

axis Arts and Community Resource Centre

**Child Protection Policy and Code of Behaviour for working with
children/young people**

Sept 2022

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1. axis ARTS AND COMMUNITY RESOURCE CENTRE

axis. Ballymun's Arts & Community Resource Centre is a fully integrated cultural and social facility including a theatre, gallery, art rooms, dance studio, recording studio, conference rooms, workshops, performance areas, quality office accommodation, support services and enterprises including a bar / café and crèche. These facilities are housed in a modern high quality building of over 30,000 sq.ft.. For the purpose of this document it should be noted

that the axis crèche has further detailed policy and procedures relating to their specific area. This is available on request from the crèche manager.

axis was the culmination of a lengthy and innovative process of consultation and development with representatives of local arts and community groups supported by the Ballymun Partnership, Regeneration of Urban North Dublin Limited (the EU Urban Initiative), and Architects from Ballymun Regeneration Limited. A project team of nominees from the Forum for the Arts in Ballymun (FAB), and the evolving Community Group Network, both stimulated by the project, met with the above agencies on a weekly basis over 3 years.

The project evolved from two separate projects – St Pappins Arts Centre and the proposed Civic Centre – part of the original EU Urban programme for Ballymun.

The facilities include:

- Theatre 211 seats.
- Second Performance Space / Dance Studio.
- Basement Recording and rehearsal studios.
- Mezzanine Gallery
- Art / Print Rooms.
- Large divisible meeting / seminar / conference room to house 200 people
- Workshops.
- Crèche with play areas to serve the centre users. The axis crèche has further detailed policy and procedures relating to their specific area. This is available on request from the crèche manager
- Restaurant / Café / Bar.
- Large foyer.
- Offices, 15 – 18 no. to provide 5 – 6 workstations each and meeting space.

AXIS' COMMITMENT TO CHILD PROTECTION

axis is committed to promoting and facilitating the full participation of children and young people in our work. We aim to create a safe and healthy environment and experience for the young people with whom we work and we are committed at all times to ensuring their safety and welfare.

The axis crèche has further detailed policy and procedures relating to their specific area. This is available at the crèche or from the crèche manager.

Children have a lot to gain from involvement in arts and cultural activities. These processes and activities provide an opportunity to learn new skills, explore new environments, gain confidence and of course have fun. The full potential of these benefits can only be gained with a positive and progressive approach to the child's involvement. The focus should be on the needs of the child rather than on competition or success. A child-centred approach to arts and cultural activities involving young people will result in continued participation, and long-term benefits in terms of the well-being of our future adult population.

In order to ensure mutual protection, staff/volunteers/artists and other organisations working in axis will be made familiar with axis' Child Protection Policy and Procedures, Code of Behaviour in relation to participation in children and young people's activities.

Children are usually in the care of a parent/guardian or teacher when using the services of axis. There are exceptions to this, for instance when they attend workshops, summer schools etc. An axis member of staff will be present at all workshops, events and relevant performances and procedures will be put in place for same. For public workshops where parents are leaving the building axis has a registration form which parents must fill out and sign on which will be a contact telephone number if they need to be contacted for any reason. (see appendix)

As appropriate, parents/ guardians will be encouraged to attend events with the children in their care. Teachers must accompany schools groups and remain in attendance at all times whilst in axis or at axis related events.

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 his/her parent/guardian or teacher. In the absence of a guardian, the staff member who is working with or supervising that activity will provide such support. A parent/guardian or teacher should inform a member of staff if there are any specific needs required during a child's participation at axis.

These guidelines are based on "Children First – National Guidelines for the Protection and Welfare of Children" and "Our Duty to Care – The Principles of Good Practice for the Protection of Children and Young People".

2. STATEMENT OF POLICY

axis is fully committed to safeguarding the well-being of all the children and young people with whom we work. Our policy on child protection is in accordance with “Children First”. axis is committed to promoting the rights of the child including the participation of children and young people in matters that affect them.

A set of guidelines have been introduced by axis and all staff and volunteers involved in any event with young participants have agreed to adhere to these guidelines.

axis guidelines are set out in this document.

CONTEXT OF THE POLICY

UN Convention on the Rights of the Child

The UN Convention on the Rights of the Child was adopted by the UN in 1989 and ratified by Ireland in 1992. The National Children’s Strategy is based on the UN Convention on the Rights of the Child and as such, sets out the vision for children in Ireland over a ten-year period. We believe that all work with children and young people should, by its very nature, recognise, implement and promote the fundamental tenets of the Convention.

The Child Care Act, 1991 defines a child as someone under 18 years of age who is not married. The UN Convention defines a child as someone under 18 years of age and the National Children’s Strategy in Ireland, similarly defines a child as someone less than 18 years of age, who is not married.

Children First National Guidelines for the Protection and Welfare of Children 1999

The Children First Guidelines were issued by the Department of Health and Children in 1999 and outline procedures, which all organisations dealing with children and young people should put in place. They state that all such organisations should put in place a child protection policy tailored to their specific needs. This policy should outline the procedures and arrangements in place to protect children in line with “Children First”. Equally, the policy will provide protection for staff in axis in their work with children.

Our Duty to Care

Our Duty to Care was published by the Department of Health and Children in October 2002. It offers a practical guide to staff and volunteers who work with children by outlining a number of fundamental principles of good practice.

3. PROMOTING GOOD PRACTICE IN OUR WORK WITH CHILDREN AND YOUNG PEOPLE

axis involves children and young people in our programme and activities at all levels. The range of activities which they might be involved in include the following:

- axis crèche.
- Summer arts activities.
- Arts in education programmes
- Youth Arts Festival.
- Borradh buan/ Irish Language Programme
- axis café clients.
- Music lessons.
- Ongoing arts groups who use the facilities for children's workshops. eg dance classes
- axis tenants
- Rentals
- Online workshops and engagements

Our guidelines cover all the activities and the differing circumstances in our work with young people.

Everybody who works with children has a duty of care to them and this is a responsibility, which must be taken seriously. These guidelines aim to provide information and promote good practice for those involved in working with children in axis so that staff will be aware of what to do in situations where the safety or welfare of a child may be at risk.

3.1 Good Practice Guidelines and Code of Behaviour for staff, facilitators, clients and volunteers.

Safe practice is essential in our work and we have put in place the following procedures to govern our work with children and young people:

- All staff and those assisting axis in our work are aware of the good practice guidelines and are familiar with the overall child protection policy of axis
- All staff will
 - *treat the child's welfare as paramount;*
 - *treat them with fairness, dignity and respect;*
 - *be alert to indicators of abuse and neglect;*
 - *be alert to the risks that individual abusers or potential abusers may pose to them;*
 - *protect them from harm, abuse, neglect and exploitation;*
 - *allow them to express their views on matters that affect them;*
 - *co-operate fully with other agencies in the interests of safeguarding children and young people; and*
 - *report any concerns*
- Children and young people involved with our work will be informed of our guidelines and procedures;
- Parents of children involved with our work are also informed of our guidelines and procedures at point of enrolment. An abridged version for parents and artists is available on request.
- axis has appointed a 'Designated Liaison Person' to deal with any complaints or issues arising which concern the safety or welfare of any child/young person who attends any events or meetings organised by axis or with axis staff. This person is appropriately trained and familiar with the procedures to be followed in the event of an allegation, concern or disclosure of child abuse;
- axis has put in place a complaints procedure;
- When organising events/classes/workshops/meetings for children/young people or their attendance at same, the following information/documentation is requested by axis in relation to each child/young person attending:
 - An application form to include parental consent; (see sample in Appendix1)
 - Contact details for the family/guardians, including emergency contact numbers;
 - All relevant medical information;
 - Information relating to any special needs which the child or young person may have in terms of access, diet, language assistance, etc.;

- Permission to take photography / video event will also be requested at this juncture

- An appropriate ratio of adults to young people is put in place for each events/classes/workshops/meetings held in axis. The ratio may vary depending on the particular situation, the age of the participants and their dis/ability or other special needs.
- All adults working with young people directly will have gone through Garda Vetting procedures
- When young people under the age of 16 are booking tickets for a show a parental consent form must be obtained. If anyone under the age of 16 approaches box office on the night of a show a phone call must be made to parent / guardian of same and this documented
- Staff and facilitators show respect and understanding for the rights, safety and welfare of the children and young people;
- Inappropriate behaviour/language by the children/young people will not go unchallenged;
- axis has a code of behaviour for young people attending classes and workshops.
- This code is visible and directed to on our registration forms
- Children changing their clothes or being changed in a public area is not permitted. Children may change in rehearsal space or in toilets
- A system is in place for recording any incidents or accidents while the child is involved in an activity in axis (see sample form at Appendix 5);
- A clear system of registration and departure of participants is in place at all events. (see appendix)
- There are clear channels of communication and access to relevant staff if parents/guardians or children/young people wish to voice their concerns if there is something they are not happy about;
- axis will make every effort to ensure that during its events, the physical surroundings will be comfortable, fully accessible and appropriate for the work being undertaken;
- Employees and volunteers should not take one young person alone in a car on journeys. Where this is unavoidable, it should be with the full consent and knowledge of the parents/guardians and a senior member of the staff in axis.
- There should be no unnecessary physical contact between an adult and a young person although there are times when for example, placing a hand on a distressed child/young person's shoulder to comfort him/her would be appropriate. Physical

contact should only be in response to the needs of the child and should be appropriate to the age and the level of development of the child.

