relation to participation in children and young people's activities. These are available on our website, and a hard copy will be kept in the office whilst the festival is ongoing.

Children are usually in the care of a parent/guardian/group leader when using the services of Boyle Arts Festival. There is an exception to this, for instance when they attend workshops. A designated representative of the Boyle Arts Festival Committee will be present at all workshops, events and performances for children and young people. In workshops for children aged under 5, an adult must stay with the child(ren).

When children and young adults are attending workshops, and parents/guardians leave the building – we will ask that they leave a contact telephone number with the designated representative of Boyle Arts Festival Committee in case they need to be contacted.

As appropriate, parents/guardians will be encouraged to attend events with the children in their care. Group leaders must accompany groups and remain in attendance at all times whilst at the Boyle Arts Festival event.

A child in need of personal support because of illness, physical needs or for any distress, shall be referred to his/her parent/guardian/group leader. In the absence of a guardian, the designated representative of the Boyle Arts Festival Committee who is working with or supervising that activity will provide such support and also contact the guardian by telephone. A parent/guardian/group leader should inform a member of staff if there are any specific needs required during a child's participation at a Boyle Arts Festival event.

Section 2 - Child Protection Policy Statement

The Boyle Arts Festival Committee is committed to providing a safe environment for every child/young person attending performances or workshops during the Festival.

The Children First Act 2015 places specific obligations on organisations which provide services to children and young people, including the requirement to:

Keep children **safe from harm** while they are using the service

Carry out a **risk assessment** to identify whether a child or young person could be harmed while availing of the service

Develop a **Child Safeguarding Statement** that outlines the policies and procedures which are in place to manage the risks that have been identified

Appoint a **relevant person** to be the first point of contact in respect of the organisation's Child Safeguarding Statement

The Boyle Arts Festival Committee is committed to a child-centred approach to our work with children/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 Guidelines for the Protection and Welfare of Children', published by the Department of Health and Children. We have implemented procedures covering:

Code of behaviour for all workshop leaders and volunteers.

Garda vetting for committee members in contact with children and BAF volunteers carried out via Create

Reporting of suspected or disclosed abuse

Confidentiality

Recruitment and selection of staff

Managing and supervising staff

Involvement of primary carers

Allegations of misconduct or abuse

Complaints and comments

Incidents and accidents

This policy will be reviewed every 2 years, with the next date being February 2026

Signed: Rebecca Wynne

Rebecca Wynne

Date: 01/02/2024

Code of Behaviour for Staff

2.1 Child Centred Approach

The Boyle Arts Festival Committee will:

- 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.
- Use appropriate language.
- Have fun and encourage a positive atmosphere.
- Offer constructive criticism when needed.
- Treat all as individuals.
- Discuss boundaries on behaviour and related sanctions, as appropriate.
- Agree group contract before beginning session.
- Encourage feedback.
- 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.
- Be cognisant of a child's or young person's limitations, due to a medical condition etc.
- Create an atmosphere of trust.
- Respect differences of ability, culture, religion, race and sexual orientation.

2.2 Good Practice & Safe Management of Activities with Children

The Boyle Arts Festival Committee will:

- Register each child/young person's (name, address, special requirements, attendance and emergency contact) and ensure parental or guardian consent for participation
- Make primary carers, children/young people, visitors and facilitators aware of the Child Protection Policy and Procedures, which will be available to view online.
- Ensure children are aware of their right to be kept safe from harm
- Signpost to children how they can let a designated person know they feel unsafe or unhappy when children have their introductory session.
- Have emergency procedures in place and make all volunteers 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 person and follow reporting procedures.
- 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. also see Health & Safety Policy
- Update and review policies and procedures regularly.
- Keep primary carers informed of any issues that concern their children.
- Provide a suitable and accessible venue providing resources and materials needed for the activity
- Ensure that facilitators have the necessary knowledge and skills to deliver the activity
- Assess first aid equipment and ensure there is access to it
- Ensure proper supervision based on adequate ratios according to age, abilities and activities involved, observe appropriate gender balance.

- Ensure clear communications between artists and organisations, have guidelines and a prompt sheet for artists.
- Have a written agreement with any external organisation that an artist is working with.
- 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 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 sensitive manner.

