

Phillida Eves' Child Safeguarding Policy

This policy will be reviewed annually

Effective Date: February 2023

Next Review Date: February 2024

INTRODUCTION

Phillida Eves is an artist and qualified teacher with extensive experience in teaching neurotypical and neurodiverse children. Phillida Eves aims to make theatre more inclusive and to have the child and their needs at the heart of the creative process. We create and facilitate sensory experiences, workshops and sensory musical theatrical performances. These performances are immersive, interactive safe spaces that can be enjoyed by children who are very young and those who are labelled as having complex needs including those with profound and multiple disabilities, with an autistic spectrum condition, and those who are deaf/blind and multi-sensory impaired.

We create opportunities for children and young people along with their teachers, peers and families, to discover, create and love art. We work in schools, libraries, arts and health centres and in public spaces, to create safe spaces for children and young people to engage in workshops, sensory experiences and theatrical performances. We collaborate with other artists and educators and the children are an integral part of the creating process. We also create and facilitate specific professional development workshops for educators and artists. We work in Ireland and abroad.

Article 31 of the UN Convention on the Rights of The Child [1989] – Leisure, recreation and cultural activities states that:

- 1. State Parties recognize the right of the child to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts.*
- 2. State Parties shall respect and promote the right of the child to participate fully in cultural and artistic life and shall encourage the provision of appropriate and equal opportunities for cultural, artistic, recreational and leisure activities.*

The principles outlined above which were ratified by The Irish Government in 1992 and are central to our work, and it is our mission to utilise these principles along with the dedication for our work to remind us how important it is to uphold them in practice daily.

Below are Phillida Eves' principles and procedures, which should be observed to ensure, as far as possible, that a child is safe from harm while availing of our services.

STATEMENT OF POLICY

It is central to our philosophy that children are unconditionally respected, have their needs placed before anything else, and kept safe from harm while using our services. We believe that children have a right to be brought up in an environment free from any harm or neglect and which is supportive of their development.

Phillida Eves' Child Safeguarding Policy and procedures are supportive documents in terms of best practice when working with children and young people and in

identifying and responding to concerns and allegations of child abuse or neglect. The purpose of the Phillida Eves' Safeguarding Statement, Policy and procedures is to safeguard children, young people, families, teachers, and collaborators. Phillida Eves' 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*.

Phillida Eves' Child Safeguarding Statement is freely accessible via our website, phillidaevescreative.com/about. As outlined by the Children First Act 2015, a copy of this statement is given to any artist, facilitator, or volunteer with whom we work or collaborate. A copy of this can be seen below.

SCOPE OF POLICY

Phillida Eves' adheres to the Children First Act 2015 as well as Article 1 of the UN Convention on the Rights of the Child's which defines a child as anyone below the age of eighteen (18) years.

This Child Safeguarding Policy is strictly adhered to by all artist, collaborators, and contractors with whom we work and associate – they are required to report any and all concerns which pertain to child abuse or neglect according to our outlined procedures.

We acknowledge that child abuse falls into four main categories as identified in the National Guidance. These four categories are: neglect, emotional abuse, physical abuse and sexual abuse. We have chosen to include a reference to bullying as we recognize that bullying can escalate into abuse that would fit into these categories.

STATUTORY OBLIGATIONS

The services provided by Phillida Eves fit within Schedule 1, Section 2 of the Children First Act:

- 5. Any work or activity which consists of the provision of — (a) educational, research, training, cultural, recreational, leisure, social or physical activities to children*

As a provider of "relevant services", we are subject to statutory obligations:

1. To keep children safe from harm while availing of our service
2. Carry out a risk assessment
3. Prepare and publish a Child Safeguarding Statement, to be reviewed after 12 months or as soon as practicable after any material change to which the statement refers.

DESIGNATED LIAISON PERSON: ROLE AND RESPONSIBILITIES

The Designated Liaison Person is the main point of contact where there is 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 advise artist/facilitators/volunteers about the policy

and procedures in relation to child protection and to ensure that procedures are adhered to. The designated liaison person will support and advise in the event of a concern regarding child protection and welfare. It is also the responsibility of the Designated Liaison Person to liaise with Tusla and/or An Garda Síochána where appropriate.

The name and contact details of the Designated Liaison Person must be known to all artist/facilitators/volunteers, as well as teachers, parents, and service users.

The functions of the Designated Liaison Person are as follows:

1. To ensure that Phillida Eves' Child Safeguarding Statement, Policy and procedures are followed, making decisions on what constitutes relevant activity and putting measures in place as necessary in line with this policy and national guidance.
2. To report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of harm, to Tusla and/or An Garda Síochána.
3. Where an allegation or concern is not reported to Tusla, to keep accurate records which clearly indicate the basis of their decision not to report and any actions taken.
4. To ensure that Phillida Eves' Child Safeguarding Statement and policies implement the principles and procedures of the National Guidance and Children First legislation.
5. To be responsible for reviewing and updating Phillida Eves' Child Safeguarding Statement, Policy and procedures.
6. To act as a resource person to Phillida Eves' artists/facilitators/volunteers providing support and guidance in matters relating to child safeguarding.
7. To oversee Phillida Eves' training programme to ensure that all staff members who have access to children have received sufficient training in accordance with guidance and standards set down by the Tusla under the Safeguarding Guidance for Organisations and *Best Practice For Organisations In Developing Children First Training Programmes*
8. To keep all notes and email correspondence relating to any reports in electronic form and ensure that only relevant persons and staff members are permitted to access this information.