- axis respects and promotes the principles of equality and diversity and works with all children in a culturally sensitive way within the context of the Irish constitution and law and the UN Convention on the Rights of the Child.
- Communication between children and young people should be through appropriate and professional channels only. Staff should not contact children via social media or on personal communication devices.

Procedures for axis Classes / Lessons / Projects

Coordinator should:

- Ensure facilitators aware of and adhere to axis Child Protection Policy and Child Safeguarding Statement, should be aware of Children First training and be Garda Vetted.
- Monitor and review the work of facilitators and know what is planned to go on in lessons and in rehearsals;
- Be aware of class times and locations, and the pupils involved;
- Undertake visits to monitor the appropriateness of what is going on, but also to support the facilitator in their inclusion in the wider work of the organisation;
- Ensure that systems are in place to promote a safe environment for children, young people and staff, especially where the facilitator is working in isolation; make sure that the child or young person and their guardian is comfortable with any arrangements that take place outside of normal classroom activities;
- Make sure that other staff who are only involved occasionally in activities, for example during the a performance, are aware of these guidelines and follow the make sure that children and young people are clear about what they can expect in the activities
- Know the organisation's complaints procedures and, where necessary, have an appropriate advocate.

Parents/guardians are responsible for ensuring the safe collection and transportation of their children to and from rehearsals and performances / workshops. It is not the responsibility of axis to collect/deliver children to/from their home

For online classes and workshops our online workshop policy should be followed see appendix 14

Procedure for Rental Clients:

- All clients renting space in axis to run private classes must be aware of and adhere to axis' child protection policy and guidelines and must familiarise their staff with these procedures.
- All clients must ensure their staff, volunteers and chaperones working with children are Garda Vetted where role requires.
- All clients are expected to adhere to best practice in their procedures for classes (see axis' procedures for further reference).
- In the case of a rental for workshops. The client is responsible for the health and safety, and child protection of their students. However they must agree to adhere to axis' child protection policy and provide axis with confirmation that Garda Vetting has been undertaken.
- All class participants must remain in the spaces hired unless authorised
- Children changing their clothes or being changed in a public area is not permitted.
- Parents / Guardians must wait in the agreed area for their children.
- Rental clients must sign an agreement agreeing to adhere to best practice, axis child protection policy and to confirm Garda Vetting of all appropriate staff, volunteers and chaperones. See appendix 15.

Chaperones

- The person responsible for child protection will decide when the use of chaperones during a production is appropriate.
- Chaperones must be Garda Vetted and aware of axis' child protection policy.
- Guidelines for chaperones will then be issued on an ad hoc basis by the person responsible for child protection.

One-to-one situations

- While we recognise that sometimes it is appropriate for staff to work on a one to one basis with a child or young person, staff/volunteers should not spend excessive amounts of time alone with an individual child/young person. Where an adult needs to meet with a child/young person alone, the door should be left open and another adult informed of the meeting; axis has ensured that the basement facilities are fitted with c.c.t.v. cameras for both security and child protection awareness
- Ensure there is visual access and/or an open door wherever possible (see above)
- Try to ensure that there are other staff around or aware of the meeting / class.
- If you have reason to be concerned about a one-to-one meeting in advance, because of a pupil's previous behaviour or vulnerability, arrange for a colleague to be present, especially where there is a gender difference.
- Staff, visiting artists, facilitators and volunteers should not meet with children outside organised activities, unless it is with the knowledge and consent of parents and a person in charge at axis.
- This would be particular to some music classes / workshops in the basement studio. If working on a one to one it should be with the full consent and knowledge of the parents/guardians and a senior member of the staff in axis . Separate procedures are in place for application to each activity, the door to room should be left open and another adult informed of the meeting.

This policy will be reviewed periodically. Next review date Aug 2023

Signed Aifric Ni Ruairc

Date: 23/09/2022

*The Child Care Act 1991 defines a child as a 'person under the age of 18 years other than a person who is or has been married' (S.2.1).**

4. Communication with Children and Young People including Social Media

- Communication between axis staff, volunteer and clients and children and, by whatever method, should take place within clear professional boundaries. Ensuring the welfare of the child is paramount in decisions, activities and programmes involving them.
- Children should be listened to with respect and consideration in all communication.
- Adults should not share any personal information or contact information with a child or young person. They should not request, or respond to, any personal information from the child/young person eg a Facebook friend request, other than that which might be appropriate as part of their professional role. Any communication with young adults should go through professional emails with school or parental access and permission or through axis owned equipment. Eg the axis arts team mobile, axis landline numbers.
- Personal social media is not an appropriate or professional means of communication with young people. This is unacceptable behaviour.
- Axis staff, volunteers and clients should not give their personal contact details to children and young people including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior management and parents/carers. This would be unacceptable behaviour.
- Planned social contact with children or parents should always be confirmed approved by senior axis staff.

5. Physical Contact with Children and Young People

Axis has a separate Child Protection Policy which refers to the crèche. Guidelines for Physical Contact and the axis Crèche differ due to the nature of that work and the age of the children there.

- There should be no unnecessary physical contact between an adult and a young person although there are times when for example, placing a hand on a distressed child/young person's shoulder to comfort him/her would be appropriate.
- Physical contact (such as the example above) should only be in response to the needs of the child and should be appropriate to the age and the level of development of the child. Physical contact in this case should be of a highly limited duration and should only be done with the understanding that not all children and young people feel comfortable with physical contact and with awareness of cultural, religious and gender backgrounds.
- Physical contact such as hugs, should not be initiated by axis staff, facilitators, volunteers and clients with children or young people. Children or young people may from time to time initiate hugs or similar contact. Should such a case arise reactions should be appropriate depending on the child's age and the circumstance and should take into account the child's emotional wellbeing. Staff should set boundaries with their own actions and words, redirecting contact positively. Eg replying "I like high fives better than hugs, can we do high fives instead?"
- Physical contact such as horseplay is never appropriate between axis staff and children or young people.
- Axis is aware that some work such as dance, drama or music classes may sometimes require brief, appropriate, physical contact for example to demonstrate technique in the use of a particular piece of equipment, adjust posture, or perhaps to support a child so they can perform an activity safely or prevent injury. This should only be done with both the child and parent/ guardian's permission and with a particular understanding of the nature of the activity. This should only be done with the understanding that not all children and young people feel comfortable with physical contact and with awareness of cultural, religious and gender backgrounds.

6. RECRUITMENT AND TRAINING

Putting in place good procedures in recruitment and training practice is a central element in ensuring the safety and welfare of all adults and young people involved in the organisation.

a. Recruitment

In engaging staff (long term, short term or event based) or volunteers for axis to work directly with children / young people, the following procedures will be followed:

Permanent staff of axis

- Candidates for positions in axis are required to have written references that will be verbally confirmed
- No candidate who would be deemed ' a risk' to children will be employed
- There will be a probationary period of three months stated in contract
- These Staff will be required to consent to Garda vetting
- Staff will be given a copy of the axis Child Protection Policy and code of behaviour and will be asked to sign a document certifying that they have read it and agree to abide by its contents and that there is no reason why they would be considered unsuitable for working with children/young people (see Appendix 3).

Staff on short term contracts

- Where short term contracts for staff are awarded for particular pieces of work, a clear job description is developed outlining the responsibilities of the job and the reporting procedure;
- The applicant will be interviewed by at least two people to decided suitability
- The applicant must supply information of previous, recent experience, particularly all experience relating to working with children/young people;
- The applicant must supply the names of two referees who are relevant to the post (not family members) who may be contacted personally;
- The staff member will receive a contract

Staff and volunteers from another agency/organisation

- When working with staff/volunteers from another agency/organisation in facilitating an event involving children/young people, such staff/volunteers will be given the axis Child Protection

policy and code of behaviour and will be asked to sign a suitability form certifying that they have read it and agree to abide by its contents and that there is no reason why they would be considered unsuitable for working with children/young people (see Appendix 3);

b. Training

All staff of axis will be expected to participate in relevant training from time to time. Those working directly with children/young people must have received some training on the issue of child protection.

Where young people, under 18 years, are assisting in the work of axis, they will receive appropriate information on the axis Child Protection Policy and national child protection policy at a level suitable to their age and experience. These young people will always work in partnership with or under the supervision of an adult.

Induction training for any new staff will include training on the axis child protection policy.