2.3 Inappropriate Behaviour

- Avoid spending excessive amounts of time alone with children/young people.
- Do not allow offensive or sexually physical and or verbal language.
- Do not single out a particular child/ young person for unfair favouritism, criticism, ridicule or unwelcome focus or attention.
- Do not allow/engage in inappropriate touching of any form.
- Do not hit or physically chastise children/young people.
- Do not socialise inappropriately with children/ young people.

2.4 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.

2.5 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 3 – Reporting Procedures

Rebecca Wynne 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 this person to support and advise staff about procedures in relation to child protection and to ensure that procedures are followed. It is also the responsibility of Rebecca Wynne to liaise with the Health Service Executive or Gardai where appropriate.

Rebecca Wynne can be contacted on 0851448458.

Catriona Fahey is designated as deputy to Rebecca Wynne and can be contacted on 0862333528.

3.1 Reasonable Grounds for Concern:

There are 4 types of abuse:

Neglect

Emotional Abuse

Physical Abuse

Sexual Abuse.

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.

Emotional Abuse

There may be no physical signs of emotional abuse unless it occurs with another type of abuse. A child may show signs of emotional abuse through their actions or emotions in several ways. These include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, risk taking and aggressive behaviour.

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.

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 or exposing the child to sexual activity directly or through pornography.

Circumstances that may make children more vulnerable to harm

- a parent or a carer factors, eg addiction, mental health, domestic violence
- child factors – age, ability, mental health, gender, communication difficulties
- community & environment factors – poor housing, poverty, bullying, cultural practices
- poor motivation or willingness of parents or guardians to engage

Reasonable grounds for concern for any of the above would be

- Specific indication from the child /young person that they have been abused;
- An account by a person who saw the child/young person being abused;
- Evidence, such as an injury or behaviour, which is consistent with abuse and unlikely to be caused another way;
- An injury or behaviour, which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a cause of abuse (an example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour);
- Consistent indication, over a period of time that a child is suffering from emotional or physical neglect.

3.2 Recording Procedures:

If a committee member, staff or volunteer receive a disclosure of abuse or sexual abuse from a child/young person, they should consult immediately with the designated person.

Committee members, staff or volunteers receiving disclosures from a child/young person must record the details in the ‘Standard Form for Reporting Child Protection and/or Welfare Concerns’, sign and date it (Appendix 3). The following information should be recorded – suspicions, concerns, worrying observations, behavioural changes, actions and outcomes.

- Inform the Chairperson as soon as possible.
- Incomplete forms are stored in the festival office.
- Completed forms are given to the designated person as soon as possible.
- The Designated person and Chairperson are the only people who will have access to the completed form that will be stored in a locked filing cabinet.
- Concerns must not be shared outside the designated channel of communication outlined within the reporting procedure for disclosure.

3.3 Dealing with a Disclosure

- Stay calm and listen to the child/young person, allow him or her enough time to say what she/he needs to say;
- Don’t use leading questions or prompt details;
- Reassure the child/young person but do not promise to keep anything secret;
- Don’t make the child/young person repeat the details unnecessarily;
- Explain to the child/young person what will happen next (explanation should be age –appropriate)

3.4 Reporting Procedures

- All staff will be briefed at the induction session regarding the reporting procedure. A full copy of this policy will be available to all staff and volunteers involved in the festival during the duration of the festival.
- The person who express the concern should be involved and kept informed,
- Actions and outcomes should be noted;
- Record all details, including the date, time and people involved in the concern or disclosure and the facts Information recorded should be factual (‘Standard Form for Reporting Child Protection and/or Welfare Concerns’ Appendix 3). Any opinions should be supported by facts;

