

# **Garter Lane Arts Centre**

## **Child Protection Policy**

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## 1. INTRODUCTION

Garter Lane Arts Centre's Child Protection Policy has been developed in adherence with *Children First National Guidelines for the Protection and Welfare of Children*. Garter Lane Arts Centre, in its commitment to creating a safe environment in which the welfare of children and young people is paramount, has given due consideration to both the rights of the young person and the rights of the adult while also seeking to protect both groups in their association and work with each other. Garter Lane will endeavour to achieve this by ensuring that members of staff will receive the appropriate level of training necessary to equip that person with knowledge of correct procedures and practice.

Our Child Protection Policy outlines the following:

- Context and Policy Statement
  - Key Principles and Policy Aims
  - Definitions and Indicators of Child Abuse
  - Recognising Child Abuse
  - Code of Behaviour
  - Dealing with Disclosures
  - Reporting of Suspected or Disclosed Abuse
  - Confidentiality
  - Recruiting and Selecting Staff
  - Managing and supervising staff
  - Allegations of Misconduct or Abuse by Garter Lane Arts Centre Staff/ Volunteers
1. Appendix I: Children First Standard Reporting Form
  2. Appendix II: Designated Persons
  3. Appendix III: Garter Lane Arts Centre Parental Consent Form
  4. References

This child protection policy is provided to all members of staff to ensure that they understand the environment, level and type of supervision provided by our organisation. This includes guest artists and performers and it is also made available to any parent or guardian wishing to see it.

## 2. CONTEXT AND POLICY STATEMENT

Garter Lane Arts Centre is a vibrant and thriving venue for visual arts, theatre, dance, comedy, music, film and literature in the heart of Waterford City. Garter Lane Arts Centre welcomes over 30,000 visitors annually and is supported by the Arts Council, Waterford City Council, the Department of Social Protection, its Patrons and Friends. Garter Lane Arts Centre has been at the heart of the artistic community of Waterford for over 30 years, through its diverse year-round programme of exhibitions, performances and outreach events. Garter Lane Arts Centre is committed to engaging children and young people with quality arts experiences in a fun and safe environment.

It is the policy of Garter Lane Arts Centre to safeguard the welfare of children and young people by ensuring they are safe and protected from harm whilst visiting our venues (No.5 and No.22 O'Connell Street, Waterford) and engaged in our outreach activities offsite. Every year thousands of young people enjoy the learning opportunities provided by the Gallery, visiting with family and friends or as part of an organized group. Every child who visits Garter Lane Arts Centre should be able to participate in a safe environment protected from harm; this is the responsibility of staff, paid or voluntary, who come in contact with children on the premises. The highest possible standards of care will be provided, knowing all reasonable precautions to prevent harm occurring have been taken.

Garter Lane Arts Centre wishes to give consideration to both the rights of children and the rights of adults while seeking to protect both groups in their association and work with each other.

### 2.2 Key Principles

- The welfare and safety of the child is paramount
- All children have the right to protection from physical, sexual and emotional abuse
- Staff and volunteers have a duty to report concerns
- A service of the highest quality for children, staff and volunteers will be maintained
- Any suspicious or allegations of abuse will be taken seriously, responded to swiftly and appropriately
- The Child Protection Policy is accessible to all staff, volunteers and any parent or guardian wishing to view it

## 2.3 Policy Aims

Garter Lane Arts Centre's Child Protection Policy and procedures outlined herein aim to ensure:

- Good practice among personnel
- The planning of work, access and supervision which is used to minimize situations where abuse of children might occur
- Suspicions and allegations are responded to appropriately
- Understanding of what responsibilities employees and volunteers have in respect of this policy
- Understanding of how to ensure confidentiality
- The ways in which personnel are recruited and selected for positions involving direct or indirect contact with children ensures their suitability for working with children
- Systems are in place to ensure that staff working with children are regularly monitored

Training on implementing this policy and the prevention of child abuse generally, is provided for staff and volunteers.

## 2.4 Policy Review

This policy document was prepared by Sile Penkert, Artistic Director and Sandra Kelly, Visual Arts & Outreach Manager in consultation with members of the Board of Management of Garter Lane Arts Centre.