7. KEEPING PARENTS AND GUARDIANS INFORMED

axis will keep parents and guardians informed of all aspects of the programme that their child is involved in. It is our policy to share information relating to the programme of activities, trips away, transport to and from events, etc. with the parents/guardians. It is our practice to inform parents/guardians first in the event of a child disclosing an incident of abuse, unless this could put the child in danger.

All enrolment forms for any children's activities will carry clear reference to axis' child protection policy and this will be brought to parents / guardians attention at time of enrolment

All enrolment forms carry parental consent for child's participation in events, medical information, and consent for photography.

axis in line with Children First places the safety of the child as of utmost importance. If any concern is reported or disclosure made axis will notify the parents in line with good practice and the incident will be referred to relevant agencies.

8. PROCEDURES FOR TRAVEL INVOLVING CHILDREN/YOUNG PEOPLE

It is the policy of axis that the responsibility or 'duty of care' remains with the parents/guardians until the time the young person is actually signed in event / workshop / class. Where axis arranges for transport by bus / taxi for children/young people, axis will request consent from the parent(s)/guardian(s) which will indicate an agreed pick-up and drop-off point. axis will take all reasonable steps to ensure that "Garda cleared" drivers are used when transporting children and young people.

In the case where a child/young person travels with a member of staff of axis to an event / workshop / class, axis will be responsible for the welfare of the young person while travelling and while at the event. This includes travel abroad. In these instances, parental consent forms must be completed by parents/guardians and a record must be kept of the emergency contact numbers supplied.

9. ACTIVITIES INVOLVING OVERNIGHT STAYS AWAY FROM HOME

Where the activities involve staying away from home overnight a number of additional concerns need to be taken into account. In all cases of residential work with young people, axis follows the guidelines below:

General guidelines

- Adequate and safe transport arrangements will be made;
- There will be adequate insurance cover for the activities being undertaken;
- Parent/guardian consent will be obtained for each participant, prior to the trip, including information on each participant about the following:
 - Contact details of parent/guardian and another person named by the parent/guardian in the event of the parent/guardian not being available in an emergency
 - All relevant medical information for the participant and consent for medical intervention, if necessary
 - Any special needs which the participant may have, including diet, medical needs, support needs, etc;
 - All relevant information including contact details, allergies, medicines, dietary needs etc. for the child or young person will be kept with a leader/staff member on the trip.
- Parents/guardians will be fully informed of the programme or timetable for the event and will receive a copy of the programme;
- Parents will be given full contact details of the centre/hotel/accommodation and also of the staff member in charge of the event;
- Axis will ensure that the physical surroundings are safe, comfortable, accessible and appropriate for the work being undertaken;
- There will be an appropriate ratio of adults to young people at the event – this may vary depending on the age and ability of the group involved;
- There will be appropriate gender based supervision for the event;
- Accommodation will be provided in single sex rooms, and dormitories will not be shared with non-group members;
- All staff and leaders of axis , who work on a residential event with young people, will have received Garda clearance where possible;
- axis has a system in place for recording any accidents or incidents while in the care of axis;
- One staff person will be designated as the ‘key contact person’ for the event and parents/guardians and participants will be given contact details of this person. All complaints, concerns, etc should be directed to this person (with the exception of complaints in relation to the safety and welfare of the children/young people).
- Parents/guardians will also be given the contact details of axis Designated Liaison Person. Complaints in relation to the safety and welfare of the children/young people should be made to the Designated Liaison Person in axis).

- ***Code of behaviour for events***

- All staff/facilitators will show respect and understanding for the children/young people involved;
- Inappropriate behaviour/language will not go unchallenged;
- A list of 'ground rules' will be drawn up for each event and these will be distributed to all participants and will be signed up to, prior to the event. The ground rules will be displayed in the meeting rooms during the event;
- The privacy of the participants will be respected at all times and particularly in changing rooms, showers and toilets;
- Participants should be encouraged to report to a staff member any cases of bullying and the staff member in charge must be made aware of this;
- Staff/facilitators should avoid showing favouritism towards any one participant and should ensure that the relationship is constructive and aims to build the independence and autonomy of the participants.

- ***Staff Training***

- Staff working on the event will have received full briefing in the following areas:
- The work and the policies of axis;
- Particular skills training appropriate to the nature of the work and the specific event taking place;
- Child protection training with reference to the policy of axis

10.WORKING IN PARTNERSHIP WITH OTHER AGENCIES

In many instances axis will work collaboratively with other agencies in organising events with children/young people involved. There are many different forms that this work may take. However, where the event is being run in the name of axis, our Child Protection guidelines will apply. The staff/volunteer recruitment practices which apply are listed in Section 4.

Other agencies may provide proof of Garda Vetting to axis. Axis cannot store this information but can confirm that they are satisfied with the vetting of other agency staff.

11.DEALING WITH CHALLENGING OR DISRUPTIVE BEHAVIOUR

Staff who deal directly with children and young people will be given guidance and support in dealing with difficult behaviour. axis ensures that the safety and welfare of the children and young people is a priority and that staff will deal sensitively and professionally with any difficult issues that may arise. Where instances of challenging or disruptive behaviour occur with children/young people, a record will be kept of this and the project co-ordinator. This record will be shared with parents who will be advised that reoccurring disruptive behaviour may lead to the removal of their child.

Where the instance requires the intervention of a worker or volunteer or where the safety and well-being of others are at risk two workers/volunteers should be present in dealing with the situation and the co-ordinator be present. Staff members who are present at the time, should complete the incident/accident report form (see Appendix 5). Parents should be advised of these interventions.

Axis has a clear code of behaviour for children and young people. While axis wishes to ensure their activities are open to all, in the case that challenging or disruptive behaviour has been recorded three times, axis may be in a position to ask that children or young people no longer attend or participate in their activity. In the case that a child's behaviour does endanger the safety or well being of others that child or young people may be asked immediately to cease attendance or participation in their chosen activity. Communication with parent/ guardians should be kept open at all times.

The report of the incident should include:

- The programme or activity which was happening at the time;
- Date of Incident;
- A record of what happened;
- Details of who was involved;
- Details of where and when it happened;
- A record of any significant comments;
- A record of any injury to person or property;
- Details of how the situation was resolved or left.

12.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
- Taunting
- Threatening
- Hitting
- Extortion
- Exclusion.

axis will not tolerate any bullying behaviour by children/young people or adults and will deal with any incidents immediately in accordance with the axis anti-bullying policy when working with children and young people (Appendix 9).

13.DEALING WITH A DISCLOSURE OF ABUSE

axis values and encourages the full participation of children and young people in many aspects of our work and we strive to ensure that the experience of the child/young person in our work is a happy and productive one. In the event of a child/young person disclosing an incident of abuse it is essential that this is dealt with sensitively and professionally by the staff member/volunteer involved. The following are guidelines to support the worker/volunteer in this:

- React calmly;
 - Listen carefully and attentively; take the young person seriously;
 - Reassure the child/ young person / person disclosing that they have taken the right action in talking to you;
 - Do not promise to keep anything secret;
 - Ask questions for clarification only. Do not ask leading questions;
 - Check back with the child/young person that what you have heard is correct and understood;
 - Do not express any opinions about the alleged abuser;
 - Record and documents the conversation as soon as possible, in as much detail as possible. Sign and date the record;
 - Ensure that the child/young person understands the procedures which will follow;
 - Pass the information to the Designated Liaison Person, do not attempt to deal with the problem alone;
 - Treat the information confidentially.
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- The Designated Liaison Person will then decide whether to make a report to Tusla. They may contact the local Tusla Social Worker for advice.

14.ROLE OF THE DESIGNATED LIASON PERSON

The Designated Liaison Person (DLP) in axis has the ultimate responsibility for ensuring that the child protection and welfare policy of axis is promoted and implemented. A Deputy in Designated Liaison Person axis will take over the responsibilities of the Designated Liaison Person if they are unavailable for a significant amount of time.

The role of the Designated Liaison Person involves the following duties:

- To be familiar with “Children First”, National Guidelines for the Protection and Welfare of Children and “Our Duty to Care”, the principles of good practice for the protection of children

& young people and to have responsibility for the implementation and monitoring of the child protection and welfare policy of axis;

- To receive reports of alleged/suspected or actual child abuse and act on these in accordance with the guidelines;
- To ensure that training is provided for all new and existing staff in axis on the child protection policy;
- To build a working relationship with the TUSLA An Garda Síochána and other agencies, as appropriate;
- To ensure that supports are put in place for the young person, employees or volunteers in cases of allegations being made;
- To keep up to date and undertake relevant training on child protection policy and practice, in order to ensure the relevance and appropriateness of the axis policy and procedures in this area;
- To review the axis policy and procedures on child protection on an annual basis and amend as appropriate;
- To ensure that systems are in place for recording and retaining all relevant documentation in relation to child protection issues.

Designated Liaison Person for axis

Niamh Ní Chonchubhair

Axis Director

01 8832152

Deputy Designated Liaison Person for axis

Aifric Ní Ruairc

Programme Coordinator

01 883214

15.REPORTING PROCEDURE IN RESPECT OF CHILD ABUSE

axis has put in place a standard reporting procedure for dealing with disclosures, concerns or allegations of child abuse.