- Inform the designated person or their deputy if unavailable;
- The most appropriate person should discuss the concern or consult with primary carers. Parents, carers or responsible adults should be made aware of a report to the Health Service Executive unless it is likely to put the child/young person at further risk.
- The designated person may contact the Health Service Executive Duty Social Work Department for an informal consultation prior to making a report. The contact details are listed in Appendix 2.
- Information shall be shared on a strictly ‘need to know’ basis.
- If there are reasonable grounds for concern as outlines above, the designated person will contact the Duty Social Worker in the Health Service Executive area using the standard reporting form available from the Health Service Executive – Appendix 4. Reports to the Duty Social Worker can be made verbally initially and then followed by the standard reporting form. Reports should be made to the Health Service Executive without delay.
- If the designated person or deputy designated person is not available, a committee member will contact the local Duty Social Worker of the Health Service Executive directly. Contact details are in Appendix 2.
- In case of emergencies outside the Health Service Executive Social Work Department hours, contact the Gardai. In situations that threaten the immediate safety of a child/young person, it may be necessary to contact the Gardai

3.5 Mandated Persons

Under the Children First Act 2015 mandated persons have a statutory obligation to report concerns which reach or exceed the legally defined threshold of harm (see the Children First Act 2015) and to cooperate with Tusla in the assessment of mandated reports, where requested to do so.

Boyle Arts Festival will consult with Committee Members and Volunteers in order to ascertain whether they are a mandated person, as listed under the Children First Act 2015.

Mandated persons will be informed of their legal responsibility in reporting any instance of child abuse witnessed or disclosed. (Appendix 13)

Mandated persons will be required to sign the Mandated Person form which will for the basis of the mandated person list. This list will be stored digitally.

When a person enters or leaves the organisation, the list will be amended.

Rebecca Wynne is responsible of keeping the mandated persons list up to date.

Section 4 – Confidentiality statement.

The Boyle Arts Festival Committee is committed to ensuring people's rights of confidentiality. However, in relation to child protection 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 protection of a child or young person is not a breach of confidentiality;
- 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 personal information is being shared and/or a report is being made to the Health Service Executive, unless doing so could put the child at further risk;
- Images of the child/young person will not be used for any reason without the consent of the parent/carer (however we cannot guarantee that cameras/videos/mobile phone accessories will not be used at public performances);
- Procedures will also be put in place in relation to the use of images of children/young people; this will entail obtaining written consent from the parent/guardian when they complete the application form for workshop attendance.
- The procedure for the recording and storing of information in line with our confidentiality policy is as follows: required information will be stored in the festival office (which is supervised at all times) and shredded by a committee member when the festival is over.

Section 5 – Recruitment and Selecting Staff or Volunteers.

This applies to all staff or volunteers who will have or likely to have contact with children and young people.

The Boyle Arts Festival Committee will ensure staff are carefully selected, trained and supervised to provide a safe environment for all young people, by observing the following:

- Roles and responsibilities will be clearly defined for every job (paid or voluntary);
- Voluntary candidates will be required to complete an application form (Appendix 6);
- Workshop leaders/facilitators will submit a C.V., sign a contract and a declaration form if successful.
- All prospective staff or volunteers will be selected on the basis of an interview, telephone interview or selection meeting attended by two committee members.
- We will endeavour to select the most suitably qualified personnel;
- Referees will be contacted and feedback sought. A record of contact will be kept (Appendix 7).
- All staff or volunteers will be required to provide proof of identity, i.e. photographic identification or identification with signature (Appendix 6);
- Candidates will be asked to sign a declaration form (Appendix 5);
- No person who would be deemed to constitute a risk will be recruited;

Some of the exclusions would include:

- Any child -related convictions;
- Refusal to sign application form and declaration form;
- Insufficient documentary evidence of identification;
- Concealing information on one's suitability to working with children
- All staff, workshop leaders or volunteers working with children/young people will be required to consent to Garda clearance, and when possible this will be sought;

All staff or volunteers working with children/young people will undergo a probationary period to be agreed in line with the length of the programme or activity.

Section 6 – Managing and Supervising Staff

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

New staff/volunteers working with children/young people will:

- Take part in an online e-learning module – Introduction to Children First, provided by TUSLA, before the festival and be signed off when it is completed.
- Be made aware of the organisation’s code of conduct, child protection procedures, and the identity and role of who has been designated to deal with issues of concern.
- Undergo a probationary or trial period of 3 days.
- All staff /volunteers working with children/young people will:
- Receive an adequate level of supervision and review of their work practices.
- Be expected to have read and signed the child protection policy statement.
- Be provided with child protection training.