Phillida Eves' has appointed a Designated Liaison Person to be the first point of contact in respect of our Child Safeguarding Statement and policies.

The Designated Liaison Person may delegate responsibility to the Deputy Designated Liaison Person when they are unavailable. The Deputy Designated Liaison Person must also be named on the Child Safeguarding Statement and all artist/facilitators/volunteers should be made aware of who they are.

The Designated Liaison Person is Phillida Eves, Director of Phillida Eves, who can be contacted at 087 218 5211 or by email phillidaeves@gmail.com. If this person is not contactable please contact the Deputy Designated Liaison Person, Elaine Donovan, at 086 604 2308 or by email elaine.donovan@gmail.com.

CHILD PROTECTION POLICY STATEMENT

Phillida Eves is committed to a child-centred approach in her work with children and young people. Phillida Eves provides services to and for children. It is central to the philosophy of Phillida Eves that children are unconditionally respected and kept safe from harm while using our services.

PRINCIPLES TO SAFEGUARD CHILDREN FROM HARM

Below are Phillida Eves' principles and procedures which should be observed to ensure, as far as possible, that a child is safe from harm while availing of our services.

1. Phillida Eves and regular artists/facilitators/volunteers are Garda vetted.
2. Phillida Eves and regular artists/facilitators/volunteers have undertaken Tusla online Child Protection Training – Children First E-Learning.
3. All child protection or welfare concerns will be reported to Tusla/Gardaí in a timely manner.
4. Children are always accompanied by a parent/guardian, teacher or the artist/facilitator/volunteers while attending workshops or performances.
5. A child in need of personal support because of illness, physical needs or any form of distress, shall be referred in the first place to their parent/guardian or teacher. In the absence of a guardian, the artist/facilitator/volunteer who is working with or supervising that activity will provide such support. A parent/guardian or teacher should inform the artist if there are any specific needs required during a child's participation at an event.

RISK ASSESSMENT

Under the Children First Act 2015, we have carried out an assessment of any potential for harm to a child while availing of our services. It should be noted that risk in this context is the risk of harm through abuse and not general health and safety risk. Below is a list of the areas of risk identified and the list of procedures for managing these risks.

Risk identified	Procedure in place to manage risk identified
1. Non- Compliance with Phillida Eves' Child Protection Policy	All artists and volunteers are provided with the Child Protection Policy. Any breach of the Child Protection Policy will be reported to the Designated Liaison Person (DLP). The Child Protection Policy is reviewed every 12 months.
2. Delay in making referrals to Tusla	All artists/facilitators/volunteers are trained and supported to ensure they can act promptly and not delay in contacting the Mandated Person or Tusla when they deem a referral may be required.

3. Receipt of complaints of alleged child abuse where an artist is the alleged perpetrator	All artist/facilitators/volunteers know the procedures to make a referral to the DLP or directly to Tusla. Internal Disciplinary processes are in place where the issue concerns an employee.
4. Receipt of complaint of alleged child abuse where a parent, guardian or teacher is the alleged perpetrator	All artist/facilitators/volunteers know the procedures to make a referral to the DLP or directly to Tusla. The school will be notified.
5. Child makes a disclosure to a member of staff	All artists/facilitators/volunteers know the procedures to make a referral to the DLP or directly to Tusla.
6. A suspicion of child abuse is determined by the artist	All artist/facilitators/volunteers know the procedures to make a referral to the DLP or directly to Tusla.

PROCEDURES

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

1. Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our services.
2. Procedure for the safe recruitment and selection of artists and volunteers to work with children.
3. Procedure for provision of, and access to, child safeguarding training and information, including the identification of the occurrence of harm.
4. Procedure for the reporting of child protection or welfare concerns to Tusla or the Gardaí as appropriate.
5. Procedure for maintaining a list of the persons (if any) in the relevant service who are 'Mandated Persons' as defined under the Children First Act 2015.

All procedures listed are available upon request.

IMPLEMENTATION

Phillida Eves recognises that implementation is an ongoing process. Our service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service. This Statement will be reviewed on 1 February 2024 or as soon as practicable after there has been a material change in any matter to which the statement refers.

Signatories of this statement: Phillida Eves

Director of Phillida Eves

NAME AND CONTACT DETAILS

Phillida Eves,
Gorthacornaun,
Rosscahill, Co Galway

Tel: 087 218 5211

For queries in relation to this Child Safeguarding Statement please contact Designated Liaison Person, Phillida Eves at the address or phone number above or email phillidaeves@gmail.com. If this person is not contactable please contact the Deputy Designated Liaison Person, Elaine Donovan, at 086 604 2308 or by email elaine.donovan@gmail.com.

RECOGNISING CHILD ABUSE

We recognise that it can be difficult to identify the signs and indicators that designate a child is victim to neglect or abuse.

There are three common stages to the identification of neglect or abuse. If any artist/facilitator/volunteer with whom Phillida Eves works has a concern that a child may be suffering abuse – with or without disclosure by the child or a third party – then the following steps will be taken.

