

# **ARTLINK LIMITED**

## **CHILD PROTECTION POLICY STATEMENT**

Artlink is committed to a child-centred approach to our work with children and young people. We undertake to provide a safe environment and experience, where the welfare of the child or young person is paramount. We will adhere to the 'Children First National Guidelines for the Protection and Welfare of Children' by having and implementing procedures covering:

- Safe recruitment, training and management/ supervision of staff
- Code of behaviour for all staff
- Incidents and accidents
- Complaints and comments
- Confidentially
- Reporting of suspected or disclosed abuse
- Circulation of information to Artlink Employee's, parents/carers/ responsible adults and participants on what we do and what they should expect from us, in our care of young people, including information on policies and procedures
- Allegations of misconduct or abuse by Artlink employees
- Recruitment and selection of staff
- Involvement of primary carers
- Managing and supervising staff

The Designated Person is a member of the organisation who has undergone specific training in Child Protection and has responsibility for the raising of awareness and reporting of these issues.

**Designated person for Artlink is Patricia Spokes**

This Policy will be reviewed in October 2020

# **Artlink Limited**

## **Code of Behaviour for Artlink**

A Child Protection Policy is essential for all Arts Council funded organisations.

**Code of behaviour: Artlink supports a child centred approach by the following measures:**

- Treat all children and young people equally
- Listen to and respect children and young people
- Involve children / young people in decision making appropriate to their age and Ability.
- Provide encouragement, support and praise (regardless of ability)
- Use language appropriate to the situation / workshop
- Have fun and encourage a positive atmosphere
- Offer constructive criticism when needed
- Respect the artwork produced by each individual
- Treat all children and young people as individuals
- Respect a child's / Young person's space
- Have contracts/ agreements with group based on discussion of appropriate behaviours and ability
- Use age-appropriate teaching aids/materials
- Encourage feedback from group
- Lead by example
- Be aware of a child/young person's time limitations e.g. school/exams when scheduling activities
- Know the young people(in the case of medical information or limitations)
- Respect differences of ability, culture, religion, race and sexual orientation

## **Code of Behaviour**

**When working with young people Artlink will undertake the following:**

- Plan and be sufficiently prepared both mentally and physically
- Register each child/young person (name, address, phone, special requirements, attendance, emergency contact)
- Make parents/carers/responsible adults, children/young people, visitors and facilitators aware of Child Protection Policy and Procedures
- Have emergency procedures in place and advise all staff of these
- Be inclusive of children and young people with special needs
- Report any concerns to designated person and follow reporting procedures
- Artlink has an anti-bullying policy. We encourage children and young people to report any bullying, concerns and worries and to be aware of the anti-bullying policy
- Ask that artists/ assistants observe appropriate dress and behaviour
- Evaluate our work practices on a regular basis
- Provide appropriate training for staff and volunteers

- Report/record any incidents and accidents
- Ensure proper supervision including adequate ratios depending on age, abilities and activities involved and appropriate gender balance for residential's
- Ensure clear communication between the artist and Artlink
- Don't 'not do anything' in relation to concerns
- Don't let a problem get out of control
- Artlink will ensure artist do not take sessions on their own. If this is not possible then it should be in an open environment with the full knowledge and consent of parents /carers / responsible adult

## **Inappropriate behaviour**

- Don't use / allow offensive or sexually suggestive physical and or verbal language
- Don't single out a particular child/young person (for unfair favouritism, criticism, ridicule or unwelcome focus or attention)
- Don't allow/engage in inappropriate touching in any form
- Don't hit or physically chastise children or young people
- Don't socialise inappropriately with children/young people e.g. outside of structured organisational activities

## **Health & Safety**

- Don't leave children unattended or unsupervised
- Manage any dangerous materials
- Provide a safe environment
- Be aware of accident procedure and follow accordingly

## **Physical Contact**

- Seek consent of child/young person in relation to physical contact (except in an emergency or a dangerous situation)
- Avoid horseplay or inappropriate touch

## **Artlink Limited**

### **Confidentiality statement**

We in Artlink 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 the Health Service Executive, 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 are in place for the recording and storing of information in line with our confidentiality policy.

Personal Information relating to a child/young person and /or reports to the Health Service Executive will be kept in a locked metal filing cabinet, in an adjoining office and the only key holder will be Patricia Spokes

## **Artlink Child Protection Policy - Reporting Procedures**

The Designated person at Artlink is Patricia Spokes

The Deputy Designated Person is Rebecca Strain

### **Responsibility to report:**

Any person, who suspects that a child is being abused, or is at risk of abuse, has a responsibility to report their concerns to the Health Board. (This includes Volunteers, Assistants, Artists, Staff and Management.)