This policy will be reviewed every two years. This policy will be reviewed in May 2027.

### **3. DEFINITIONS & INDICATIONS OF ABUSE**

#### **3.1 Children and the Importance of Childhood**

The terms *child*, children or *young people* in this context is defined as anyone up to and including the age of 18. The definition of a child under the *United Nations Convention on the Rights of the Child* is a person under 18. Anyone under the age of 18 years includes young people. To promote best practice, it is this definition which is adopted for the purposes of this Child Protection Policy. The importance of childhood is understood by everyone involved in Garter Lane Arts Centre. Children's experiences in Garter Lane Arts Centre will be guided by what is best for children. The stages and development of children will guide the type of activities provided for them. All children will be valued and treated in an equitable and fair manner.

#### **3.2 Understanding and Recognising Child Abuse**

It is not always easy to acknowledge that child abuse may take place in youth organisations/groups or within families. It is often assumed that people, who work in services for young people are caring individuals who would never inflict harm on anybody. The possibility that a colleague, who is popular and apparently trustworthy, might be capable of abusing a child is extremely difficult to accept. Similarly, it is hard to imagine that parents or carers who appear committed, involved and devoted to their children might neglect or harm them.

Reluctance to think badly of people, or lack of awareness that such things can happen, can lead to resistance in hearing, recognising and dealing with the possibility of abuse. It is important that all staff and volunteers of Garter Lane Arts Centre are aware of the possibility for abuse to take place within and outside the organisation and it is essential that a mechanism exist to enable them to address any child protection concerns that they may experience. This Child Protection Policy is provided to all members of Garter Lane Arts Centre staff to ensure that they understand the environment and level and type of supervision provided by our organisation and the venue. This includes guest artists and performers it is also made available to any parent wishing to see it. And in the case of a child having a primary carer in accompaniment he/she will also be made aware.

Employees and volunteers may have to deal with two different contexts in which child protection concerns may arise:

- a. Situations where it becomes apparent that a child or young person is being harmed or is at risk of harm within his or her family context or home environment

- b. Situations where an allegation of child abuse is made against an employee or volunteer within the organisation.

### **3.3. Defining Abuse**

Child abuse can be categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. The following indicators outlined below, it should be emphasised, are not a checklist but a reminder to be vigilant. A child may be subjected to more than one form of abuse at any given time.

#### **Neglect**

Neglect is normally defined in terms of an omission, where a child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care. Harm can be defined as the ill treatment or the impairment of the health or development of a child. Whether it is significant is determined by his/her health and development as compared to that which could reasonably be expected of a similar child.

Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. For instance, a child who suffers a series of minor injuries is not having his or her needs met for supervision and safety. A child whose ongoing failure to gain weight or whose height is significantly below average may be deprived of adequate nutrition. A child who consistently misses school may be deprived of intellectual stimulation. The threshold of significant harm is reached when the child's needs are neglected to the extent that his/her well-being and/or development are severely affected.

#### **Physical Indicators**

- Constant hunger
- Exposed to danger: lack of supervision
- Inadequate/inappropriate clothing
- Poor hygiene
- Untreated illness
- Tiredness

## **Behavioural Indicators**

- Listlessness
- Lack of relationships
- Low self-esteem
- Compulsive stealing/begging

## **Emotional Abuse**

Emotional abuse is normally to be found in the relationship between a caregiver and a child rather than in a specific event or pattern of events. It occurs when a child's needs for affection, approval, consistency and security are not met. It is rarely manifested in terms of physical symptoms. Examples of emotional abuse include:

- a. Persistent criticism, sarcasm, hostility or blaming.
- b. Conditional parenting, in which the level of care shown to a child is made contingent on his or her behaviour or actions.
- c. Emotional unavailability by the child's parent/carer.
- d. Unresponsiveness, inconsistent or inappropriate expectations of a child.
- e. Premature imposition of responsibility on a child.
- f. Unrealistic or inappropriate expectations of a child's capacity to understand something or to behave and control himself in a certain way.
- g. Under or over protection of a child.
- h. Failure to show interest in, or provide age appropriate opportunities for a child's cognitive and emotional development.
- i. Use of unreasonable or over harsh disciplinary measures.
- j. Exposure to domestic violence.