1. Consider the possibility of neglect or abuse
2. Look for indications of neglect or abuse
3. Record the relevant information

CRITERIA, DEFINITIONS, AND THRESHOLDS TO REPORTING

The Designated Liaison Person is required, under the legislation to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed. The Act defines harm as assault, ill-treatment, neglect or sexual abuse, and covers single and multiple instances. The threshold of harm for each category of abuse at which the Designated Liaison Person have a legal obligation to report concerns is outlined below.

If there is doubt about whether a concern reaches the legal definition of harm for making a mandated report, Tusla can provide advice in this regard. You can find details of who to contact to discuss your concern on the Tusla website, www.tusla.ie. If your concern does not reach the threshold for mandated reporting, but you feel it is a reasonable concern about the welfare or protection of a child, you should report it to Tusla under this Guidance.

Neglect

Neglect is defined as ‘to deprive a child of adequate food, warmth, clothing, hygiene, supervision, safety or medical care’. The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child’s needs have been neglected, are being neglected, or are at risk of being neglected to the point where the child’s health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

The following are features of child neglect:

1. Children being left alone without adequate care and supervision
2. Malnourishment, lacking food, unsuitable food or erratic feeding
3. Non-organic failure to thrive, i.e. a child not gaining weight due not only to malnutrition but also emotional deprivation
4. Failure to provide adequate care for the child’s medical and developmental needs, including intellectual stimulation
5. Inadequate living conditions – unhygienic conditions, environmental issues, including lack of adequate heating and furniture
6. Lack of adequate clothing

7. Inattention to basic hygiene
8. Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child's age
9. Persistent failure to attend school
10. Abandonment or desertion

Emotional Abuse/Ill-treatment

Ill-treatment is defined as 'to abandon or cruelly treat the child, or to cause or procure or allow the child to be abandoned or cruelly treated'. Emotional abuse is covered in the definition of ill-treatment used in the Children First Act 2015. The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being ill-treated to the point where the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

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

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

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. It should be noted that no one indicator is conclusive evidence of emotional abuse. Emotional abuse is more likely to impact negatively on a child where it is persistent over time and where there is a lack of other protective factors.

Physical Abuse

Physical abuse is covered in the references to assault in the Children First Act 2015. The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being assaulted and that as a result the

child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

Physical abuse can include the following:

1. Physical punishment
2. Beating, slapping, hitting or kicking
3. Pushing, shaking or throwing
4. Pinching, biting, choking or hair-pulling
5. Use of excessive force in handling
6. Deliberate poisoning
7. Suffocation
8. Fabricated/induced illness
9. Female genital mutilation

The Children First Act 2015 includes a provision that abolishes the common law defence of reasonable chastisement in court proceedings. This defence could previously be invoked by a parent or other person in authority who physically disciplined a child. The change in the legislation now means that in prosecutions relating to assault or physical cruelty, a person who administers such punishment to a child cannot rely on the defence of reasonable chastisement in the legal proceedings. The result of this is that the protections in law relating to assault now apply to a child in the same way as they do to an adult.

Sexual Abuse

If the mandated person knows, believes or has reasonable grounds to suspect that a child has been, is being, or is at risk of being sexually abused, they must report this to Tusla under the Children First Act 2015. Sexual abuse to be reported under the Children First Act 2015 [as amended by section 55 of the Criminal Law (Sexual Offences) Act 2017] is defined as an offence against the child, as listed in Schedule 3 of the Children First Act 2015.

Examples of child sexual abuse include the following:

1. Any sexual act intentionally performed in the presence of a child
2. An invitation to sexual touching or intentional touching or molesting of a child's body whether by a person or object for the purpose of sexual arousal or gratification
3. Masturbation in the presence of a child or the involvement of a child in an act of masturbation
4. Sexual intercourse with a child, whether oral, vaginal or anal
5. Sexual exploitation of a child, which includes:
 - a. Inviting, inducing or coercing a child to engage in prostitution or the production of child pornography [for example, exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, videotape or other media) or the manipulation, for those purposes, of an image by computer or other means]
 - b. Inviting, coercing or inducing a child to participate in, or to observe, any sexual, indecent or obscene act

6. Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse
7. Exposing a child to inappropriate or abusive material through information and communication technology
8. Consensual sexual activity involving an adult and an underage person

An Garda Síochána will deal with any criminal aspects of a sexual abuse case under the relevant criminal justice legislation. The prosecution of a sexual offence against a child will be considered within the wider objective of child welfare and protection. The safety of the child is paramount and at no stage should a child's safety be compromised because of concern for the integrity of a criminal investigation. In relation to child sexual abuse, it should be noted that in criminal law the age of consent to sexual intercourse is seventeen (17) years for both boys and girls. Any sexual relationship where one or both parties are under the age of seventeen (17) is illegal. However, it may not necessarily be regarded as child sexual abuse.

Bullying

It is recognised that bullying affects the lives of an increasing number of children and can be the cause of genuine concerns about a child's welfare. Bullying can be defined as repeated aggression – whether it is verbal, psychological or physical – that is conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating, and occurs mainly among children in social environments such as schools.

Bullying includes behaviours such as:

1. physical aggression
2. Cyberbullying
3. Damage to property
4. Intimidation
5. Isolation/exclusion
6. Name calling
7. Malicious gossip and extortion

Bullying can also take the form of abuse based on:

1. Gender identity
2. Sexual preference
3. Race
4. Ethnicity and religious factors

With developments in modern technology, children can also be the victims of non-contact bullying, via mobile phones, the internet and other personal devices.