### **Reasonable grounds for Concern:**

- A specific indication from a child that he/she was abused
- A statement from a person who witnessed abuse.
- An illness, injury or behaviour consistent with abuse.
- A symptom which may not in itself be totally consistent with abuse, but which is supported by corroborative evidence of deliberate harm or negligence.
- Consistent signs of neglect over a period of time.

A suspicion which is not supported by any objective sign of abuse, would not constitute a reasonable suspicion, or reasonable grounds for concern.

### **Procedures for recording incidents and concerns:**

If child abuse is suspected or alleged, the following steps should be taken by Artlink and members of the public who come into contact with children.

Artlink staff should record the following information in relation to children and young people:

- Suspicions
- Concerns
- Worrying observations
- Behavioural changes
- Actions and outcomes

### **Dealing with a disclosure:**

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

## **Reporting Procedures:**

Artlink have developed a very clear reporting procedure for matters relating to a child/young person's safety and welfare.

- The reporting procedure is made known and accessible to all staff at induction.
- The person who expresses the concern will be involved and kept informed.
- Actions and outcomes will be noted.
- Artlink will record all details including the date, time and people involved in the concern or disclosure and the facts in an incident book. Information recorded should be factual and any opinions should be supported by facts.
- The Designated person or Deputy will be informed.
- The most appropriate person will discuss the concern or consult with primary carers. Parents, carers or responsible adults will be made aware of a report to the Health Service Executive unless it is likely to put the child/young person at further risk.
- Patricia Spokes may contact the Health Service Executive Duty Social Work Department for an informal consultation prior to making a report.
- Information will be shared on a strictly 'need to know' basis as per our confidentiality statement.
- If there are reasonable grounds for concern, Patricia Spokes will contact the Duty Social Worker in the Health Service Executive area using the standard reporting form from the Health Service Executive. Reports may be made verbally initially to the Duty Social Worker and then followed up with the standard reporting form. Reports will be made without delay.
- If Patricia Spokes or the Deputy Designated Person is not available, Artlink will contact the Duty Social Worker of the Health Service Executive directly.
- In case of emergencies outside of Health Service Executive Social Work Department hours, Artlink will contact the Gardai. In situations that threaten the immediate safety of a child/young person, it may be necessary to contact the Gardai.

## **Contact Information:**

**Buncrana Duty Social Worker - Phone no: 074 9361044**

**Buncrana Garda Station - Phone no: 074 9361555**

## **Artlink Limited**

### **Recruitment and Selection of Staff**

Artlink will ensure that staff are carefully selected, trained and supervised to provide a safe environment for all children and young people by observing the following principles:

- Roles and responsibilities will be clearly defined for every job paid and voluntary.
- Posts will be advertised widely.
- We will endeavour to select the most suitably qualified personnel.
- Candidates will be required to complete an application form.
- Candidates will be asked to sign a declaration form in reference to child protection issues.
- At least two written references that are recent, relevant, independent and verbally confirmed will be necessary.
- Staff will be selected by a panel of at least two representatives through an interview process.
- No person who would be deemed to constitute a 'risk' will be employed.
- Some of the exclusions would include:
  - Any child related convictions:
  - Refusal to sign application form and declaration form:
  - Insufficient documentary evidence of identification:
  - Concealing information on one's suitability to working with children:
  - Refusal to partake in Child Protection Training as offered by Artlink.
- There will be a relevant probationary period (At Artlink this is a three month period.)
- All staff working with children will be required to consent to Garda clearance, and where available, this will be sought.

## **Artlink Limited**

### **Staff management policy statement**

Artlink has in place procedures to cover training, induction, supervision, and the review of work practices. Monthly Supervision sessions between staff and the Creative Director ensure that these areas are covered. All staff attend programme meetings on a weekly basis at which individual work plans are actioned. Training needs are identified and work practices are discussed on an individual basis. Line management is clearly identified in staff contracts of employment. In addition to Individual contracts employment at Artlink is subject to separate Terms and Conditions and issues of misconduct and consequences are dealt with in detail.