Children show signs of emotional abuse by their behaviour (for example, excessive clinginess to, or avoidance of the parent/carer), their emotional state (low self-esteem, unhappiness), or their development (non-organic failure to thrive). The threshold of significant harm is reached when abusive interactions become typical of the relationship between the child and parent/carer.

## **Physical Indicators**

- Sudden speech disorders
- Wetting and soiling
- Signs of mutilation
- Frequent vomiting

### **Behavioural Indicators**

- Rocking, thumb sucking
- Fear of change
- Chronic runaway
- Poor peer relationships
- Attention seeking behaviour

### **Physical Abuse**

Physical abuse is any form of non-accidental injury that causes significant harm to a child, including:

- a. shaking
- b. use of excessive force in handling
- c. deliberate poisoning
- d. suffocation
- e. Munchausen's syndrome by proxy (where parents fabricate stories of illness about their child or cause physical signs of illness)
- f. Allowing or creating a substantial risk of significant harm to a child.

### **Physical Indicators**

- Scratches
- Bite marks or welts
- Bruises in places difficult to mark e.g. behind ears, groin
- Burns, especially cigarette burns
- Untreated injuries

### **Behavioural Indicators**

- Self mutilation tendencies
- Chronic runaway
- Aggressive or withdrawn

- Fear of returning home
- Undue fear of adults
- Fearful watchfulness

## **Sexual Abuse**

Sexual abuse occurs when a child is used by another person for his/her gratification or sexual arousal, or for that of others, for example:

- a. Exposure of the sexual organs or any sexual act intentionally performed in the presence of a child
- b. Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification
- c. Masturbation in the presence of a child or involvement of the child in the act of masturbation
- d. Sexual intercourse with the child, whether oral, vaginal or anal
- e. Sexual exploitation of a child
- f. Consensual sexual activity between an adult and a child under 17 years. In relation to child sexual abuse, it should be noted that, for the purposes of the criminal law, the age of consent to sexual intercourse is 17 years. This means, for example, that sexual intercourse between a 16-year-old girl and her 17-year-old boyfriend is illegal, although it might not be regarded as constituting child sexual abuse.

## **Physical Indicators**

- Soreness, bleeding in genital or anal areas
- Itching in genital areas
- Stained or bloody underwear
- Stomach pains or headaches
- Pain on urination
- Difficulty in walking or sitting
- Bruises on inner thighs or buttocks
- Anorexic/ bulimic

## **Behavioural Indicators**

- Chronic depression
- Inappropriate language, sexual knowledge for age group

- Making sexual advances to adults or other children
- Low self esteem
- Afraid of dark
- Wariness of being approached by anyone
- Substance/drug abuse

### **3.4. Other Forms of Abusive Behaviour Towards Young People**

Apart from the above very serious forms of abuse, staff and volunteers of Garter Lane Arts Centre should also be on the alert for other forms of behaviour that may be harmful to young people:

#### **Organised Abuse**

Organised abuse occurs when one person moves into an area/institution and systematically entraps children for abusive purposes or when two or more adults conspire to similarly abuse children using inducements.

#### **Peer Abuse**

In some cases of abuse the alleged perpetrator will also be a child. In these situations the child protection procedures should be adhered to for both the victim and the alleged abuser. If there is any conflict of interest between the welfare of the alleged abuser and the victim, the victim's welfare is of paramount importance.

#### **Verbal abuse**

This can include name-calling, sarcasm, and criticism, making reference to some physical characteristic, destructive criticism, derogatory remarks and gestures.

#### **Bullying**

Bullying behaviour can be defined as repeated aggression, be it verbal, psychological or physical which is conducted by an individual or group against others. Examples of bullying include: teasing, hitting, extortion, taunting, threatening or online (cyber) bullying.

Bullying behaviour may take place in any setting whether it be in schools, the home, in a youth services setting or online. In the first instance, it is the responsibility of staff/ volunteers to deal with bullying which may take place within Garter Lane Arts Centre's

venues or on Garter Lane Arts Centre's social media platforms. Garter Lane Arts Centre is committed to promoting safe experiences for children both in its venues and on its online platforms.