While bullying can happen to any child, some may be more vulnerable. These include:

1. Children with disabilities or special educational needs
2. Those from ethnic minority and migrant groups

3. From the Traveller community
4. Lesbian, gay, bisexual or transgender (LGBTQ+) children
5. Those perceived to be LGBTQ+
6. Children of minority religious faiths.

There can be an increased vulnerability to bullying among children with special educational needs. This is particularly so among those who do not understand social cues and/or have difficulty communicating. Some children with complex needs may lack understanding of social situations and therefore trust everyone implicitly. Such children may be more vulnerable because they do not have the same social skills or capacity as others to recognise and defend themselves against bullying behaviour.

Bullying in schools is a particular problem due to the fact that children spend a significant portion of their time there and are in large social groups. In the first instance, the school authorities are responsible for dealing with such bullying.

In cases of serious instances of bullying where the behaviour is regarded as possibly abusive, you may need to make a referral to Tusla and/or An Garda Síochána.

REASONABLE GROUNDS FOR CONCERN

It is the case that Tusla should always be informed when an artist/facilitator/volunteer has a reasonable grounds for concern that a child may have been, is currently, or at a risk of being abused or neglected. It is not necessary to prove that abuse has occurred in order to report a to Tusla, all that is required is that there is a reasonable grounds for concern. From there it is Tusla's role to assess the report.

Reasonable grounds for a child protection or welfare concern include:

1. Evidence, for example an injury or behaviour, that is consistent with
2. abuse and is unlikely to have been caused in any other way
3. Any concern about possible sexual abuse
4. Consistent signs that a child is suffering from emotional or physical
5. neglect
6. A child saying or indicating by other means that he or she has been
7. abused
8. Admission or indication by an adult or a child of an alleged abuse
9. they committed
10. An account from a person who saw the child being abused

Where appropriate, any issues or observations should be check with parents, guardians, or teachers when considering whether a concern exists – unless doing so may further endanger the child or the person considering making a report.

The general principles on reporting child abuse or neglect may be summarised as follows:

1. The safety and well-being of the child must take priority over concerns about adults against whom an allegation may be made.
2. Reports of concerns should be made without delay to Tusla.

In all cases where an artist/facilitator/volunteer has a concern that a child may have been, is being, or is at risk of being abused or neglected, then they must report this concern to the Designated Liaison Person who will establish if there are reasonable grounds and whether to report their concerns to Tusla using the Child Protection & Welfare Report Form. See below Phillida Eves' Reporting Procedure for full details.

DISCLOSURES OF ABUSE FROM A CHILD

If an artist/facilitator/volunteer receives a disclosure of harm directly from a child, which is above the thresholds laid out above, they must make a mandated report of the concern to Tusla. This individual is not required to judge the truth of the claims or the credibility of the child. If the concern does not meet the thresholds outlined above, it is to be reported as a mandated concern to Tusla as a reasonable concern under this Guidance.

If you receive a disclosure of harm from a child, you may feel reluctant to report this for a number of reasons. For example, the child may say that they do not want the disclosure to be reported, or you may take the view that the child is now safe and that the involvement of Tusla may not be desired by either the child or their family. However, you need to inform Tusla of all risks to children above the threshold, as the removal of a risk to one child does not necessarily mean that there are no other children at risk. The information contained in a disclosure may be critical to Tusla's assessment of risk to another child either now or in the future.

You should deal with disclosures of abuse sensitively and professionally. The following approach is suggested as best practice:

1. React calmly
2. Listen carefully and attentively
3. Take the child seriously
4. Reassure the child that they have taken the right action in talking to you
5. Do not promise to keep anything secret
6. Ask questions for clarification only – do not ask leading questions
7. Check back with the child that what you have heard is correct and understood
8. Do not express any opinions about the alleged abuser
9. Ensure that the child understands the procedures that will follow
10. Make a written record of the conversation as soon as possible, in as much detail as possible
11. Treat the information confidentially, subject to the requirements of this guidance and legislation

RISK FACTORS AND VULNERABILITIES IN CHILD PROTECTION

When dealing with children, it is important to be alert to the possibility that a welfare or protection concern may arise in relation to children in contact with Phillida Eves. A child needs to have someone they can trust in order to feel able to disclose abuse they may be experiencing. They need to know that they will be believed and will get the help they need. Without this, they may be vulnerable to continuing abuse.

Some children may be more vulnerable to abuse than others. Also, there may be particular times or circumstances when a child may be more vulnerable to abuse in

their lives. In particular, children with disabilities, children with communication difficulties, children in care or living away from home, or children with a parent or parents with problems in their own lives may be more susceptible to harm.

The following list is intended to help identify the range of issues in a child's life that may place them at greater risk of abuse or neglect. It is important to remember that the presence of any of these factors does not necessarily mean that a child in those circumstances or settings is being abused.

Parent or Carer factors

1. Drug and/or alcohol misuse
2. Addiction (including gambling)
3. Mental health issues (including self-harm and suicide)
4. Parental disability issues (including learning or intellectual disability)
5. Conflictual relationships
6. Domestic abuse
7. Adolescent parents

Child factors

1. Age
2. Gender
3. Sexuality
4. Disability
5. Mental health issues (including self-harm and suicide)
6. Communication difficulties
7. Trafficked/Exploited
8. Previous abuse
9. Young carer

Community factors

1. Cultural, ethnic, religious or faith-based norms in the family or community which may not meet the standards of child welfare or protection
2. Culture-specific practices, including:
 - a. Female genital mutilation
 - b. Forced marriage
 - c. Honour-based violence
 - d. Radicalisation.