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

#### **New staff will:**

- Take part in a mandatory induction training session;
- Be made aware of the organisation's code of conduct, child protection procedures, and the identity and role of who has been designated to deal with issues of concern;
- Undergo a probationary or trial period, usually a minimum of three Months

#### **All staff will:**

- Receive an adequate level of supervision and review of their work practices;
- Be expected to have read and signed the Child protection Policy Statement;
- Be provided with child protection training.

## **Artlink Limited**

### **Child Protection Policy**

#### **Policy statement on the involvement of primary carers**

We are committed to being open with all primary carers.

We undertake to:

- Advise primary carers of our child protection policy;
- Inform primary carers and schools of all activities and potential activities;
- Issue contact/consent forms where relevant;
- Comply with health and safety practices;
- Operate child-centred policies in accordance with best practice;
- Adhere to our recruitment guidelines;
- Ensure as far as possible that the activities are age-appropriate;
- Encourage and facilitate the involvement of parent(s), carer(s) or responsible adult(s), where appropriate.

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

- Respond to the needs of the child or young person;
- Inform the primary carers on an on-going basis unless this action puts the child or young person at further risk;
- Where there are child protection and welfare concerns we are obliged to pass these on to the Duty Social Worker and, in an emergency, the Gardaí;
- In the event of a complaint against a member of staff, we will immediately ensure the safety of the child/young person and inform primary carers as appropriate.

As a child-centred organisation, we are committed to putting the interest of the child/young person first. To that end we will:

- Contact local Health Service Executive and Gardaí where there is a child protection welfare concern;
- Encourage primary carers to work in partnership with us under the guidelines set out by our organisation to ensure the safety of their children;
- Have a designated contact person available for consultation with primary carers in the case of any concern over a child or young person's welfare.

## **Artlink Limited**

### **Child Protection Policy: Complaints procedure**

#### **Who to contact about issues related to child protection and welfare**

Patricia Spokes has been designated as the person to contact if you have an issue or concern about any aspect of a child's or young person's safety and welfare. It is her responsibility to support and advise staff about policy and procedures in relation to child protection and to ensure that procedures are followed. It is also the responsibility of the Designated Person to liaise with the Health Service Executive or Gardaí where appropriate.

Patricia Spokes can be contacted at Artlink, Fort Dunree

Telephone No: 0838696513

Rebecca Strain has been designated as deputy to Patricia Spokes and can be contacted at 0864532428

#### **Dealing with allegations against staff**

Two separate procedures must be followed:

1. In respect of the child/young person Patricia Spokes will deal with issues related to the child/young person.
2. In respect of the person against whom the allegation is made the Deputy Designated person usually a Board Member will deal with issues related to staff member.

- The first priority is to ensure that no child or young person is exposed to unnecessary risk;
- If allegations are made against the Designated Person, then the Deputy Designated Person should be contacted;
- The reporting procedures outlined in the guidelines should be followed. Both the primary carers and the child/young person should be informed of the actions planned and taken. The child/young person should be dealt with in an age-appropriate manner;
- The staff member will be informed as soon as possible
  - of the nature of the allegation;
  - the staff member should be given opportunity to respond;
- The chairperson/head of the organisation should be informed as soon as possible;
- Any action following an allegation of abuse against an employee should be taken in consultation with Health Service Executive and Gardaí;
- After consultation, the chairperson/head of organisation should advise the person accused and agreed procedures will be followed.

## **Artlink Ltd**

### **Complaints and Comments procedures:**

In the event of complaints or comments:

- Complaints or comments will be responded to within two weeks;
- Patricia Spokes has responsibility for directing complaints/comments to the appropriate person;
- Verbal complaints will be logged and a response given to the person who made the complaint.

## **Artlink Ltd**

### **Accidents procedure**

- Artlink will maintain an up-to-date register of the contact details of all children/young people involved in attending Artlink programmes.
- Children and young people's details should be cross-referenced between the incident book and contact register where appropriate.
- External organisations with whom our organisation has dealings must provide proof that they have public liability insurance; Artlink's Public Liability policy no is: DN RCR 3162658
- First-aid boxes are available and regularly re-stocked;
- The location of the first-aid boxes must be made known to staff; currently on the shelf in the main office and on the shelving unit in the basement studio. Artlink will maintain training for the nominated first-aider, an Artlink staff member.
- Availability of the first-aid should be in accordance with the organisation's Health and Safety guidelines. The location of accident/incident books must be made known to staff; currently on the shelf in the main office.
- A risk assessment will be undertaken in relation to the use of certain materials by children and young people.
- A risk assessment will be undertaken in relation to the handling of any equipment and tools used at Artlink.
- Take cognisance of responsibility for first-aid on off-site trips.