A copy of the Boyle Arts Festival Committee Child protection will be available to all staff/volunteers working with children/young people involved in the festival.

The Boyle Arts Festival Committee will review this policy on an annual basis.

Section 7 – Involvement of primary carers

The Boyle Arts Festival Committee is committed to being open with all primary carers.

We undertake to:

- Advise primary carers of our child protection policy. A full copy will be available in the festival office for the duration of the festival.
- Inform primary carers of all activities and potential activities.
- Issue contact/consent form where relevant.
- 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.
- Parents/guardians are encouraged to contact a designated person for any other queries during the festival.

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

- Respond to the needs of the child and young person.
- Inform the primary carers on an on-going basis unless this action puts the child/young person at risk.
- Where there are child protection and welfare concerns we are obliged to pass these on to the Duty Social Worker, and, in an emergency, the Gardai. Contact details are listed in Appendix 2.

In the event of a complaint against a member of staff/volunteer, we will immediately ensure the safety of the child/young person and inform the primary carer 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 Health Service Executive and Gardai 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 8 – Dealing with Allegations Against Staff/Workshop Leaders or Volunteers

The following procedures apply:

In respect of the child/young person Rebecca Wynne (0851448458) will deal with issues related to the child/young person.

In respect of the person against whom the allegation is made the chairperson (Patricia Golden) will deal with issues related to the committee member/volunteer/employee.

- 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 the deputy-designated person should be contacted.
- The reporting procedures as outlined in the section 3 of this policy should be followed.
- Both the primary carers and child/young person should be informed of actions planned and taken. The child/young person should be dealt with in an age appropriate manner.
- The committee member/workshop leader/volunteer/staff member will be informed as soon as possible of the nature of the allegation and be given the opportunity to respond.
- The chairperson should be informed as soon as possible.
- Any action following an allegation of abuse against a committee member/workshop leader/volunteer/staff member employee should be taken in consultation with the Health Service Executive and Gardai.
- After consultation, the chairperson should advise the person accused and agreed procedures will be followed. Any breach of the Child Protection policy will result in removal of contact from children participating in the festival immediately pending investigation.

Section 9 – Complaints Procedure

- A comment/complaint form will be available at all events in which children/young people are participating (Appendix 9).
- If there is a complaint that is brought to a volunteer's attention – the matter will be referred to a committee member. The committee member will try to resolve the issue promptly and fairly. If unable to do so they will refer the matter to Caroline Morgan.
- All complaints will be responded to within one week.
- Caroline Morgan has responsibility for directing comments /complaints to the chairperson.
- Verbal complaints will be logged, using the comment/complaint form and responded to.
- In the case of a complaint being made, which would be impacted by the Child Protection Policy, the volunteer/staff member/committee to whom the complaint has been made will refer the complaint immediately to the designated person (Rebecca Wynne). The designated person will then act on the matter in the terms laid out in this policy under Reporting Procedure (Section 3). The welfare of the child/young person will be paramount.

Section 10 – Accidents Procedure

- Boyle Arts Festival Committee will ensure, in so far as reasonably possible, that buildings, facilities and equipment, used by young people are safe.
- Boyle Arts Festival will hold the contact details, for the duration of the festival, of all children/young people attending workshops.
- If an incident/accident occurs during a workshop/event the matter will be referred to a committee member.
- Volunteers/ Staff /Committee members will be given a handout listing the location of first aid boxes and AED. The first aid boxes are located in the ticket office and will be carried by the lead committee member to an Arts festival event. These will contain basic first aid equipment, incident forms, contact details for Rebecca Wynne (committee member), doctor and ambulance service (also listed in Appendix 2). These will be stocked before the festival begins and replenished if needed.
- An AED is located in the Garda Barracks. The contact details are listed in Appendix 2.
- When completing an incident form the child's/young person's details should be cross – referenced between the incident book and file.
- Public liability insurance must be in place for all locations used by Boyle Arts Festival that is not covered by the Boyle Arts Festival insurance.
- Children and young people must be advised of risks of dangerous material.
- Record details of risky equipment used and take steps to minimise risk.