Definition and Recognising Child Abuse

Child abuse can be categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. A child may be subjected to one or more forms of abuse at any given time.

Definitions of the four types of abuse, how to recognise abuse and an explanation of “reasonable grounds for concern” are included in Appendix 7, which is based on “Children First – National Guidelines for the Protection and Welfare of Children”.

Responsibility to Report Child Abuse

Everyone must be alert to the possibility that children with whom they are in contact may be experiencing abuse or have been abused in the past. This is an important responsibility for staff and volunteers when working with children and young people.

The guiding principles in regard to reporting children abuse are summarised as follows:

- The safety and well-being of the child or young person must take priority
- Reports should be made without delay to TUSLA
- While the basis for concern must be established as comprehensively as possible, children or parents should not be interviewed in detail about the suspected abuse.

The reporting procedure for dealing with disclosures, concerns or allegations of child abuse is outlined in the following steps:

- The employee or volunteer who has received a disclosure of child abuse or who has concerns of abuse, should bring it to the attention of the Designated Liaison Person immediately. In the case where the Designated Liaison Person is unavailable the employee or volunteer should bring it to the attention of the Deputy Designated Liaison Person. They should also make a written and dated report of event / concern documenting the concern and procedure taken.

- The Designated Liaison Person will assess and review the information that has been provided. The DLP may contact the Tusla Local Area Social Worker for informal advice relating to the allegation, concern or disclosure.
- The Tusla local duty social worker can be reached at : Child and Family Agency, Wellmount Health Centre, Wellmount Park, Finglas, Dublin 11. 01 8567704. Tusla: The Child and Family Agency employs Children First Information and Advice Officers who are available to liaise with voluntary and community organisations and provide advice and guidance on Children First.
- After consultation with the TUSLA officials, the Designated Liaison Person will then take one of two options:
 - Report the allegation, concern or disclosure to TUSLA (reports can be made through an online portal at <https://www.tusla.ie/children-first/web-portal/>)or
 - Not make a formal report to TUSLA but keep a record of the concerns on file. The reasons for not reporting the allegation, concern or disclosure will be clearly recorded. The employee/volunteer who made the initial report will be informed if a formal report is not being made to TUSLA and it is open to him/her to make a formal report themselves, directly to the relevant authority if they feel this is necessary.
- Where a formal report is made TUSLA will then liaise with An Garda Síochána. It is likely that the TUSLA will want to speak to the person who first made the report to clarify facts and the circumstances of the report.

In an emergency or out of TUSLA hours a report should be made directly to An Garda Síochána.

- In making a report on suspected or actual child abuse, the individual must ensure that the first priority is always for the safety and welfare of the young person and that no young person is ever left in an un-safe situation.
- Parents/guardians of the child will be informed of the allegation, concern or disclosure unless doing so is likely to endanger the child.

Information required when making a report

The more information which is gathered and put together on the Standard Reporting Form which has been adopted by axis (see Appendix 2) the easier it will be to assess an allegation, concern or disclosure of abuse. Reports, which are made anonymously, will be followed up but this may take longer and will make it more difficult for the professionals involved to assess the situation. If a person is unsure about the case, it may be useful to talk over the issue with the Designated Liaison Person or with a TUSLA Social Worker before making an official report.

Confidentiality

In matters of child abuse, an employee/volunteer should never promise to keep secret, any information which is divulged. It should be explained to the young person that this information cannot be kept secret but only those who need to know, will be told.

It is essential in reporting any case of alleged/suspected abuse that the principle of confidentiality applies. The information should only be shared on a 'need to know' basis and the number of people that need to be informed should be kept to a minimum.

Mandated Persons

- The Children First Act 2015 places a legal obligation on certain people, many of whom are professionals, to report child protection concerns at or above a defined threshold to Tusla - Child and Family Agency. These mandated persons must also assist Tusla, on request, in its assessment of child protection concerns about children who have been the subject of a mandated report.
- Under axis' policy, best practice is for mandated people to make a dual report in conjunction with the DLP.
- Mandated persons are people who have contact with children and/or families who, by virtue of their qualifications, training and experience, are in a key position to help protect children from harm. Mandated persons include key professionals working with children in the education, health, justice, youth and childcare sectors. Certain professionals who may not work directly with children, such as those in adult

counselling or psychiatry, are also mandated persons. The list also includes registered foster carers and members of the clergy or pastoral care workers of a church or other religious community. The Children First Act 2015, Schedule 2, provides a full list of people who are classified as mandated persons. You can check if you are a mandated person here: <https://www.tusla.ie/children-first/mandated-persons/am-i-a-mandated-person/>

The Protections for Persons Reporting Child Abuse Act, 1998

This Act provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Designated Liaison Person, TUSLA or An Garda Síochána [see Appendix 8 for further details]

TUSLA duty Social Worker 01 8567704.

Ballymun Garda Station 016664400

16.REPORTING PROCEDURE IN RESPECT OF RETROSPECTIVE CHILD ABUSE

In the case of an adult disclosing retrospective childhood abuse:

- Follow axis Disclosure Policy. (See point 11. Dealing with a disclosure of Abuse)
- Adults disclosing abuse may not choose to come forward personally to report their concerns to Tusla. However If axis are aware that there may be an on-going risk to a child from an identified alleged abuser, axis mustmake a report to Tusla.
- The requirement to report such concerns should be made explicit to the client, prior to commencement of disclosure when possible.
- Employees/ volunteers who are unsure about whether to report or not, consult with the axis DLP. The DLP may choose to consult with the local Tusla Duty Social Work Service.
- Reports by adults of childhood abuse will be assessed by Tusla. If there are on-going child protection concerns Tusla will take necessary actions to ensure any child who may be at risk of harm is protected.
- The Retrospective Abuse Report Form (RARF) should be used to report disclosures of childhood abuse by adults. The form is available on the Tusla website, www.tusla.ie.
- Retrospective Abuse Report Form (RARF) – form for use in reporting to Tusla suspected or alleged retrospective abuse or welfare concerns, on adults who allege childhood abuse (available at www.tusla.ie).

17.ACTION TO BE TAKEN WHEN AN ALLEGATION IS MADE AGAINST A STAFF MEMBER

Where an allegation of abuse is made against an employee of axis, there are two procedures that axis will put in place:

- The reporting procedure in respect of the child;
- The procedure for dealing with the employee.

In the case of the allegation being against an employee of axis, the same person will not deal with both the young person and the alleged abuser. Employment/contractual issues will be dealt with separately. The Deputy Designated Liaison Person will follow the normal reporting procedure in axis. It will be the responsibility of the Designated Liaison Person / Director of axis to deal with a staff member against whom an allegation has been made.

If there is an allegation or suspicion in relation to the Director, the Board deal with all aspects relating to the Director.

If there is an allegation or suspicion in relation to the Designated Liaison Person or Deputy Liaison Person, the Director or the Board will deal with all aspects of the case, including the reporting procedure, as appropriate.

If an allegation is made against an employee of axis the following steps will be taken:

- The Director of axis will deal with all aspects of the case relating to the employee.
- The allegation will be assessed by the Deputy Designated Liaison Person to establish if there are reasonable grounds for concern and whether a formal report will be made to the statutory authorities, at this point. The CPO may wish to contact TUSLA for advice on the issue.
- The safety of the child is the first priority of axis and all necessary measures will be taken to ensure that the child is safe. The measures taken will be proportionate to the level of risk.
- axis will ensure that no other children/young people are at risk during this period and will inform other relevant agencies or parents/carers as appropriate.

- The measures which can be taken to ensure the safety of children and young people can include the following: suspension of duties of the person accused, re-assignment of duties where the accused will not have contact with children/young people, working under increased supervision during the period of the investigation or other measures as deemed appropriate.
- If a formal report is being made the employer will notify the employee that an allegation has been made and what the nature of the allegation is. The employee has a right to respond to this and this response should be documented and retained.
- axis will ensure that the principle of 'natural justice' will apply whereby a person is considered innocent until proven otherwise.
- axis will work in co-operation with An Garda Síochána and TUSLA and any decisions on action to be taken in regard to the employee will be taken in consultation with these agencies.
- The person against whom the allegation is made will need support during this period and axis will provide advice on how to access the relevant support services.

18.COMPLAINTS PROCEDURE IN RELATION TO CHILD SAFETY AND PROTECTION

axis is committed to ensuring the safety and welfare of all children/young people with whom we engage. axis has put in place a complaints procedure (Appendix 10) to cover any situations which may arise, when children/young people or their parents/guardians are not happy with the way the children/young people were treated by axis. Complaints regarding the safety and welfare of children/young people should be directed to the Designated Liaison Person in axis. Other complaints should be directed to the person with whom the child/young person dealt with or the head of the relevant department in axis.