**Artlink's current First Aider is Tadhg Taylor**

## **Artlink Limited**

### **Anti Bullying Policy**

- Artlink provides a place where every participant/ facilitator can feel secure.
- Artlink provides a place where it is known that bullying is not acceptable behaviour.
- Artlink provides a place where name calling is not tolerated.
- Artlink provides a place where no one suffers abuse of any kind.
- Artlink provides a place where no one is victimised.
- Artlink provides a place where each participant/ facilitator is supported and listened to.
- Artlink provides a place where it is each person's responsibility to ensure they are all treated equally.

# Artlink Limited

## Declaration Form

Declaration from all staff, prospective candidates for staffing, artists/facilitators, assistants and volunteers working with children and young people.

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Any other name previously known as: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

1. Is there any reason you would be considered unsuitable to work with children and young people?

Yes  No

If yes, please outline the reason below.

2. Have you ever been convicted of a criminal offence or been the subject of a caution or of a Bound Over Order?

Yes  No

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

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

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

## **ARTLINK LIMITED:**

### **Photographic permission**

Artlink documents workshops and workshop participants for our records, for reports and for press and publicity opportunities. When images of Participants are used in the above, it is Artlink policy not to name any of the participants individually.

All participants in an Artlink workshop will be asked for their permission before photographic documentation is taken, and participants can refuse permission if wished.

**Name of Group:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Participant:** \_\_\_\_\_

**Permission granted:**       **Not granted:**

I agree/do not agree that all Photographic work completed during the project may be used in exhibition and for exhibition on the Artlink website.

**Name of Participant:** \_\_\_\_\_

**Agree:**       **Do not agree:**

Thank you.

**CONFIDENTIALITY STATEMENT:**

Request for reference for: \_\_\_\_\_

Requested by: Patricia Spokes  
Fort Dunree, Buncrana Co Donegal

This post involves substantial access to children and as an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this candidate being in contact with children and young people?

YES  NO

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

If you are happy to complete this reference, all information contained on the form will remain confidential and will only be shared with the applicant's immediate supervisor, should they be offered employment. We would appreciate you being extremely candid in your evaluation of this person.

How long have you known this person? \_\_\_\_\_

In what capacity? \_\_\_\_\_

What attributes does this person have which you would consider makes them a suitable employee? \_\_\_\_\_

\_\_\_\_\_

How would you describe their aptitude for the post of Education & Outreach Coordinator?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please rate this person on the following (please tick)

	Poor	Average	Good	V/Good	Excellent
Maturity	<input type="checkbox"/>				
Self Motivation	<input type="checkbox"/>				
Motivation of others	<input type="checkbox"/>				
Energy	<input type="checkbox"/>				
Trustworthiness	<input type="checkbox"/>				
Reliability	<input type="checkbox"/>				

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

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

Occupation: \_\_\_\_\_

Artlink Ltd. Fort Dunree, Buncrana, Co. Donegal  
Phone: (074) 93 63469 email: info@artlink.ie

## ARTLINK CHILD REGISTRATION BOOKING FORM

CHILDS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_

PHONE: (H) \_\_\_\_\_ (M) \_\_\_\_\_

Has your child any medical conditions or allergies. \_\_\_\_\_

Please tick this box if you consent to your child's photograph being taken and used in the workshop and for future publicity material

All classes to take place in Artlink Studios and are subject to a minimum of 12 participants.

All fees are strictly non-refundable.

Places are limited so advanced booking is advised.

Artlink has in place a Child Protection Policy which is an essential Arts Council funding requirement.

Thank you for booking a course with Artlink

Send Booking Form & deposit / fees (with cheques payable to Artlink Ltd.)

Artlink, Fort Dunree, Buncrana, Co. Donegal

074 93 63469

I have read Artlink's Child Protection Policy as outlined above and I agree to abide by the terms and conditions therein.

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
Artlink Ltd.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Staff  Artist/Facilitator  Assistant  Volunteer

The Designated Person is a member of the organisation who has undergone specific training in Child Protection and has responsibility for the raising of awareness and reporting of these issues.

**Designated person for Artlink is Patricia Spokes**

Deputy designated person is: Rebecca Strain

This policy will be reviewed in October 2020

Artlink Ltd. Dunree Fort, Buncrana, Co. Donegal

Phone: 0838696513 Email: info@artlink.ie