Section 11 – Appointment of a Relevant Person

The relevant person in will be a member of the Boyle Arts Festival committee.

The relevant person will be appointed at a committee meeting, by being nominated and elected. They will be responsible for the drafting of the child safeguarding statement, and for keeping this up to date.

The name and contact details of the relevant person will be displayed on the child safeguarding statement. The term “relevant person” and ‘designated liaison person’ will be used interchangeably.

If there is a change in the relevant person, the child safeguarding statement will be updated to reflect this.

Appendix 1

Contact Details for Relevant Committee Members:

Chairperson:	Patricia Golden:	086 102 5537
Designated Person:	Rebecca Wynne:	085 144 8458
Deputy Designated Person:	Catriona Fahey:	086 233 3528
Complaints Person:	Caroline Morgan:	0861025537
Workshop Coordinator:	Catriona Fahey	086 233 3528

Appendix 2

Contact Details for Relevant Emergency Services

Duty Health Service Executive Social Worker:	071 9662087
Tusla to report a concern	091546235
Primary Care Centre	0719673500

First Aid: Committee Member – Office/Venue

Office - An Rioga, Bridge Street Boyle

NowDoc: 0818 400911

Ambulance: 999/112 (if using mobile phone)

AED Locations: Garda Barracks Boyle: 0719664620

General Practitioner	Dr. Cosgrove:	0719662282
	Loftus Medical Centre:	0719662230

Garda Barracks Boyle:	Emergency: 999/112
	071 9664620

Appendix 3

Standard Form for Reporting Child Protection and/or Welfare Concerns

1. Date suspicions/concerns arose: _____

2. Details of Child:
Name: _____ Male: Female:
Address: _____ Age/D.O.B.: _____
_____ School: _____

3. Name of Mother: _____ Name of Father: _____
_____ Address of Mother if different to child: _____ Address of Father if different to child: _____
_____ _____
_____ _____
_____ Telephone Number: _____ Telephone Number: _____

4. Care and Custody arrangements regarding child, if known: _____

5. Details of Person completing this report:
Name: _____
Address: _____

_____ Contact number: _____

_____ Nature and extent of contact with Child/Family: _____

Details of concern(s), allegation(s), or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) (if known).

0.

7. Details of person(s) allegedly causing concern in relation to the child:

Name: _____ Age: _____ Male: Female:

Address: _____

Relationship to child: _____

Occupation: _____

8. Action Taken: _____

Time Action Taken: _____

9. Final Outcome: _____

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10. Date of final Outcome:

11. Signed:

12. Date:

Appendix 4

Standard Form for Reporting Child Protection and/or Welfare Concerns to the HSE

In case of Emergency or outside Health Service Executive office hours, contact should be made with An Garda Siochana.

To Principal Social Worker

Or Duty Social Worker: _____

13. Details of Child:

Name: _____

Male: Female:

Address: _____

Age/D.O.B.: _____

School: _____

1a. Name of Mother: _____

Name of Father: _____

Address of Mother if different to child:

Address of Father if different to child:

Telephone Number: _____

Telephone Number: _____

1b. Care and Custody arrangements regarding child, if known: _____

1c. Household composition:

Name:	Relationship to child:	Date of Birth:	Additional Information e.g. School/Occupation:

Note: A separate report form must be completed in respect of each child being reported.

Details of concern(s), allegation(s), or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) (if known).

15. Details of person(s) allegedly causing concern in relation to the child:

Name: _____ Age: _____ Male: Female:
Address: _____

Relationship to child: _____
Occupation: _____

16. Name and Address of other personnel or agencies involved with this child:

Social Workers: _____ School: _____

Public Health Nurse: _____ Gardai: _____

G.P. _____ Pre-School/Crèche/Youth Club: _____

Hospital: _____ Other, specify e.g. Youth Groups, After
School

Clubs: _____

5a. Parents/Legal Guardians aware of this referral to the Social Work Department? Yes: No:

5b. Are the Parents/Legal Guardians supportive? Yes: No:

6. Details of the person reporting concerns: (Please see Guidance Notes re Limitations of Confidentiality)

Name: _____ Occupation: _____

Address: _____

Telephone Number: _____

Nature and extent of contact with Child/Family: _____

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7. Details of Person completing form:

Name: _____

Date: _____

Occupation: _____

Signed: _____

Guidance Notes:

The Health Service Executive has a statutory responsibility under the Child Care Act, 1991, to promote the welfare and protection of children in their area. The Health Service Executive therefore has an obligation to receive information about any child who is not receiving adequate care and/or protection.