Environmental factors

1. Housing issues
2. Children who are out of home/not living with parents (temporarily or permanently)
3. Poverty/Begging
4. Bullying
5. Internet and social media- related concerns
6. Poor motivation or willingness of parents/guardians to engage
7. Non-attendance at appointments

8. Lack of insight or understanding of how the child is being affected
9. Lack of understanding about what needs to happen to bring about change
10. Avoidance of contact and reluctance to work with services
11. Inability or unwillingness to comply with agreed plans.

The above factors are identified to assist in the understanding of what might give rise to a child protection issue. They are drawn from *Children First: National Guidance for the Protection and Welfare of Children 2017, Chapter 2, Page 11.*

SAFEGUARDING CHILDREN – PHILLIDA EVES’ REPORTING PROCEDURE

REPORTING ALLEGED/SUSPECTED ABUSE OR NEGLECT

The following procedure applies to all artists/facilitators/volunteers with whom Phillida Eves works who have concerns or to whom allegations/suspicions of child abuse or neglect are made. It is also applicable in the case of anonymous reports, or reports from adults who experienced childhood abuse or neglect.

In the event that the concerns or allegations are being made against an artist/facilitator/volunteer with whom Phillida Eves works, the Procedure for Dealing with Allegations against artists/facilitators/volunteers must also be followed by the Designated Liaison Person or Deputy Designated Liaison.

The Reporting Procedure consist of the following steps:

1. The staff/volunteer/contractor should report their concern/suspicion to the Designated Liaison Person or Deputy Designated Liaison as soon as possible.
2. The Designated Liaison Person will establish if there are reasonable grounds for concern in line with Tusla’s guidelines and guidance if needed.
3. If there are reasonable grounds, the Designated Liaison Person will file a report to Tusla or directly to An Garda Síochána if out of hours.
4. If the conclusion is that there are not reasonable grounds, the Designated Liaison Person must make documentation to the reason why.

The Designated Liaison Person or Deputy Designated Liaison should inform the parents/carers if a report is to be submitted to Tusla and/or An Garda Síochána, unless doing so will possibly endanger the child.

A suspicion that is not supported by any objective indication of abuse or neglect would not constitute as reasonable grounds for concern.

If the Designated Liaison Person or Deputy Designated Liaison decides not to make a report, they should give a clear explanation of the reasons to the artist/facilitator/volunteer with the concern. It must be made apparent that if the individual is still concerned, they are within their right to make a report to Tusla as the individual worker has protections under the *Protection for Persons Reporting Child Abuse Act 1998*, should they wish to report independently.

The Designated Liaison Person will work with the artist/facilitator/volunteer reporting the concern to ensure an accurate report of the concern or suspicion has been documented. The following information should be noted where applicable:

1. The child's name, address and age
2. Names and addresses of parents or guardians
3. Names, if known, of who is allegedly harming the child or not caring for them appropriately
4. A detailed account of your grounds for concern (e.g. details of the allegation, dates of incidents, and description of injuries)
5. Names of other children in the household
6. Name of school the child attends
7. The name of the person reporting, contact details and relationship to the child

The key principles to reporting child abuse or neglect are as follows:

1. Priority for the safety and well-being of the child above all else.
2. That all artists/facilitators/volunteers have an obligation to ensure that all concern and allegations of abuse are taken seriously and with professional integrity.
3. If there are reasonable grounds, a report should be made directly to Tusla or An Garda Síochána without delay.

CONFIDENTIALITY

All artist/facilitators/volunteers are obliged to report any allegation, concern, suspicion or disclosure of abuse or neglect.

Artists/facilitators/volunteers will not guarantee confidentiality to anyone alleging, reporting, or disclosing abuse or neglect. However, an artist/facilitator/volunteer will ensure that professional confidentiality is maintained at all times, ensuring information does not get shared outside of Phillida Eves or the team members who need to know. Identifying information shared with statutory agencies is done so in confidence.

It is essential that all information regarding concern or assessment of child abuse should be shared only on “a need-to-know basis” in the interests of the safety and welfare of the child. The number of people who are informed of the allegation/disclosure must be kept to a minimum.

The Designated Liaison Person and the Deputy Designated Liaison Person must keep all notes and email correspondence relating to child protection concerns and reports. No other persons and staff members are permitted to access this information.

Where possible, the Designated Liaison Person will keep personal information relating to allegations/suspicions of abuse made to artists/facilitators/volunteers by telephone, email, letter or in person in order to be able to report such information to the appropriate authorities as specified in the *National Guidance*.

RETROSPECTIVE ALLEGATIONS PROCEDURE FOR ADULTS

Some adults may disclose abuse that took place during their childhood. The artist/facilitator/volunteer to whom the disclosure has been made shall bring the issue to the attention of the Designated Liaison Person immediately. The Designated Liaison Person shall firstly prevent any possible continuing risk to any child who may be in contact with the alleged abuser and report the disclosure to Tusla without delay. See the form for reporting retrospective disclosure.