19.RECORD KEEPING

The Designated Liaison Person and the Deputy Designated Liaison Person are responsible for keeping the following records related to Child Protection in a locked filing cabinet. The Designated Liaison Person, the Deputy Designated Liaison Person and the Director of axis are the only officers who have access to these records:

- Any complaints about the safety and welfare of children/young people while working with axis;
- Any disclosures, concerns or allegations of child abuse;
- The follow up to any complaints, disclosure, concerns or allegations, including informal advice from the TUSLA reports to the TUSLA and informing parents/guardians;
- Any bullying complaints related to axis' work with children/young people and the follow up action;
- Signed acceptance forms of the axis Child Protection Policy by staff members, people on short term contracts, staff/volunteers from other agencies working on axis projects.
- All Garda Vetting Forms;
- All Parental/Guardian Consent Forms.

18. CONFIDENTIALITY STATEMENT

Confidentiality Statement

We at axis are committed to ensuring peoples' rights to confidentiality. However, in relation to child protection and welfare we undertake that:

- Information will only be forwarded on a 'need to know' basis in order to safeguard the child/young person;
- Giving such information to others, for the protection of a child or young person is not a breach of confidentiality,
- We cannot guarantee total confidentiality where the best interests of the child or young person are at risk;
- Primary carers, children and young people have a right to know if personal information is being shared and/ or a report is being made to TUSLA, unless doing so could put the child/young person at further risk;

- Images of a child/young person will not be used for any reason without the consent of the parent/carer (however, we cannot guarantee that cameras/videos will not be used at public performances);
- Procedures are in place in relation to the use of images of children/young people;
- Procedures will also be put in place for the recording and storing of information in line with our confidentiality policy.

19. ACCIDENTS PROCEDURE

- All accidents will be logged by person on duty when same take place. This will be logged in Front of House Managers report and also on accident report form
- This will then be reported upon to senior management

- First Aid boxes are located at axis reception, in axis café, green room and in axis creche
- axis has designated staff with first aid training
- axis has an accident / incident book which is held behind reception.

20. LIST OF APPENDICES

Forms

Appendix 1: Parental/Guardian consent form

Appendix 2: Standard form for reporting child protection and/or welfare concerns to a TUSLA

Appendix 3: Acceptance of axis Child Protection Policy

Appendix 4: Inter organisational form stating that Garda Clearance has been obtained

Appendix 5: Incident/accident report form

Appendix 6: Reference Form

Appendix 15: Client Child Protection Form

Supporting Information

Appendix 7: Recognising child abuse (Children First guidelines)

Appendix 8: Information on Protection of Persons Reporting Child Abuse Act

Appendix 12: Mandated Persons Definition

Appendix 13: Retrospective Abuse Form (Sample only)

OMC Policies and Procedures

Appendix 9: axis Anti Bullying Policy when working with children/young people

Appendix 10: axis Complaints Procedure in relation to working with children/young people

Appendix 11: Sign In / Out class workshop procedure

Appendix 14: Online Workshops, Zoom and young and vulnerable people

APPENDIX ONE

Sample Parental/Guardian Consent or Registration Form

Code of Behaviour

Welcome to axis and we hope that you child will enjoy and contribute to the activity that she/he has signed up for. We promote good and kind behaviour that respect the creativity and development of all involved in programmes run in axis and expect children to behave appropriately. We would also expect respect for equipment and facilities within axis. At the heart of this code is the positive development and safety of each child. Behaviour that does not follow these guidelines will be discussed with the child's guardian and may result in a suspension from activities.

Child Protection Policy

axis has developed, in conjunction with the HSE and the Arts Council, a child protection policy, code of behaviour and procedures for all staff working with young people. axis is fully committed to safeguarding the well-being of all the children and young people with whom we work. Our policy on child protection is accordance with 'Children First' with the duty of care first and foremost towards the safety and the well being of each child. axis has procedures which will be followed when dealing with any concerns that may arise.

axis has a person designated to deal with these issues. axis' child protection policy document is available to the public. To request to read this document or for more info please call 8832 100.

Payment

Payment received: € _____
Full payment: € _____
Balance due: € _____

Activity title: _____

Received by axis staff member: _____ Date: _____

Axis Registration and Consent Form



Please read and complete this form carefully. It will allow us to ensure the safety of the participants and the smooth running of activities.

Name of Activity: _____

Time/ Day: _____

Details of Child

Name of child: _____
Date of Birth: _____

Address: _____

Telephone: _____

I agree to _____ (name) taking part in the above named axis based activity.

I acknowledge the need for respect and responsible behaviour on his / her part.

Parent / Guardian Contact Details

Name: _____

Address: _____

Relationship to child: _____

Telephone number (work): _____

Telephone number (home): _____

Telephone number (Mobile): _____

If there is an emergency we will contact you to advise you on the situation. Please give a phone number that you can be contacted during activity.

Medical Details

Does she / he suffer from any medical illness? Yes No

If yes, please give details. _____

Please state medication required. _____

Does she / he suffer from any allergies? Yes No

If yes please give details. _____

Please state medication required. _____

Photography / Video

axis may take photographs / videos to catalogue activity events. Some of these may be subsequently used as publicity material in newsletters, programmes, websites or public display.

Do you give your permission to include photographs / videos that may feature your child in such a display with the aim of promoting or displaying the art activities that your child is involved in.

Yes No

APPENDIX TWO

Sample TUSLA Child Protection and Report Form:

Child Protection Concerns can be reported here – www.tusla.ie/children-first/web-portal/

Retrospective Disclosures can be reported through a downloaded form from tusla.ie.

A user guide is available at the below link:

https://www.tusla.ie/uploads/content/Tusla_Web_Portal_User_Guide.pdf

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)*

2. Date of Report*

3. Details of Child

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

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	<input type="text"/>	Surname	<input type="text"/>
Address if reporting in a professional capacity, please use your professional address	<input type="text"/>	Organisation	<input type="text"/>
		Position Held	<input type="text"/>
		Mobile No.	<input type="text"/>
		Telephone No.	<input type="text"/>
Eircode	<input type="text"/>	Email Address	<input type="text"/>

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"/>
----------------------------------	-----	--------------------------	----	--------------------------

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"/>
----------------------------------	-----	--------------------------	----	--------------------------

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*	<input type="checkbox"/>	Surname*	<input type="checkbox"/>
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*	<input type="checkbox"/>	Surname*	<input type="checkbox"/>
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)

First Name	Surname	Date Sent		
Authorised Person Signature*				
Date*				
Child Previously Known	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Allocated Case No				

APPENDIX THREE

Acceptance of axis Child Protection Policy

Declaration from all staff and volunteers working with children and young people

Surname _____ Forename _____

Date of Birth _____

Address _____

Contact Phone Number _____

I have read the axis Child Protection Policy and code of behaviour and agree to abide by its contents.

Signature _____

Date _____

There is no reason why I would be considered unsuitable to work with children or young people.

Signature _____

Date _____

APPENDIX FOUR

Garda e-vetting form (sample only)

APPENDIX FIVE

Incident/accident report form

Name of event/meeting where the incident/accident occurred _____

Date _____

Location _____

Briefly describe what happened _____

Who was involved _____

Any injury sustained? _____

Who dealt with the situation? _____

How was it resolved/dealt with? _____

Any follow up required? _____

Please attach any additional information if required _____

Signature: _____

Name (block letters): _____

APPENDIX SIX

Reference Form

Confidential

_____ has applied to work with axis and has given your name as a referee.

This involves substantial access to children and young people and as an organisation committed to the welfare and protection of children and young people, we need to know if you have any reason at all to be concerned about this applicant being in contact with children or young people.

Yes

No

If you have answered yes, we will contact you in confidence.

If you are happy to complete this reference form, all information contained on the form will remain confidential and will only be shared with the applicant's immediate supervisor, should they be offered a position. It is very important that this reference form accurately reflects your knowledge and experience of the named person.

How long have you known this person ? _____

In what capacity ? _____

What attributes does this person have which you would consider makes them suitable to work with children and young people ?

Please rate this person on the following (Please tick)

	Poor	Average	Good	V. Good	Excellent
--	------	---------	------	---------	-----------

Responsibility					
Maturity					
Self Motivation					
Motivation of others					
Trustworthiness					
Reliability					

Signed _____

Date _____

Occupation _____

APPENDIX SEVEN

Recognising child abuse (Children First guidelines)

Definition and Possible Physical and Behavioural Indicators of Child Abuse

Neglect

Neglect can be defined in terms of an omission, where the 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, medical care. Neglect generally becomes apparent in different ways over a period of time rather than at one specific point.

Possible indicators of this type of abuse are:

- Frequent minor or serious injuries
- Untreated illness
- Hunger, lack of nutrition
- Tiredness
- Inadequate and inappropriate clothing
- Lack of supervision
- Low self esteem
- Lack of peer relationships

Emotional

Emotional abuse is normally to be found in the relationship between a care-giver and a child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.