The more extreme forms of bullying behaviour would be regarded as physical or emotional abuse, and are reportable to the statutory authorities. Incidents should be dealt with immediately and not tolerated under any circumstances.

### **Unwelcome behaviour**

This can include favouritism, exclusion, sexual harassment and sexual innuendo, humiliating and embarrassing others, deprivation of basic rights and harsh disciplinary regimes.

### **3.5 Recognising Child Abuse**

The ability to recognise child abuse depends as much on a person's willingness to accept the possibility of its existence as it does on knowledge and information. It is important to note that child abuse is not always readily visible and may not be clearly observable. It is also important to avoid either a situation where staff/ volunteers are constantly wary and on the lookout for abuse or one where complacency exists. Essentially, Garter Lane Arts Centre's staff and volunteers should consider, in a measured way, the possibility of child abuse if:

- A young person appears to have suffered a suspicious injury for which no reasonable explanation can be offered
- A young person seems distressed without obvious reason or displays persistent or new behavioural problems
- A young person shows unusual or fearful responses to an adult who is responsible for their care at any particular time.

It is important to remember that many signs of child abuse are non-specific, and that alternative explanations for indicators should always be considered.

#### **4. CODE OF BEHAVIOUR FOR WORKING WITH CHILDREN AND YOUNG PEOPLE UNDER 18 YEARS**

The following is a code of practice for Garter Lane Arts Centre staff and volunteers when working with children and young people aged under 18 years.

##### **Do**

- Put a child's safety and wellbeing first
- Provide encouragement, support and praise regardless of ability
- Create a fun, positive and safe atmosphere
- Listen to and respect children's wishes
- Respect a child's personal space
- Dress appropriately
- Be accessible to children and help when needed
- Be consistent and fair and treat all children and young people equally
- Leave the door open when working alone with a child
- Encourage children to report cases of bullying to the designated person or a worker of their choice
- Use age-appropriate teaching aids, materials and language
- Demonstrate boundaries on behaviour, leading by example
- Ensure proper supervision based on adequate ratios according to age, abilities and activities
- Respect differences of ability, culture, religion, race and sexual orientation
- Seek consent of a child/ young person in relation to physical contact, except in an emergency or dangerous situation
- Share your concerns about a child with the Designated Person
- Report and record any incidents and accidents

##### **Do not**

- Verbally, physically, emotionally or psychologically abuse a child or young person.
- Spend excessive amounts of time alone with a child or young person
- Use or allow offensive or sexually suggestive physical and/or verbal language
- Favour one child above another
- Embarrass, humiliate a child or focus attention on any one child above another
- Socialise inappropriately with children or young people outside of structured activities
- Behave in a manner that the child or young person may find threatening or intimidating
- Engage in horseplay or inappropriate touching
- Make promises that you cannot keep

- Transport a child or young person alone
- Be passive in relation to concerns, i.e., don't 'do nothing'
- Attempt to manage suspected child abuse alone.
- Accompany children into the toilet area. Parents/ guardians must accompany children under 3 years of age for activities so parents/ guardians must accompany their children to use toilet facilities.
- Take photographic images of children and/or their work without signed parental/ guardian consent.
- Use images of children and/or their work on the website, social media or printed materials without signed parental/ guardian consent.
- Use children's surnames on the website, social media or printed materials, even in the case where signed parental/ guardian consent has been granted for the use of images of children and/ or their work.

## 5. DEALING WITH DISCLOSURES

Child abuse may become apparent in a number of ways:

- A child may tell you
- A third party may have reported an incident, or may have a strong suspicion
- You may have a suspicion (see Section 3 for an outline of indications of abuse).