This reporting form is for use by:

Health Service Personnel, Professionals and individuals in the provision of child care services in the community who have service contracts with the Health Service Executive, Designated person in a voluntary or community agency, Any professional, individual or group involved in services to children who becomes aware of a child protection or welfare concern, or to whom a child protection or child welfare concern is reported.

Please fill in as much information and detail as is known to you. This will assist the Social Work Department in assessing the level of risk to the child, or support services as required. If the information requested is not known to you, please indicate by putting a line through the question. It is likely that a social worker will contact you to discuss your report.

The Health Service Executive aims to work in partnership with parents. If you are making this report in confidence you should note that the Health Service Executive cannot guarantee absolute confidentiality as:

- A Court could order that information be disclosed.
- Under the Freedom of Information Act, 1997, the Freedom of Information Commissioner may order that information be disclosed.

You should also note that in making a 'bona fide report' you are protected under the Protection for Persons Reporting Child Abuse Act, 1998. If you are unsure if you should report your concerns, please telephone the duty social worker and discuss your concerns with him/her. The telephone number of the duty social worker is 0719662087

Appendix 5

Declaration Form Boyle Arts Festival

Confidential

Declaration Form for all those working with children and young people.

Surname: _____ First Name: _____

Date of Birth: _____ Place of Birth: _____

Address: _____

Telephone Number: _____ Mobile Number: _____

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.

Have you ever been convicted of a criminal offence? Yes No

If yes, please state below the nature and date(s) of the offence(s):

Do you consent to Garda Clearance being obtained? Yes No

Signed: _____ Date: _____

Appendix 6

Boyle Arts Festival Volunteer Application Form for Children's Workshops

Surname: _____ First Name: _____

Address: _____

Telephone Number: _____ Mobile Number: _____

Where did you hear about our organisation?

Word of mouth: Used the service:

Local media: Other (please specify): _____

Age Group (information used to compile statistics on volunteer profiles)

Under 18 18-24 25-39 40-55 55 +

Why do you want to volunteer with us?

What kind of voluntary work would you like to do?

Please list any skills/qualities you have which might be useful in our organisation?

Availability

Please tick when you would be available?

	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		

Friday		
Saturday		
Sunday		

Is there anything else you wish to tell us about yourself? Please use space below or a separate sheet if necessary:

REFERENCES

Please provide us with the names of two people over the age of 18, not related, who can provide you with references. These can be personal acquaintances, former/current colleagues, employers or anyone else who would be able to comment on your suitability for this volunteer role.

1.Name: _____ 2. Name: _____

Address: _____ Address: _____

Tel. No.: _____ Tel. No.: _____

Relationship: _____ Relationship: _____

Thank you for completing this application form and please sign and return to:

Rebecca Wynne Boyle Arts Festival, Boyle,Co. Roscommon.

Signature: _____ Date: _____

Appendix 8

Boyle Arts Festival Incident Form

Incident Form

Date of Incident:/...../..... Time of Incident: (24 hour clock) hrs.

Location Incident:
Exact location in premises

Type of Incident: Ill Health: Fatality: Theft: Accidental Injury: Fire:
Fall: Accidental Property Loss/Damage: Vandalism: Violent

Incident:

Other:

Did the person suffer ill health: Yes:..... No:.....

If yes: Which part of the body affected:.....

What type of injury:.....

Name of person affected

Address:

Telephone Number

Brief description of Incident:

Condition of site:

Witnessed: Yes:..... No:.....

Name of Witness:

Address of Witness:

Telephone Number:

Did you take photographs:

Action Taken: None: Doctor Called:
Ambulance Called: Help refused:
Gardaí Called: Other:.....