ALLEGATIONS AGAINST ARTISTS/FACILITATORS/VOLUNTEERS

Allegations against artists/facilitators/volunteers will be dealt with in line with Phillida Eves' Child Safeguarding Policy, the rules of natural justice and Employment Law. In these cases, we have a dual responsibility to the child or children involved and to the artist/facilitator/volunteer who has had the allegation made about them. Therefore there are two procedures to be followed:

1. Phillida Eves' Reporting Procedure for Child Safeguarding Concerns
2. Internal procedure for dealing with the artist/facilitator/volunteer

The priority in all cases is the safeguarding of children, ensuring that no child is or continues to be exposed to risk of abuse, while taking account of the artist/facilitator/volunteer's right to due process. Protective measures do not presume guilt, so we will put proportionate measures in place to limit or supervise any contact with children while investigation is underway.

Phillida Eves' Reporting Procedure for Child Safeguarding Concerns

The Designated Liaison Person will follow the organisation's Reporting Procedures. They will ensure that Director and Producer are alerted to the allegation and that they have the details required for the internal procedures.

Internal Procedure for Dealing with the Artists/Facilitators/Volunteers

The Designated Liaison Person will share the details of the allegations and concerns with the Director. They will liaise with the individual to:

1. Inform them that an allegation has been made against them
2. Provide the details of the allegation
3. Confirm whether or not a report has been made to Tusla
4. Perform an assessment to identify whether or not suspension is appropriate and in line with policy
5. Give copies of any written records relating to the allegation
6. Offer an opportunity to respond to the allegation within a specific time frame
7. Forward the individual's response to Tusla (if appropriate).

The Director will seek the legal guidance of a unbiased consultant to ensure that this procedure is carried out objectively and in line with Employment Law. Care will be taken to ensure that the investigation or any actions arising do not compromise any statutory investigations undertaken by Tusla or An Garda Síochána. The Designated Liaison Person will maintain liaison with these bodies to ensure this.

WHISTLEBLOWING POLICY

Phillida Eves is committed to maintaining the highest standards of honesty, openness and accountability and believes that it is in everyone's interests for those with knowledge of or concerns about child safeguarding issues to come forward. Artists/facilitators/volunteers making genuine, supported, allegations should be assured that their concerns will be treated seriously and sensitively.

SAFEGUARDING CHILDREN – SAFE WORKING PROCEDURES

Consistent with the principles of Children First, when artists/facilitators/volunteers are providing services for children or in regular direct contact with children they should:

1. Ensure best practice in the recruitment of staff or volunteers, which includes Garda vetting, taking up of references, good practices in interviewing, induction training, probation and ongoing supervision and management;
2. Ensure that members know how to recognise signs of child abuse/neglect.

HEALTH & SAFETY AND RISK ASSESSMENT OF ACTIVITIES

A risk assessment will be carried out by Phillida Eves' Production Team for all activities to ensure that any identified risks have mitigations planned and in place before the activities take place. This risk assessment will be made available to anyone who requests it. This is done in line with ***Phillida Eves' Safety Statement*** and will ensure that all equipment and facilities meet appropriate safety and quality standards as well as being appropriate to the needs of the participants.

ACCIDENTS & INCIDENTS

It is important to keep a detailed record of all accidents or incidents. An Incident Form should be used to report these and returned to the Director and Producer (for accidents or health & safety related incidents), or to the Designated Liaison Person if they are recording an incident that is the basis of a child safeguarding concern.

TRAINING AND SUPPORT PROGRAMME

The Designated Liaison Person is responsible for ensuring that all artist/facilitators/volunteers receive induction training in the Child Safeguarding Policy and procedures. As part of this induction, all individuals will be expected to complete Tusla's free Introduction to Children First e-learning programme and provide the certificate of completion to the Designated Liaison Person.

The Designated Liaison Person is responsible for ensuring that the ongoing training needs in child protection and welfare are fully addressed to ensure knowledge remains up-to-date and to reinforce familiarity with Phillida Eves' child safeguarding procedures. Refresher training should be done at least once per year.

As part of the annual review process, any additional child safeguarding training needs for specific roles will be identified. This will include additional training for the Designated Liaison Person and the Deputy Designated Liaison Person.

All training and guideline documents will be regularly reviewed and updated as appropriate and all artist/facilitators/volunteers and relevant contractors will be informed of these updates.

When children and young people are part of any project, a written assessment of risk will be done and signed off by the Designated Liaison Person, outlining measures to manage any identified risk in line with the Children First Act 2015. This will be done prior to engaging with children and young people.

The Designated Liaison Person will gather and retain a record of training information carried out by all relevant individuals. Signed receipts of this policy and any updates will also be kept with this record.

When we are involved in organising or attending events involving the participation of children, the Designated Liaison Person will ensure that all staff, volunteers and relevant contractors follow the procedures outlined in the Code of Behaviour (see below).

SUPERVISION OF ARTISTS/FACILITATORS/VOLUNTEERS

All artists/facilitators/volunteers are subject to formal and informal reviews, evaluation and supervision. These are positive actions in place to provide the opportunity to discuss work, review practice and progress and to plan for future development. It also helps maintain best practice and safeguards the children taking part in events Phillida Eves This supervision can take various forms, depending on the individual and the activities being carried out:

1. Staff members meet informally and formally with their manager on a regular basis.
2. Facilitators will be supervised through planning meetings, sign-off processes, observations of activities, debriefs and evaluations.
3. Generally, no artist, facilitator, or volunteer is left alone with children without another member of staff or the children's parents/guardians.
4. Volunteers will be supervised and supported by other members.