If an allegation is brought to your attention, **do**:

- Stay calm – do not rush into inappropriate action
- Reassure the child that they are not to blame and confirm that you know how difficult it must be to confide.
- Show the child that you take them seriously
- Keep questions to a minimum – in many cases it may be more appropriate to nod and acknowledge the child's account. If you must question then use open-ended questions
- Ensure that you clearly understand what the child has said
- Explain that you may have to tell other people in order to stop what is happening whilst maintaining maximum possible confidentiality.
- Use age appropriate language
- Inform the Designated Persons, ensuring that you communicate all the information accurately
- Maintain confidentiality

### Do Not

- Panic
- Make promises you cannot keep
- Make the child repeat the story unnecessarily
- Delay

## 6. REPORTING OF SUSPECTED OR DISCLOSED ABUSE

When Garter Lane Arts Centre staff or volunteers are concerned about the safety or welfare of a child, they should report their concerns to the First Designated Liaison Person. This is then recorded in an Incident Book. This is a confidential book containing sensitive information which is stored safely in the First Designated Liaison Person's office.

When making a report the member of staff to whom the disclosure has been made must endeavour to record as closely as possible what the child said. (i.e. in his/her own words)

The report must be made in writing on an incident sheet and a record of that report must also be made. All information regarding concern or assessment of child abuse should never be the subject of conversation between any other persons in the organisation, employees, volunteers or young persons, unless they are directly involved.

Each report in the incident book comprises:

- Date and time
- Name of worker making the report
- Name of child who is the subject of the report
- Any action taken

In the case of a disclosure, the report will also include:

- Date and time of the incident and/or nature of allegations
- Observations of the reporter, for example the behaviour, emotional state or physical condition of the child
- The child's account, if it can be given, of what has happened.

The report should be signed by the Designated Person and the person making the report.

If there are reasonable grounds for concern as outlined above, the Designated Person(s) will take the following action:

- 1) Contact the Child and Family Agency Social Work Service located at Waterford Community Services, Cork Rd, Co. Waterford (051 842827) to make them aware in the event of a report being made by a member of staff.
- 2) Having made contact with the authorities, the designated person must record their actions to include the time and date. It is then the responsibility of the Child and

Family Agency Social Work Service to investigate the suspected case and decide what action to take, including notifying the Gardai and or Parents.

- 3) The Designated Persons should also contact the Child and Family Agency Social Work Service if an allegation is made against an individual member of Garter Lane Arts Centre staff or volunteers.
- 4) In the event that the Designated Person is the alleged offender, the report should be made to the Chairperson of the Board, again a detailed report of the procedure should be made at each step of the process.
- 5) Confidentiality must be maintained. To ensure this, it is imperative that those involved only discuss the matter with those directly involved with the particular case so as to avoid slander/character defamation.

Reports to the Child and Family Agency Social Work Service can be made verbally initially and then followed by the Children First Standard Reporting Form (See Appendix). Reports will be made without delay and the person who expressed the concern will be kept informed of the process and outcomes.

In the event of an emergency where it is believed that the child is in immediate danger and the Children and Family Agency Duty Social Worker cannot be contacted, the Designated Persons will contact the Gardaí.

All recorded information should be factual. All opinions should be supported by facts.

## 7. CONFIDENTIALITY

Garter Lane Arts Centre is committed to ensuring people's rights to confidentiality and Garter Lane Arts Centre Child Protection Policy will operate on strict codes of confidentiality. Confidentiality is about managing sensitive information that arises in a trusting relationship and doing so in a manner that is respectful, professional and purposeful with employees. Anyone (staff/ volunteer/ child) disclosing information in this context needs to know in advance the limits of confidentiality and the responsibilities attached.

If a child discloses information to a staff member or volunteer, he or she should explain that it cannot be kept secret. The staff member or volunteer should also, as supportively as possible, explain what will happen to the information. Passing information to relevant authorities is not a breach of confidentiality.

In relation to Child Protection, Garter Lane Arts Centre undertakes that:

- Information will be forwarded on a "need to know" basis in order to safeguard the child/young person.
- Giving such information to Gardaí, Child and Family Agency Social Work Services or other relevant professionals responsible for the welfare of the child for the protection of a child or young person is not a breach of confidentiality.
- Total confidentiality cannot be guaranteed where the best interest of the child or the young person are at risk.
- Parents/ guardians, children and young people have a right to know if personal information is being shared and/or a report is being made, unless doing so could put a child/young person at further risk.
- Images of a child/young person will not be used for any reason without the signed/written consent of the parent/guardian. However, we cannot guarantee that cameras/videos will not be used by the public arising from the activities of Garter Lane Arts Centre.
- In the case of securing signed written permission from a parent/guardian for the use of an image(s) of a child/young person, this image(s) will only be used for the purpose for which permission has been given. The purpose of the permission will be stated on the consent form.
- In the case of the public exhibition of a child/young person's art work, signed written permission will be secured from the parent/guardian. Signed written permission will also be secured for the display of the child's name and any other details about the child in association with this artwork.
- The child/young person will not be named in written reports/evaluations of activities without written and signed permission of the parent/guardian.