Time Action Taken: (24 hour clock) hrs.

Final Outcome:

Form

Completed

by:

Date:

**In an emergency call
999 or 112 for Ambulance Gardaí Fire Service**

In the event of an accident/incident please complete the form provided.

There is an automated external defibrillator in the Garda Station if a person collapses. Call 999/112 for an ambulance and then contact the Boyle Gardaí to access the defibrillator at 071 9664620.

Out of hours:

NowDoc: 0818 400911

Office hours:

Loftus Medical Centre: 071 9662230

Boyle Medical Centre: 071 9663386

If you have any queries contact: Boyle Arts Festival 0899722477

Appendix 9

Boyle Arts Festival Comment/Complaint Form

Name: _____

Date: _____

Workshop/ Activity: _____

Please describe briefly the issue/incident which has caused you concern:

Please give us the name and contact details of any witness:

Signed: _____

Date: _____

Appendix 10

Boyle Arts Festival Child Protection Policy Checklist for 2024

Things to do

Appoint Designated Person

Appoint Deputy Designated Person

Appoint Complaints Person

All parties to review 2024 child protection policy

Amend policy to include new appointees and correct contact details

Seek feedback from legal advisor

Plan induction for committee members/ staff/new staff/ volunteers working with children/young people

Create record sheet for all staff to sign when policy read

Print and update all relevant forms – application forms, reference forms, declaration form, incident form, comment /complaint form.

Appendix 11

Boyle Arts Festival Child Safeguarding Statement for Children's Workshops and Events

Boyle Arts Festival stages events during the Festival for children and families and also holds Children's workshops during or leading up to the Festival itself either organised by the Festival or run by a 3rd party organisation.

Boyle Arts Festival has developed a Child Protection Policy and ensures that all 3rd party organisations booked to provide child workshops and events that take place during the Boyle Arts Festival have staff that are all garda vetted if children are left in their care without a caregiver.

The Boyle Arts Festival committee is committed to a child-centred approach to our work with children and young people. It is central to the Boyle Arts Festival committee that children and staff are unconditionally respected and kept safe from harm while using our services. It is important to ensure that normal practices and behaviour within our organisation actively promote delivery of excellent services to children as individuals in a safe engaging environment, where the welfare of the child/young person is paramount. We will adhere to the 'Children First National Guidelines for the Protection and Welfare of Children' by having and implementing child protection policies and procedures.

In order to ensure mutual protection, staff/volunteers/artists and other organisations working during Boyle Arts Festival 2024 will be made familiar with the Boyle Arts Festival Child Protection Policy and Procedures, Code of Behaviour and Health and Safety Guidelines in relation to participation in children and young people's activities.

As appropriate, parents/guardians will be encouraged to attend events with the children in their care. Group leaders must accompany groups and remain in attendance at all times whilst at the Boyle Arts Festival event.

A child in need of personal support because of illness, physical needs or for any distress, shall be referred to his/her parent/guardian/group leader. In the absence of a guardian, the designated representative of the Boyle Arts Festival Committee who is working with or supervising that activity will provide such support and also contact the guardian by telephone. A parent/guardian/group leader should inform a member of staff if there are any specific needs required during a child's participation at a Boyle Arts Festival event. Children under 5 years of age must be accompanied by an adult

Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, *Children First: National Guidance for the Protection and Welfare of Children* (2017), and Tusla's *Child Safeguarding: A Guide for Policy, Procedure and Practice*. The following procedures support our intention to safeguard children while they are availing of our service and full details can be found in our Child Protection Policy:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service;
- Procedure for the safe recruitment and selection of workers and volunteers to work with children;

- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm;
- Procedure for the reporting of child protection or welfare concerns to Tusla;
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons;
- Procedure for appointing a relevant person.

All procedures listed are available upon request.

Risk Assessment

As part of our Child Safeguarding Statement and Child Protection Policy, a risk assessment has been carried out. The risks that were identified were;

Risk of harm to children through abuse by adults

Risk of harm to children by bullying from other children

Risk of child being excluded due to ability

Risk of harm to child due to activity being inappropriate for age group

These risks will be addressed in our Child Protection Policy

Implementation

We recognise that implementation is an on-going 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 was last received on 03/02/24 and will be reviewed on 01/02/2026, or as soon as practicable after there has been a material change in any matter to which the statement refers.