CODE OF BEHAVIOUR FOR ARTISTS/FACILITATORS/VOLUNTEERS

The following principles apply to all artists/facilitators/volunteers. We will ensure:

1. Ensure it treats all children equally as defined under the Equal Status Act 2000 to 2015.
2. Respect a child's dignity and their right to privacy.
3. If necessary, discuss boundaries on behaviour with children/young people.
4. Ensure that artists/facilitators/volunteers are vigilant about the signs of abuse as defined in Phillida Eves' Child Safeguarding Policy. Any such concerns, as well as any concerns regarding a colleague's behaviour with regard to a child or children, should be reported to the Designated Liaison Person
5. Ensure appropriate intimate care supports are provided by suitably qualified third-parties to any child or children with special needs attending our events.

No artists/facilitators/volunteers representing Phillida Eves will:

1. Develop sexual, or inappropriately intimate, relationships with any child
2. Spend excessive time alone with any child.
3. Socialise with children outside of structured events or interagency activities.
 - a. This includes use of social media or other online or digital platforms.
4. Engage in sexually provocative activities, jokes or make suggestive comments.
5. Shame, humiliate or single-out a child in a degrading way.
6. Hit, physically chastise, or verbally abuse any child or children.
7. Conduct themselves in a manner that could adversely impact Phillida Eves' reputation or bring it into disrepute.

All artists/facilitators/volunteers must exercise vigilance in their relationship with children, ensuring that the appropriate balance between the needs of the child and the discharge of professional responsibility is reached. It is the adult's responsibility to set appropriate boundaries and tone for interactions. Phillida Eves recognises that physical contact with children is often a valid way to offer comfort and reassurance to children. In particular, children who have suffered significant trauma in their lives may seek out such contact and it is important that individuals representing we can offer appropriate support in such circumstances. No physical contact should take place unless it is acceptable to all parties concerned.

CODE OF PRACTICE

The following practices apply to all artists/facilitators/volunteers:

1. Make parents or carers, children and young people aware of our Child Protection Policy.
2. Record any incidents and accidents and inform parents or carers promptly.
3. Report any child protection or welfare concerns to Tusla or An Garda Síochána (out of hours or in an emergency).
4. Have emergency procedures in place e.g., medical assistance, fire safety, etc.
5. If working within another organisation (as a contractor) agree a code of practice and how child protection procedures will be managed.
6. When working with groups ensure proper supervision and ratios of adults to children depending on age, ability and activities involved.
7. Work in an open and transparent manner – letting children, young people and parents know the structure and content of your programmes.
8. Plan and be prepared, both mentally and physically for your activity.
9. Evaluate work practices on a regular basis.
10. Observe appropriate dress and behaviour.
11. Maintain awareness around language and comments made. If you think that something you said may have caused offence or upset, then try to address it in a sensitive manner as soon as possible.
12. Address any difficulties or issues promptly, and keep a written record of issues discussed, agreements reached, names of those involved and dates, as appropriate.
13. Maintain open communication with all parties, and invite feedback including comments or complaints.

EVENTS OUTSIDE THE SCOPE OR CONTENT OF THIS POLICY

In the event that this Child Safeguarding Policy does not appear to provide for a particular circumstance or situation, the matter will be referred for the attention of the Designated Liaison Person, or Deputy Designated Liaison Person as appropriate, who will make the necessary decision and take appropriate action having regard to all of the guiding principles outlined in this policy and the best interests and safeguarding of the child or children involved.

APPENDIXES

CONTACT DETAILS CHILD PROTECTION – CHILDREN FIRST

Galway City

Galway City, Social Work Department,
Local Health Office, 25 Newcastle Road,
Galway, Co. Galway

Tel: 091 546366

Galway County

Tuam Social Work Department,
Health Centre, Vicar Street,
Tuam, Co. Galway

Tel: 093 37200

Loughrea Social Work Department,
Health Centre, Loughrea,
Co. Galway

Tel: 091 847820

Ballinasloe Social Work Department,
Health Centre, Brackernagh,
Ballinasloe, Co. Galway

Tel: 090 964 6200

Oughterard Social Work Department,
Health Centre, Oughterard,
Co. Galway

Tel: 091 552200

RELEVANT LEGISLATION

Child Care Act 1991

This piece of legislation which regulates child care policy in Ireland. Under this Act, Tusla has a statutory responsibility to promote the welfare of children who are not receiving adequate care and protection. If it is found that a child is not receiving adequate care and protection, Tusla has a duty to take appropriate action to promote the welfare of the child. This may include supporting families in need of assistance in providing care and protection to their children. The Child Care Act also sets out the statutory framework for taking children into care, if necessary.

Protections for Persons Reporting Child Abuse Act 1998

This Act protects you if you make a report of suspected child abuse to designated officers of Tusla, the Health Service Executive (HSE) or to members of the Gardaí as long as the report is made in good faith and is not malicious. Designated officers also include persons authorised by the Chief Executive Officer of Tusla to receive and acknowledge reports of mandated concerns about a child from mandated persons under the Children First Act 2015.