## 8. RECRUITING AND SELECTING STAFF

Garter Lane Arts Centre ensures that staff are carefully recruited, trained and supervised to provide a safe environment for children and young people. We endeavour to select the most suitably qualified personnel. The responsibilities for each post are clearly defined in a job description. Candidates apply for posts via a C.V. and letter of application. Short-listed candidates are interviewed through a competency based interview and selected by a panel of at least two representatives of the organisation. Short-listed candidates must supply two written references which are confirmed verbally. Short-listed candidates will be given a copy of Garter Lane Arts Centre's Child Protection Policy and Code of Practice for working with children and young people under 18 years and will be asked to sign a document certifying that they have read it and agree to abide by its contents.

A commitment to adhere to the Garter Lane Arts Centre's Child Protection Policy forms part of an employee's written contract of employment and should also form part of the condition of affiliation/registration by any group to the organisation. A commitment to adhere to the organisation's Child Protection Policy and an acknowledgment that the policy is understood should also be sought in writing from trained leaders. Breaches of this commitment will be processed through the organisation's grievance procedures and/or disciplinary procedures as appropriate. It will also be necessary for all affiliated/registered groups to commit in writing to the organisation's Child Protection Policy and Procedures.

When Garter Lane Arts Centre is in the process of recruiting a new member of staff, it will be assessed as to whether the new recruit will have either direct or indirect contact with children or young people. If this is to be the case, then that member of staff will undergo a Garda Vetting check and this will be outlined at interview level. It will be Garter Lane Arts Centre's responsibility to organise the Garda Vetting check and to keep a record of such. An application for Garda Vetting Clearance will be submitted on behalf of the candidate. Candidates will not be able to work with children or young people unless satisfactory Garda Vetting Clearance is received by Garter Lane Arts Centre. Staff/ volunteers or freelance workers who are not Garda vetted will not be in direct contact with children or young people.

Candidates who

- Have any child-related convictions.
- Refuse to sign Garter Lane Arts Centre's Child Protection Policy and Code of Practice for working with children and young people under 18 years.
- Have insufficient documentary evidence of identification
- Conceal information on their suitability for working with children and young people
- Are deemed to constitute a "risk"
- Do not have satisfactory Garda clearance

will not be offered a post with Garter Lane Arts Centre.

Staff are [Safe to Create](#) trained.

## 9. MANAGING AND SUPERVISING STAFF

To protect all Garter Lane Arts Centre staff, volunteers, children / young people, we undertake to:

- Provide all staff/ volunteers with mandatory Child Protection training and / or information, in accordance with the level of their involvement with children and young people through their work with Garter Lane Arts Centre.
- Inform all staff/ volunteers of the Code of Practice in relation to Child Protection procedures and the identity and role of the Designated Persons.
- Provide all staff/ volunteers with an adequate level of supervision and review of work practices.
- Ensure that all staff/ volunteers read and sign the Child Protection Policy Statement.
- Ensure that all staff/ volunteers who work directly with children and young people on a regular basis also participate in Child Protection training

## **10. ALLEGATIONS OF MISCONDUCT OR ABUSE BY GARTER LANE ARTS CENTRE STAFF/ VOLUNTEERS**

In the case of allegations being made against a Garter Lane Arts Centre member of staff or volunteer, the protection of the child / young person is paramount. Garter Lane Arts Centre management must also take care to treat the staff member/ volunteer fairly. Two separate sets of procedures will be followed, one for the child/ young person and the other for the staff member/ volunteer.