Possible indicators of this type of abuse are:

- Unreasonable mood and/or behavioural changes
- Aggression, withdrawal or an 'I don't care attitude'
- Lack of attachment
- Low self esteem
- Attention seeking
- Depression or suicide attempts
- Persistent nightmares, disturbed sleep, bedwetting, reluctance to go to bed
- A fear of adults or particular individuals e.g. family member, baby-sitter or indeed excessive clinginess to parents/carers
- Panic attacks

Physical

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child.

Possible indicators of this type of abuse are:

- Frequent bruising, fractures, cuts, burns and other injuries
- Torn clothing
- Bite marks burns or welts
- Bruises in places difficult to mark e.g. behind ears, groin
- Undue or unnecessary fear

- Aggressiveness or withdrawn
- Absconding frequently from home

Sexual

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

Possible indicators of this type of abuse are:

- Over affectionate or inappropriate sexual behaviour
- Age inappropriate sexual knowledge given the child's age, which is often demonstrated in language, play or drawings
- Fondling or exposure of genital areas
- Hints about sexual activity
- Unusual reluctance to join in normal activities which involve undressing, e.g. games/ swimming

Indicators of Abuse are Not Facts

It is important to stress that no one indicator should be seen as conclusive in itself of abuse; it may indeed indicate conditions other than child abuse. A cluster or pattern of signs is likely to be more indicative of abuse. Signs must also be considered in the child's social and family context as child abuse is not restricted to any socio economic group, gender or culture. It is important to always be open to alternative explanations for possible physical or behavioural signs of abuse.

Reasonable Grounds for Concern

The statutory authorities should always be informed when a person has reasonable grounds for concern that a child may have been abused, or is being abused, or is at risk of abuse. A suspicion that is not supported by any objective indicator of abuse or neglect would not constitute reasonable grounds of for concern.

The following examples would constitute reasonable grounds for concern:

- i. specific indication from the child that s/he was abused;
- ii. an account by the person who saw the child being abused;
- iii. evidence such as injury or behaviour which is consistent with abuse and unlikely to be caused in any other way;
- iv. an injury or behaviour, which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour;
- v. consistent indication, over a period of time, that a child is suffering from emotional or physical neglect.

A suspicion, not supported by any objective indication of abuse or neglect, does not constitute a reasonable suspicion or reasonable grounds for concern.

(Children First 1999, 4.3.2 and 4.3.3)

APPENDIX EIGHT

Protection for Persons Reporting Child Abuse

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse “reasonably and in good faith” to TUSLA or An Garda Síochána. This means that even if a reported suspicion of child abuse proves unfounded a plaintiff who took an action would have to prove that the reporter had not acted reasonably and in good faith in making the report.

This protection applies to organisations and to individuals. It is considered therefore that organisations should assume full responsibility for reporting suspected child abuse to the appropriate authorities. Reports to TUSLA and to the Gardaí should be made by the Designated Liaison Person, as per the organisation’s policy and guidelines.

Section 3 (1) of the Act states:

“3. (1) A person who apart from this section, would be so liable shall not be liable in damages in respect of the communication, whether in writing or otherwise, by him or her to an appropriate person of his or her opinion that-

- (a) a child has been or is being assaulted, ill-treated, neglected or sexually abused, or*
- (b) a child’s health development or welfare has been or is being avoidably impaired or neglected,*

unless it is proven that he or she has not acted reasonably and in good faith in forming that opinion and communicating it to the appropriate person”.

APPENDIX 9

Axis' Anti Bullying Policy when working with children/young people

What is 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
- Taunting
- Threatening
- Hitting
- Extortion
- Exclusion

axis Policy on Bullying when working with children/young people

axis will not tolerate any bullying behaviour by children/young people or adults and will deal with any incidents immediately in accordance with this policy. This policy covers:

- Children/young people bullying other children/young people;
- Adults bullying children/young people;
- Children/young people bullying adults.

The policy is as follows:

- All children/young people and adults who participate in activities run by axis will be treated with dignity and respect by adults and by other children/young people and will not be subject to bullying.
- All children/young people and adults who participate in activities run by axis have a responsibility to treat other children/young people and adults with dignity and respect and refrain from bullying behaviour.
- It will be made clear to all children/young people and adults participating in axis events/activities that bullying is not acceptable and that other children/young people and adults should be treated with dignity and respect.
- There will be adequate supervision by axis or other staff/volunteers at all events/activities involving children/young people. This will help to prevent bullying.
- axis or other staff/volunteers will monitor all events/activities run by axis involving children/young people to ensure that no bullying is taking place.
- If an axis or other staff/volunteer witnesses bullying or suspects that bullying is taking place he/she will follow the procedure outlined below.
- If a child/young person witnesses bullying or suspects that bullying is taking place he/she should report it to an axis or other staff/volunteer. axis or other staff/volunteer will follow the procedure outlined below.
- If a child/young person is the victim of bullying he/she should report it to an axis or other staff/volunteer who will follow the procedure outlined below.

Procedure for dealing with bullying

- All reports of bullying will be recorded, investigated and dealt with by an appropriate axis staff member or other staff/volunteer.
- axis or other staff member who has received the complaint or witnessed the bullying will consult with the axis Child Protection Officer, if present or the most senior axis staff member present to decide who is the most appropriate person to follow up on the complaint.
- The staff member dealing with the complaint will keep a record of the alleged bullying incident/s and the investigation and action taken.
- The staff member dealing with the complaint will speak separately to all involved in order to get all sides of the story. The staff member should also speak to others who may have

witnessed the incident/s, if appropriate. The staff member will interview all involved in a calm manner and will seek answers to what, where, when, who and why.

- If the victim of the alleged bullying is a child their parent/guardian will be informed of the complaint and the outcome of the investigation.
- If the perpetrator of the alleged bullying is a child their parent/guardian will be informed of the complaint and the outcome of the investigation.
- If the perpetrator of the alleged bullying is an adult, the Director of axis or the parent organisation of the staff member/volunteer (if appropriate) will be informed of the complaint and the outcome of the investigation.
- If the staff member dealing with the complaint concludes that bullying has not taken place, the following action will be taken:
 - The complainant, alleged victim and alleged perpetrator/s will be informed of the outcome of the investigation and the reasons why it was concluded that bullying did not take place;
 - Support will be given to the complainant, alleged victim and alleged perpetrator/s if necessary;
 - A meeting will be arranged between the alleged victim and alleged perpetrator to discuss the issues involved if both are agreeable and it is deemed appropriate.
- If the staff member dealing with the complaint concludes that bullying has taken place, the following action will be taken:
 - The complainant, alleged victim and alleged perpetrator/s will be informed of the outcome of the investigation and the reasons why it was concluded that bullying took place;
 - Support will be given to the victim;
 - A meeting will be arranged between the alleged victim and alleged perpetrator to discuss the issues involved if both are agreeable and it is deemed appropriate;
 - A meeting will be held with the perpetrator to discuss the bullying behaviour. They will be informed of the disciplinary action, which will be taken as a result of this bullying behaviour.

Disciplinary action

When the inquiry into the alleged bullying incident has taken place and it has been concluded that bullying occurred, it will be necessary to take some disciplinary action against the perpetrator of the bullying. The disciplinary action should be agreed between at least two staff members of axis and should be appropriate to the seriousness of the incident/s. If the perpetrator of the bullying is a child/young person, the parent/guardian of the child/young person and the child/young person will be informed of the disciplinary action which will be taken. If the perpetrator of the bullying is an adult the following people will be informed of the disciplinary action, which will be taken:

- the Director axis;
- the director of the organisation which the adult works for (if relevant); and
- the perpetrator.

The options for disciplinary action include:

- ❖ For serious incidents involving children/young people, sending the child/young person home and not allowing them to participate in any further axis events/activities;
- ❖ For less serious incidents involving children/young people, allowing the child/young person to continue to participate in the event/activity once they have apologised to the victim and stated that they would not engage in any further bullying behaviour. Their behaviour would then be closely monitored;
- ❖ Providing support to the child/young person to get them to understand that their behaviour is not acceptable and monitoring their behaviour;
- ❖ For offences involving staff/volunteers from other organisations, informing their parent organisation of the offence and not working with that staff member or volunteer again.

APPENDIX 10

axis' Complaints Procedure in relation to working with children/young people.

axis is committed to ensuring the safety and welfare of all children/young people with whom we work. We also try to ensure that children/young people have a positive and enjoyable experience when working with axis.

This complaints procedure aims to cover any situation which may arise, when children/young people or their parents/guardians are not happy with the way the children/young people were treated while they were in axis, working with axis or at an event/activity run by axis or another organisation on behalf of axis.

Who can make a complaint

Complaints can be made by:

- Children/young people involved with axis;
- Their parents/guardians;
- Youth workers working with the children/young people;
- Other advocates on behalf of children/young people.

How to make a complaint

1. If the complaint is in relation to the safety and welfare of children/young people the complaint should be made to the Designated Liaison Person in axis.
2. Other complaints should be made to the person with whom the child/young person dealt with. If you prefer, you can make this complaint to the head of the relevant department in axis.