This legal protection means that even if you report a case of suspected child abuse and it proves unfounded, a plaintiff who took an action would have to prove that you had not acted reasonably and in good faith in making the report. If you make a report in good faith and in the child's best interests, you may also be protected under common law by the defence of qualified privilege.

You can find the full list of persons in Tusla and the HSE who are designated officers under the 1998 Act, on the website of each agency, www.tusla.ie and www.hse.ie

Criminal Justice Act 2006

Section 176 of this Act created an offence of reckless endangerment of children. This offence may be committed by a person who has authority or control over a child or abuser who intentionally or recklessly endangers a child by:

1. Causing or permitting the child to be placed or left in a situation that creates a substantial risk to the child of being a victim of serious harm or sexual abuse
2. Failing to take reasonable steps to protect a child from such a risk while knowing that the child is in such a situation.

Criminal Justice (Withholding Of Information on Offences Against Children and Vulnerable Persons) Act 2012

Under this Act, it is a criminal offence to withhold information about a serious offence, including a sexual offence, against a person under eighteen (18) years or a vulnerable person. The offence arises where a person knows or believes that a specified offence has been committed against a child or vulnerable person and he or she has information which would help arrest, prosecute or convict another person for

that offence, but fails without reasonable excuse to disclose that information, as soon as it is practicable to do so, to a member of An Garda Síochána.

The provisions of the Withholding legislation are in addition to any reporting requirements under the Children First Act 2015.

National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016

Under these Acts, it is compulsory for employers to obtain vetting disclosures in relation to anyone who is carrying out relevant work with children or vulnerable adults. The Acts create offences and penalties for persons who fail to comply with their provisions. Statutory obligations on employers in relation to Garda vetting requirements for persons working with children and vulnerable adults are set out in the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016.

Children First Act 2015

The Children First Act 2015 is an important addition to the child welfare and protection system as it will help to ensure that child protection concerns are brought to the attention of Tusla without delay.

The Act provides for mandatory reporting of child welfare and protection concerns by key professionals; comprehensive risk assessment and planning for a strong organisational culture of safeguarding in all services provided to children; a provision for a register of non-compliance; and the statutory underpinning of the existing Children First Interdepartmental Implementation Group which promotes and oversees cross-sectoral implementation and compliance with Children First.

Criminal Law (Sexual Offences) Act 2017

This Act addresses the sexual exploitation of children and targets those who engage in this criminal activity. It creates offences relating to the obtaining or providing of children for the purposes of sexual exploitation. It also creates offences of the types of activity which may occur during the early stages of the predatory process prior to the actual exploitation of a child, for example, using modern technology to prey on children and making arrangements to meet with a child where the intention is to sexually exploit the child. The Act also recognises the existence of underage, consensual peer relationships where any sexual activity falls within strictly defined age limits and the relationship is not intimidatory or exploitative.

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Use block letters when filling out this form.
Fields marked with an * are mandatory.

1. Tusla Area (this is where the child resides)*	
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2. Date of Report*	
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3. Details of Child

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address*		Date of Birth*	
		Estimated Age*	
		School Name	
		School Address	
Eircode			

4. Details of Concerns*

Please complete the following section with as much detail about the specific child protection or welfare concern or allegation as possible. Include dates, times, incident details and names of anyone who observed any incident. Please include the parents and child's view, if known. Please attach additional sheets, if necessary

Please see '*Tusla Children First – A Guide for the Reporting of Child Protection and Welfare Concerns*' for additional assistance on the steps to consider in making a report to Tusla

5. Type of Concern

Child Welfare Concern	<input type="checkbox"/>		
Emotional Abuse	<input type="checkbox"/>	Physical Abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	Sexual Abuse	<input type="checkbox"/>

6. Details of Reporter

First Name		Surname	
Address If reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Is this a Mandated Report made under Sec 14, Children First Act 2015?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Mandated Person's Type				

7. Details of Other Persons Where a Joint Report is Being Made

First Name		Surname	
Address If reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

First Name		Surname	
Address If reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

8. Parents Aware of Report

Are the child's parents/carers aware that this concern is being reported to Tusla?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If the parent/carer does not know, please indicate reasons:				

9. Relationships

Details of Mother			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			

Is the Mother a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Details of Father			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Is the Father a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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10. Household Composition

First Name	Surname	Relationship	Date of Birth	Estimated Age	Additional Information e.g. school, occupation, other

11. Details of Person(s) Allegedly Causing Harm

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address		Date of Birth	
		Estimated Age	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	
Occupation		Organisation	
Position Held			

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address		Date of Birth	
		Estimated Age	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	
Occupation		Organisation	
Position Held			

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

12. Name and Address of Other Organisations, Personnel or Agencies Known to be Involved Currently or Previously with the Family

Profession	First Name	Surname	Address	Contact Number	Recent Contact e.g. 3/6/9 months ago
Social Worker					
Public Health Nurse					
GP					
Hospital					
School					
Gardaí					
Pre-school/ crèche					
Other					

13. Any Other Relevant Information, Including any Previous Contact with the Child or Family

Please ensure you have indicated if this is a mandated report in section 6.

Thank you for completing the report form.

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána. Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, www.tusla.ie. As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.

14. For Completion by Tusla Authorised Person on Receipt of Report

Report Received by			
First Name		Surname	Date
Mandated Report Acknowledgement by			

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

First Name		Surname		Date Sent	
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Authorised Person Signature*	
Date*	

Child Previously Known	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Allocated Case No				