The Designated Person will deal with the issues relating to the child / young person, unless in the case that the allegation is made against the Designated Person, in which case a designated member of the Garter Lane Arts Centre management committee will do so. The procedure for reporting of suspected or disclosed abuse as outlined in this document will be followed. The Designated Person will decide whether a formal report should be made to the Child and Family Agency Social Work Service based on reasonable grounds for concern.

The Deputy Designated Person will deal with the issues relating to the staff member/ volunteer against whom the allegation is made, unless in the case that the allegation is made against the Deputy Designated Person, in which case a designated member of the Garter Lane Arts Centre management committee will do so. The staff member/ volunteer will be privately informed that the allegation has been made against him / her and the nature of the allegation. The staff member/ volunteer will be afforded an opportunity to respond.

The management of Garter Lane Arts Centre will immediately take necessary protective measures to ensure the safety and welfare of the child, while not unnecessarily penalising, financially or otherwise, the staff member/ volunteer, unless this is necessary for the protection of the child. Any action following an allegation of abuse against a worker will be taken in consultation with the Child and Family Agency Social Work Service and the Gardaí. After these consultations, the Deputy Designated Person will advise the Child and Family Agency Social Work Service accused of the allegation of the outcomes and if necessary, appropriate disciplinary procedures will be followed.

All actions carried out by Garter Lane Arts Centre management in response to allegations against a worker will be done in consultation with the Child and Family Agency Social Work

Service and Gardaí to ensure that investigations are not undermined or frustrated.

Any person who reports a concern, makes an allegation against a staff member in good faith or who is involved in the case will also be supported by Garter Lane Arts Centre management and not penalised for their actions.

## **Appendix I: Designated Persons**

Garter Lane Arts Centre has appointed Sile Penkert, Artistic Director, as the First Designated Liaison Person to act as a liaison with outside agencies and a resource person to any staff member or volunteer who has child protection concerns.

The designated liaison person is responsible for ensuring that the standard reporting procedure is followed, so that suspected cases of child neglect or abuse are referred promptly to the Child and Family Agency Duty Social Worker. The designated liaison person will ensure that they are knowledgeable about child protection and undertake any training considered necessary to keep themselves updated on new developments.

The Deputy Designated Persons are Derek Corcoran, CE supervisor, and in his absence Sandra Kelly Visual Arts & Outreach Manager.

### **Contact details:**

Sile Penkert: [sile@garterlane.ie](mailto:sile@garterlane.ie) 051 877 153

Derek Corcoran: [derek@garterlane.ie/](mailto:derek@garterlane.ie/) 051 877 153

Garter Lane Arts Centre

O' Connell Street

Waterford

## Appendix II: Children First Reporting Form

A. To Principal Social Worker/Designate:

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1. Date of Report

|  |
|--|
|  |
|--|

2. Details of Child

|                  |  |  |                          |               |                          |
|------------------|--|--|--------------------------|---------------|--------------------------|
| <b>Name:</b>     |  | <b>Male</b>                                  | <input type="checkbox"/> | <b>Female</b> | <input type="checkbox"/> |
| <b>Address:</b>  |  | <b>DOB</b>                                   |                          |               | <b>Age</b>               |
|                  |  | <b>School</b>                                |                          |               |                          |
| <b>Alias</b>     |  | <b>Correspondence address (if different)</b> |                          |               |                          |
| <b>Telephone</b> |  | <b>Telephone</b>                             |                          |               |                          |

3. Details of Persons Reporting Concern(s)

|                 |  |                               |  |
|-----------------|--|-------------------------------|--|
| <b>Name:</b>    |  | <b>Telephone No.</b>          |  |
| <b>Address:</b> |  | <b>Occupation</b>             |  |
|                 |  | <b>Relationship to client</b> |  |

|  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| <b>Reporter wishes to remain anonymous</b> | <input type="checkbox"/> | <b>Reporter discussed with parents/guardians</b> | <input type="checkbox"/> |
|--|--------------------------|--|--------------------------|

4. Parents Aware of Report

|   |                 | Yes                      | No                       |
|---|-----------------|--------------------------|--------------------------|
| <b>Are the child's parents/carers aware that this concern is being reported</b> | <b>- Mother</b> | <input type="checkbox"/> | <input type="checkbox"/> |
|   |                 | <input type="checkbox"/> | <input type="checkbox"/> |
|   | <b>- Father</b> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comment</b>  |                 |                          |                          |