Information you need to provide

Complaints can be made orally or in writing. By providing the following information you can help to speed up the investigation of your complaint.

- The name and address of the child/young person affected and the project which they were working on;

- If the complaint is being made by a parent/guardian or other adult, the name and address of the parent/guardian or other adult;
- Exactly what you are dissatisfied with;
- The name of the official(s) who dealt with you.
- If your complaint is complicated, you may find it best to put it in writing so that no important detail is overlooked. Remember to send us copies of all relevant documentation/correspondence that you may have.
- If you have special needs that may affect your ability to make a complaint, please let us know at the earliest opportunity. We will make every effort to assist you.

Our standards for dealing with complaints

- If the complaint relates to the safety and welfare of a child/young person, it will be examined in accordance with good practice in relation to the safety and welfare of children/young people;
- We will treat your complaint properly, fairly and impartially and in the best interests of the child/young person;
- We promise that making a complaint will have no implications for your dealings with axis;
- An official other than those originally involved will examine your complaint;
- We will examine and review your complaint and send a reply to you within 20 working days of the receipt of your complaint. Where it is not possible to meet this target, we will inform you and continue to do so until the matter is resolved;
- We will apologise for any mistreatment of the child/young person, explain what happened and put it right wherever possible;
- We will change the way we do things to avoid making the same mistake in future.

Can you appeal?

If you are unhappy about the outcome of the review you can appeal the matter to the Director of axis within a month of the review.

Appendix 11

Sign in and Out Revised Policy and Procedures

1. All students under 18 must be signed in and out by their parent/guardian. Requests from students/parents to do otherwise must be discussed with Projects Co-ordinator. If there are instances when a parent/guardian does not arrive to collect a child, that child will remain in the company of the tutor until their parent/guardian arrives. In a situation where a parent/guardian is late/does not show up, they need to be contacted.
2. New students must complete and return a registration form. Tutors need to ensure that forms are received and returned.
3. Sign in/out and attendance forms must be left in axis on a weekly basis. This is very important as payments cannot be reconciled otherwise.
4. Teachers must facilitate the lessons at the times outlined on the class timetable.
5. Any alterations to the class timetable must be facilitated by the Projects Co-ordinator.
6. If a parent contacts a teacher directly, the teacher is obliged to pass the query on to the Projects Co-ordinator.
7. Tutors are responsible for their students during an emergency and for ensuring that they arrive at the correct meeting point using the Emergency Exits (please see fire evacuation plan enclosed).
8. Tutors must arrive in advance of their first lesson to ensure that there is adequate time to set up and prepare.
9. Students must not be left alone in the music studio or in the building during their allocated time slot.
10. Tutors will be provided with the names of the designated adults listed to collect students.

Appendix 12

Mandated Persons Definition

Schedule 2 of the Children First Act 2015 specifies the following classes of persons as Mandated Persons for the purposes of the Act:

1. Registered medical practitioner within the meaning of section 2 of the Medical Practitioners Act 2007.
2. Registered nurse or registered midwife within the meaning of section 2(1) of the Nurses and Midwives Act 2011.
3. Physiotherapist registered in the register of members of that profession.
4. Speech and language therapist registered in the register of members of that profession.
5. Occupational therapist registered in the register of members of that profession.
6. Registered dentist within the meaning of section 2 of the Dentists Act 1985.
7. Psychologist who practises as such and who is eligible for registration in the register (if any) of members of that profession.
8. Social care worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register of that profession.
9. Social worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register (if any) of that profession.
10. Emergency medical technician, paramedic and advanced paramedic registered with the Pre-Hospital Emergency Care Council under the Pre-Hospital Emergency Care Council (Establishment) Order 2000 (S.I. No. 109 of 2000).
11. Probation officer within the meaning of section 1 of the Criminal Justice (Community Service) Act 1983.
12. Teacher registered with the Teaching Council.
13. Member of An Garda Síochána.
14. Guardian ad litem appointed in accordance with section 26 of the Child Care Act 1991.
15. Person employed in any of the following capacities:
 - (a) manager of domestic violence shelter;
 - (b) manager of homeless provision or emergency accommodation facility;
 - (c) manager of asylum seeker accommodation (direct provision) centre;
 - (d) addiction counsellor employed by a body funded, wholly or partly, out of moneys provided by the Oireachtas;
 - (e) psychotherapist or a person providing counselling who is registered with one of the voluntary professional bodies;
 - (f) manager of a language school or other recreational school where children reside away from home;

- (g) member of the clergy (howsoever described) or pastoral care worker (howsoever described) of a church or other religious community;
- (h) director of any institution where a child is detained by an order of a court;
- (i) safeguarding officer, child protection officer or other person (howsoever described) who is employed for the purpose of performing the child welfare and protection function of religious, sporting, recreational, cultural, educational and other bodies and organisations offering services to children;
- (j) child care staff member employed in a pre-school service within the meaning of Part VIIA of the Child Care Act 1991;
- (k) person responsible for the care or management of a youth work service within the meaning of section 2 of the Youth Work Act 2001.

16. Youth worker who—

- (a) holds a professional qualification that is recognised by the National Qualifications Authority in youth work within the meaning of section 3 of the Youth Work Act 2001 or a related discipline, and
- (b) is employed in a youth work service within the meaning of section 2 of the Youth Work Act 2001.


17. Foster carer registered with the Agency.

18. A person carrying on a pre-school service within the meaning of Part VIIA of the Child Care Act 1991.

Appendix 13

Retrospective Abuse Form (Sample only)

Forms can be found at tusla.ie

 <small>An Ghriúnaidheacht um Leasú agus an Teaghlach Child and Family Agency</small>	
Retrospective Abuse 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 person subject to allegations of abuse resides (PSAA))*	<input type="text"/>
2. Date of report*	<input type="text"/>
3. Date information was received by reporter*	<input type="text"/>
4. Reporter details if third party*	
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
Reporter's relationship to adult complainant <input type="text"/>	
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 <input type="text"/>	
5. 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

Retrospective Abuse Report Form
MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

6. Details of person disclosing abuse (adult complainant)*

First name		Surname	
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Address		Date of birth	
		Estimated age	
		Previous address, if known	
Eircode			

7. Type of abuse being reported*

Emotional abuse	<input type="checkbox"/>	Physical abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	Sexual abuse	<input type="checkbox"/>

8. Details and description of alleged abuse*

Date of alleged abuse		Period of alleged abuse	
Location of alleged abuse		Reason for report at this time	

Further detail (include, if known, age of adult complainant at time of abuse, age of PSAA at time of abuse). Please attach additional sheets if necessary.

9. Details of person subject to allegations of abuse (PSAA)

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			

Retrospective Abuse Report Form
MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

10. Details of PSAA's social and employment status

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11. PSAA household composition

First name	Surname	Relationship	Date of birth	Estimated age	Additional information, e.g. school, occupation, etc.

12. Does the PSAA have contact with children?*

Yes No

If Yes, please complete information below. If No, proceed to 11.

Details of child			
First name		Surname	
Address		Mobile no.	
		Telephone no.	
		Email address	
		Date of birth	
Eircode		Age	
Parent/carers' names		Parent/carers' names	
Relationship to adult complainant		Relationship to PSAA	
Frequency of contact, if known			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
		Unknown	<input type="checkbox"/>

Please attach additional sheets for additional children, if necessary.

13. Based on information known at this time, is the PSAA known to the Tusla Social Work Department?

Yes No

If yes, please provide detail:

14. Based on information known at this time, is the adult complainant known to the Tusla Social Work Department?

Yes No

If yes, please provide detail:

Retrospective Abuse Report Form

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



15. Based on information known at this time, has a report been made to An Garda Síochána?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Garda name:	<input type="text"/>	Telephone no.	<input type="text"/>		
Garda district:	<input type="text"/>	Email:	<input type="text"/>		
Address:	<input type="text"/>	PULSE ID number:	<input type="text"/>		
		Date notification made:	<input type="text"/>		
Eircode	<input type="text"/>	Date report made	<input type="text"/>		

16. Is the PSAA aware of this report?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide further details: <input type="text"/>				

17. Any additional information	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please provide any further information that will assist Tusla in assessing and prioritising this report: <input type="text"/>				

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.

Please ensure you have indicated if this is a mandated report in section 2.
Thank you for completing the report form.