For any queries regarding our statement, contact Rebecca Wynne 085 1448458

Appendix 12

Boyle Arts Festival Anti Bullying Policy Statement

Boyle Arts Festival works with children and families as part of its activities. These include workshops and family events.

The purpose of this policy statement is:

- to prevent bullying from happening between children and young people who are a part of our organisation or take part in our activities
- to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need
- to provide information to all staff, volunteers, children and their families about what we should all do to prevent and deal with bullying.

What is bullying?

Bullying includes a range of abusive behaviour that is

- repeated
- intended to hurt someone either physically or emotionally.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and operate in a way that protects them.

We recognise that:

- bullying causes real distress and affects a person's health and development
- in some instances, bullying can cause significant harm
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

We will seek to prevent bullying by:

- developing a code of behaviour that sets out how everyone involved in our organisation is expected to behave, in face-to-face contact and online, and within and outside of our activities
- holding regular discussions with staff, volunteers, children, young people and families who use our organisation about bullying and how to prevent it
- providing support and training for all staff and volunteers on dealing with all forms of bullying, including racist, sexist, homophobic, transphobic and sexual bullying
 - putting clear and robust anti-bullying procedures in place.

Our regular discussions with staff, volunteers, children, young people and families will focus on:

- group members' responsibilities to look after one another and uphold the behaviour code
- practising skills such as listening to each other
- respecting the fact that we are all different
- making sure that no one is without friends
- dealing with problems in a positive way
- checking that our anti-bullying measures are working well.

Responding to bullying

We will make sure our response to incidents of bullying takes into account:

- the needs of the person being bullied
- the needs of the person displaying bullying behaviour
- needs of any bystanders

- our organisation as a whole.

We will review the plan we have developed to address any incidents of bullying at regular intervals, in order to ensure that the problem has been resolved in the long term.

- protecting children from bullying and cyberbullying
- recognising and responding to abuse.

Diversity and inclusion

We recognise that bullying is closely related to how we respect and recognise the value of diversity. We will be proactive about:

- seeking opportunities to learn about and celebrate difference
- increasing diversity within our staff, volunteers, children and young people
- welcoming new members to our organisation.

Find out more about:

- safeguarding children who come from Black, Asian and minority ethnic communities
- safeguarding deaf and disabled children and young people
- safeguarding LGBTQI+ children and young people
- safeguarding children with special educational needs and disabilities (SEND)
- safeguarding and child protection policy and procedures
- managing allegations made against a child or young person
- managing allegations of abuse made against staff and volunteers
- code of conduct for staff and volunteers
- equality, diversity and inclusion policies.

Contact details

Nominated anti-bullying lead Name: Rebecca Wynne Phone/email: 0851448458/childrensevents@boylearts.com

Senior lead for safeguarding and child protection (for example safeguarding and child protection trustee) Name: Rebecca Wynne Phone/email: 085 1448458/childrensevents@boylearts.com

Deputy lead for safeguarding and child protection Name: Catriona Fahey Phone/Email: 086 2333528

We are committed to reviewing our policy and practice at least once a year. This policy was last reviewed on: 01/02/2024..... (date)

Signed.....Rebecca Wynne..... []. Date: 01/02/2024

Appendix 13

Mandated Persons Form

Mandated Persons Form

Under the Children First Act 2015 mandated persons have a statutory obligation to report concerns which reach or exceed the legally defined threshold of harm (see the Children First Act 2015) and to cooperate with Tusla in the assessment of mandated reports, where requested to do so.

I confirm that I am a mandated person, in line with the Children First Act 2015, schedule 2.

I acknowledge that I am mandated to report and incidences that are a child protection concern and will adhere to this. I will do this in line with Boyle Arts Festival child protection policy

I am aware that my details will be stored on the mandated persons list so long as I am involved with Boyle Arts Festival and will be removed on my departure.

Signed.....

Date.....