5. Details of Report

*(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.)*

6. Relationships

| Details of Mother                              |  | Details of Father                              |  |
|--|--|--|--|
| <b>Name:</b>                                   |  | <b>Name:</b>                                   |  |
| <b>Address:</b><br><br>(if different to child) |  | <b>Address:</b><br><br>(if different to child) |  |
| <b>Telephone No's:</b>                         |  | <b>Telephone No's:</b>                         |  |

7. Household composition

| <b>Name</b> | <b>Relationship</b> | <b>DOB</b> | <b>Additional Information e.g. School/ Occupation/Other:</b> |
|-------------|---------------------|------------|--|
|             |                     |            |  |
|             |                     |            |  |
|             |                     |            |  |
|             |                     |            |  |
|             |                     |            |  |
|             |                     |            |  |
|             |                     |            |  |

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

|                      | <b>Name</b> | <b>Address</b> |
|----------------------|-------------|----------------|
| <b>Social Worker</b> |             |                |
| <b>PHN</b>           |             |                |
| <b>GP</b>            |             |                |
| <b>Hospital</b>      |             |                |

|                         |  |  |
|-------------------------|--|--|
| School                  |  |  |
| Gardaí                  |  |  |
| Pre-School/Crèche/YG    |  |  |
| <b>Other (specify):</b> |  |  |
|                         |  |  |
|                         |  |  |
|                         |  |  |
|                         |  |  |

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

|                               |  |            |                   |             |                          |               |                          |
|-------------------------------|--|------------|-------------------|-------------|--------------------------|---------------|--------------------------|
| <b>Relationship to child:</b> |  | <b>Age</b> |                   | <b>Male</b> | <input type="checkbox"/> | <b>Female</b> | <input type="checkbox"/> |
| <b>Name:</b>                  |  |            | <b>Occupation</b> |             |                          |               |                          |
| <b>Address:</b>               |  |            |                   |             |                          |               |                          |

10. Details of person completing form

|                 |  |                    |  |
|-----------------|--|--------------------|--|
| <b>Name:</b>    |  | <b>Occupation:</b> |  |
| <b>Address:</b> |  | <b>Telephone</b>   |  |
|                 |  | <b>No's:</b>       |  |
| <b>Signed</b>   |  | <b>Date:</b>       |  |

Appendix III: Sample Garter Lane Arts Centre Parental Consent Form

## Garter Lane Arts Centre Parent/ Guardian Consent Form

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Child: \_\_\_\_\_ (Block Capitals)

Age: \_\_\_\_\_

Name of Parent/ Guardian: \_\_\_\_\_ (Block Capitals)

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Does this child have any medical issues we should be aware of?

Yes

No

If yes please provide relevant details: \_\_\_\_\_

- I understand that children are to be **dropped off no more than 10 minutes** before workshops and **collected no later than 10 minutes after the workshop**.
- I grant Garter Lane Arts Centre permission to record, photograph, tape audio, video my child and/ or their work for records and/or promotional purposes in online and printed materials.

Signed: \_\_\_\_\_

(Parent/ Guardian)

## **Appendix IV: Sample Garda Vetting Clearance Form**

Online application available:

<https://vetting.garda.ie/Application/Invitation>

## Appendix V: References

This policy document was prepared with reference to the following documents:

*The United Nations Convention on the Rights of the Child* (1992).

*Children First: National Guidelines for the Protection and Welfare of Children*, Department of Health and Young People (1999).

*Our Duty to Care – The Principles of good practice for the protection of children and young people*, Department of Health and Young People (2002).

*Guidelines for the protection and welfare of children and young people in the arts sector*, The Arts Council (2004).

*Protecting our Children and Young People*, National Youth Council of Ireland (2012).

Risks and safety for children on the internet: the Ireland report, The London School of Economics and Political Science (2011).

The Child Protection policy of the National Gallery of Ireland, Dublin.

The Child Protection policy of Waterford Healing Arts Trust, Waterford University Hospital.

[Safe to Create](#)