18. For completion by Tusla authorised person on receipt of report			
Report received by			
First name	<input type="text"/>	Surname	<input type="text"/>
Date	<input type="text"/>		
Mandated report acknowledgement by			
First name	<input type="text"/>	Surname	<input type="text"/>
Date sent	<input type="text"/>		

Retrospective Abuse Report Form
MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Authorized person signature*			
Date*			
Child previously known	Yes	<input type="checkbox"/>	No
Allocated case no	<input type="checkbox"/>		

APPENDIX 14: ONLINE WORKSHOPS, ZOOM AND YOUNG PEOPLE

**Setting up a zoom meeting for workshops or meetings with young people,
children or vulnerable adults.**

May 2020

Before the meeting:

1. Workshops or meetings should have a registration procedure. Meeting links and passwords should only be given out once people have registered as participants. **They should not be shared widely or online.**
2. **Schedule your meeting ahead of time** (see below re: setting up your meeting) so that you can send a meeting link and a password.
3. Get **participation forms** from parents of children before meetings. For primary school-aged children these should stipulate that parents will be present during the meeting but not on camera. For young people and teens this should include a code of behaviour.
4. Participants may not be happy sharing their home on video. Depending on your own preferences, consider giving them options to use background images or if you are comfortable with it to disable their video.
5. Get familiar with zoom, if you aren't already. You can host a meeting on your own and trial all of the different tools. Take the time to run through procedures with any new workshop leaders as well and make sure they are aware of axis' policies and the safety features in zoom.
6. It may be best to set a time limit ahead of time so parents are aware how long their children will be participating.

Setting up your meeting.

1. The **axis Zoom business account** should be used for axis workshops. To request a profile on this account email Aifric Ni Ruairc.
2. Schedule your muting ahead of time. That way you can share the meeting id and password with your invitees. Make sure this is only shared with people who have registered for the workshop and not online.
3. Always schedule a meeting using a **unique id** and **not your personal meeting id (PMI)**. Your PMI is fine to use for work colleagues, friends and family but not for once-off workshops with young people, children or vulnerable adults. Note the meeting id. You will need it to invite participants to your meeting. You can find more information on scheduling a meeting at this link - <https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>
4. Ensure your meeting is **password protected**. Note the password for your invitation.

5. Ensure your meeting has a **waiting room enabled**. This means you can see who is joining and decide whether or not to let them in. Names popping up may not always match those registered but be careful with who you admit.
6. Once you have all of your expected participants you should lock your meeting so that no unexpected or uninvited participants can join as a safety measure. This means late-comers will not be able to join and you will not be interrupted.
7. **Axis staff should always be the main host of the zoom meeting and handle invitations**. Email addresses should not be shared with workshop leaders/ facilitators. Axis staff should handle the management of the zoom to give the workshop leader the time and space to lead. The workshop leader can be made co-host of the meeting. This gives them the same power of the host. They can both manage participants. There is more information on the host/ co-host roles at this link - <https://support.zoom.us/hc/en-us/articles/201362603-Host-and-Co-Host-Controls-in-a-Meeting>
8. **Disable the chat element for your meeting**. The chat leaves young people vulnerable to bullying. Here is a link on disabling the chat in your meeting - <https://support.zoom.us/hc/en-us/articles/115004809306-Controlling-and-Disabling-In-Meeting-Chat>
9. **Disable the record button for your meeting**. Hosts will still be able to record (if they have permission from parents) but participants will no longer be able to.
10. **Disable share option for anyone other than host**. This means that you and your co-host can share the screen but none of the participants can hi-jack your meeting and share from their own computer.

During your meeting:

1. **Make participants aware of the “hands up” button** at the beginning of the meeting. At some points during your workshop it may be necessary to mute your participants. If they are aware of the “hands up” button they will be able to attract your attention while muted.
2. **Be aware of the option as host to mute all**. This could be because a participant is being rude but it is also useful when teaching singing or during drama workshops. Believe it or not, it may be easier to teach singing while participants are muted as the noise can be jarring and out of sync/ delayed.

3. **Be aware of the option as host to disable video.** This could be necessary if something inappropriate is shown on camera by any participant.
4. **Be aware of the option as host, to put participants on hold.** If a need arises you can put participants on hold briefly while the meeting continues.

Sharing your screen

1. **You can share things on your computer via the “share screen” option.** Be sure to study this thoroughly. It may be best to have a trial run with any workshop leaders before a meeting to make sure they understand all options. This is a great way to share PowerPoint presentations, videos and websites.
2. **Ensure there is nothing personal or inappropriate on your computer before you start a zoom in which you intend to share screen.** It may be best to close any tabs or apps that you don't intend on sharing. If using the internet make sure that only necessary tabs are open.
3. **You can share only a portion of your screen** should you wish. Click on share screen and then on advanced options. If you wish to show a video clip you can then size the screen to show the clip only. If you wish to show only part of your screen you can do so.
4. **You can share music.** If you try to play music from your computer over zoom it may sound tinny or break up. Go to share screen, advanced option and click on share computer audio. Then play your music, participants should be able to hear it clearly. Note. There is no need to do this if playing live music.
5. **You can share video.** Again if you go to share a youtube clip you may find it jumps or is muddled. Go to advanced options and again ensure you share computer sound.

Ending your meeting:

1. Don't forget to end the meeting when it is finished or it could continue without you. Someone else would be made host.

Risks of zoom:
Unwanted participants could disrupt or cause harm to participants.
Participants could be disruptive/ rude / inappropriate or more via the camera causing harm to other children or disrupting the workshop.

A third party could step in the background and be disruptive rude or inappropriate via camera causing harm to children.

Shared screens could show something inappropriate / personal on workshop leader's computers causing harm to children or making the personal information of leaders vulnerable.

Young people could share harmful content via the share option

Young people could be vulnerable to be bullying via the group chat option.

Managing the risks of zoom:

Having an axis member of staff present for all workshops

Password protection and a waiting room to limit the chances of unwanted participants in the zoom

An axis host monitoring the zoom in addition to the workshop leader, to monitor participant behaviour

Giving participants the option to use a zoom background or to turn off camera's if they wish, should they be in a shared space or likely to have others interrupt them

Hosts have the power to mute all participants, to limit screen sharing to host only, to put participants on hold or to disable video.

Disabling chat during the meeting so participants can not message one another.

Getting a permission slip signed by young people before the workshops where they agree to abide by a code of behaviour and to keep the meeting private where possible.

Workshop leaders should be walked through zoom beforehand by axis staff and should ensure that there is no personal or inappropriate material on their computer. They should ensure that only workshop material is shared with participants.

Sample participation forms:

Dear Parent/ Guardian,

Your child will be participating in workshop via zoom. Please be aware that zoom involves a video call with other students and the workshop leader and axis staff.

Child Details

Name of child:

Date of Birth:

Parent's Contact:

Please make us aware of any relevant medical or behavioural information you deem relevant to this activity:

Code of Behaviour

We hope that your child will enjoy and contribute to the activity that she/he has signed up for. We promote good and kind behaviour that respects the creativity and development of all involved in programmes run in axis and online, and expect children to behave appropriately. At the heart of this code is the positive development and safety of each child. Behaviour that does not follow these guidelines may result in children being removed from zoom/ online workshops.

Zoom Permissions

Please be aware that zoom involves a video call with other students and the workshop leader and axis staff.

We request that parents be present during workshops but that adults try to stay off camera as much as possible.

Please be aware that other children can see/ hear what is happening in your home during this call and ensure that there is nothing harmful to children.

By signing below, virtually or otherwise you agree to above terms.

Privacy Notice

The information on these forms is used internally to keep in contact with you, as emergency contact information, as photography and film consent, and for child safety and medical/health and safety reasons.

I have read the axis's Privacy Notice, and I understand the reasons for requesting the personal information sought about myself and my child in this Registration form.

I consent to the collection and processing of the data given, for these purposes, by axis .I understand that I can request a copy of this information, and revise or withdraw my consent by contacting the service at any time.

Agreement

I agree to _____ (name) taking part in the above named axis online activity. I understand the nature of the activity and agree to all zoom permissions.

I also agree to abide by the behavioural code and understand and agree to the Privacy Notice.

Parental Signature:

Date:

Additional Links:

Getting started on zoom - <https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>

Managing participants in a zoom meeting - <https://support.zoom.us/hc/en-us/articles/115005759423>

How to keep uninvited guests out of your zoom meeting - <https://blog.zoom.us/wordpress/2020/03/20/keep-uninvited-guests-out-of-your-zoom-event/>

Appendix 15: Client Child Protection Form / Agreement for all rental clients

Agreement

Rental Client (e.g. individual/ organisation / group):

Main Contact Name:

I understand and agree that by renting space or working within axis Arts and Community Resource Centre I and my organisation must:

- Understand that it is compulsory for employers to obtain vetting disclosures in relation to anyone who is carrying out relevant work with children or vulnerable adults.
- Ensure all volunteers, chaperones and staff are Garda vetted and are suitable to work with children or vulnerable adults in accordance with best practice.
- Follow the principles of best practice, ensuring the welfare of the child is paramount in decisions, activities and programmes involving them.
- Adopt child protection guidelines through a code of behaviour for staff and volunteers
- Deliver appropriate training including Children First to staff and volunteers in accordance with the policy of the organisation
- Follow the axis Child Protection Policy and Child Safeguarding Statement and provide our own Child Protection Policies.
- Axis can request to see (but not store a copy of) Garda Vetting disclosures for staff and Volunteers.

Signed on behalf of Organisation:

Date: