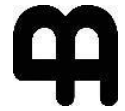


Child Protection Policy & Code of Behaviour



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Approved by the Board as follows:

Signed:

Date:

6 Sept 2022

Print Name & Role:

Davina Saint, Chair



Child Protection Policy Statement

We in Business to Arts are committed to a practice that protects children from harm.

Management, staff, artists, contractors, and volunteers in this company recognise that the welfare of children is paramount and our service will endeavour to safeguard children by:-

- Having a reporting procedure to respond to concerns around children's welfare and safety
- Having a confidentiality statement
- Having a code of behaviour for staff, artists, contractors and volunteers
- Having a safe recruitment procedure
- Having a procedure to respond to accidents
- Having a procedure to respond to complaints
- Developing a staff allegations procedure and disciplinary procedure

As part of the policy this company will:

- Appoint a designated person
- Provide induction training around the group's child protection policy
- Ensure that staff attend child protection training as appropriate
- Provide supervision and support for staff and volunteers in contact with children
- Share information about the child protection policy and good practices with families and children
- Review the groups' child protection policy and practices on a regular basis



A) INTRODUCTION

Business to Arts is committed to providing a safe and open environment for children who visit and use the services provided by the Company. In that regard, we believe it is important that staff, artists, contractors and volunteers adhere to a code of conduct when interacting with children and all other visitors or when we visit them.

From time to time, Business to Arts may engage in programmatic activity which involves an artist and staff member engaging with children or with client/member families during a staff engagement activity. While the primary responsibility for a child's or young person's welfare rests with the parent / primary carer, Business to Arts will ensure, in so far as it is reasonably practicable, that children or young people who interact with Business to Arts and our staff, artists, contractors or volunteers are safe and protected from harm. The welfare of the child is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from mistreatment and abuse.

Parents and primary carers of children are required to remain with their group while on site, in a workshop, at an event or on a trip with us as advised. We require them to ensure that they and all children and young adults in their care, meet standards of good conduct and behaviour and are courteous and cooperative with our staff, artists, contractors and volunteers.

In the context of engaging with children who visit and use the services provided by Business to Arts, staff members, and artists, contractors and volunteers working with BtoA, must always:

- Treat all children and young people equally
- Listen to and respect children and young people
- Involve children and young people in decision-making as appropriate
- Provide encouragement, support and praise (regardless of ability)
- Use appropriate language
- Encourage a positive atmosphere
- Offer constructive criticism where needed
- Treat all children and young people as individuals
- Respect a child's or young person's personal space
- Discuss boundaries on behaviour and related sanctions, as appropriate, with children and young people and their primary carers.
- Encourage feedback from group
- Use age-appropriate teaching aids and materials
- Lead by example
- Be cognisant of a child's or young person's limitations i.e. a medical condition
- Create an atmosphere of trust
- Respect differences of ability, culture, religion, race, sexual orientation, ethnicity and socio-economic status



B) GOOD PRACTICE GUIDELINES

We will adopt the following good practice in all its dealings with customers and staff, artists, contractors or volunteers:

- Request parents and primary carers to supervise the children in their care at all times
- Be inclusive of children and young people with special needs
- Inform parents or primary carers of any issues that concern their children
- Ensure proper supervision, based on adequate ratios, according to age, abilities and activities involved
- Encourage children and young people to report any bullying, concerns or worries
- Set out clearly for young people requesting work experience the exact nature of the placement, the place and conditions of work and ensure that they are comfortable with the proposed arrangements before commencement
- Ensure that parental consent (or school / group leader consent if permissible by the parent/guardian) is granted for young people who undertake activities, trips and / or work experience with Business to Arts
- Have procedures in place for emergencies and make all staff, artists, contractors and volunteers aware of these procedures carried out at Health and Safety/Induction for new staff, artists, contractors and volunteers
- Ensure that staff, artists, contractors and volunteers are aware of Business to Arts' Bullying Prevention Policy
- Have appropriate training/guidelines for all staff, artists, contractors and volunteers
- Report and record any incidents and accidents
- Update and review relevant policies and procedures regularly
- Have procedures in place for dealing with lost/found children
- Ensure, as appropriate, that primary carers are present at all educational sessions/workshops/events
- Respond promptly to concerns raised by parents, primary carers or children

Staff, artists, contractors and volunteers must commit to the following guidelines while at work:

C) APPROPRIATE BEHAVIOUR

- Never spend time alone with children/young people without knowledge of other staff, artists, contractors and volunteers
- Never use or allow offensive or sexually suggestive physical and/or verbal language
- Never single out a particular child/young person for unfair favouritism, criticism, ridicule, or unwelcome focus or attention
- Never allow/engage in inappropriate touching of any form
- Never make physical contact with child/young person (except in an emergency or a dangerous situation)
- Never hit or physically chastise a child/young person



- Never verbally chastise a child/young person in an aggressive manner
- Never engage in horseplay with a child / young person

D) HEALTH AND SAFETY

- Don't leave children unattended or unsupervised under any circumstances
- Provide a safe environment
- Be aware of accident procedure and follow them accordingly

E) REPORTING PROCEDURES

Confidentiality Statement

Business to Arts is committed to ensuring people's rights to confidentiality.

In dealing with a disclosure and/or concern staff, artists, contractors and volunteers are required

- To stay calm and listen to the child/young person, allow him or her enough time to say what he/she has to say
- Not to use leading questions or prompt details
- To reassure the child/young person but not promise to keep anything secret
- Not to make the child/young person repeat the details unnecessarily
- To explain to the child/young person what will happen next (explanation should be age appropriate)

Procedures for passing on concern

- The staff, artists, contractor or volunteer will bring the concern to the attention of their Manager at the earliest opportunity.
- The staff, artist, contractor or volunteer who expresses concern will be required to complete a file report outlining the situation, including the date, time and people involved, the report should be factual information in consultation with their Manager.
- Staff, artists, contractors or volunteers will facilitate direct access to their Manager if requested by a primary carer or by a child or young person.
- The Manager (in consultation with the CEO) will decide the most appropriate action to be taken to deal with the concern and may decide to discuss it with the primary carer and or make report to Tulsa, the HSE and/or An Garda Siochana
- The Manager / CEO may contact the HSE Duty Social Work Department for an informal consultation prior to making the report
- All persons involved should be made aware that a report is being made to Tulsa, the HSE and/or An Garda Siochana unless it is likely to put the child/young person at further risk
- Information will be shared on a strictly 'need to know' basis



- An Garda Síochána should be contacted in case of emergencies outside HSE Social Work Department working hours. In situations that threaten the immediate safety of a child/young person An Garda Síochána should be contacted directly

F) DEALING WITH ALLEGATIONS AGAINST STAFF, ARTISTS, CONTRACTORS, AND VOLUNTEERS

In the event of allegations being made against a member of staff, artist or contractor of Business to Arts, the protection of the child/young person is the first and paramount consideration.

We have a dual responsibility in respect of both the child/young person and staff, artists and contractors. The same person will not have responsibility for dealing with the child/young person's welfare issue(s) and the staff, artists, contractors and volunteer issue(s).

An allegation against a member of staff, artist or contractor will be assessed promptly and carefully. If reasonable grounds for concern exist, a formal report to the HSE or Gardaí Síochána will be made.

Agreed procedures will be instigated on receipt of the complaint and the rules of natural justice will be adhered to at all times. Business to Arts will take protective measures appropriate to the level of risk while not unreasonably penalising the staff, artists, contractors and volunteers – unless necessary to protect the child/young person. Protective measures might mean increased supervision, assignment to different duties, or suspension. Business to Arts will follow its Grievance and Disciplinary Policy and Procedure throughout the process in the case of a staff member.

Malicious Claims: If it is found that a malicious claim has been made by a member of the public the case will be referred to the necessary authorities or if such a claim is made by a staff member the disciplinary process will be invoked.

G) MANAGING AND SUPERVISING STAFF, ARTISTS, CONTRACTORS AND VOLUNTEERS

To protect both staff, artists, contractors and volunteers and children/young people, Business to Arts undertakes that:

New staff, artists, contractors and volunteers will:

- Receive induction training from their Manager which will include the guidelines and procedures outlined here.
- Be given a copy of the Employee Handbook or Contractor Handbook, or Artist contract which they will be required to read and sign to confirm they understand its contents.
- Undergo an appropriate probationary period as outlined in the contract in the case of staff members.



H) ACCIDENT PROCEDURE

- Business to Arts has a Health and Safety Statement and procedures to follow in the event of an accident have been formulated and have been made available to staff, artists, contractors and volunteers
- Business to Arts will register the contact details of the primary carers of children/young people who attend activities/programmes as appropriate
- First aid boxes are available and regularly re-stocked in venues run by Business to Arts and the location of the first-aid boxes is known to staff, artists, contractors and volunteers
- Availability of first-aid is in accordance with the Health and Safety Guidelines
- Children and young people will be advised of risks of dangerous material, however, Business to Arts will endeavour to use risk free materials in its children/young people programmes/activities.
- All incidents and accidents will be recorded in the accident book.

I) USEFUL CONTACTS

Health Service Executive (HSE)

<https://www.hse.ie/eng/>

Callsave: 1850 24 1850

Phone: 041 6850300

Email: hselive@hse.ie

Tusla – Child and Family Agency

<http://www.tusla.ie/services/child-protection-welfare/>

Phone: 01 7718500

Email: info@tusla.ie

An Garda Síochána

<https://www.garda.ie/en/>

In an emergency always call 999/112

Garda Confidential: 1800 666 111

Certification

An online training programme is available called Children First E-Learning Programme by TULSA at <http://www.tusla.ie/children-first/children-first-e-learning-programme/>



Child Protection Code of Behaviour

To be signed by staff member and/or artist working with children on behalf of Business to Arts for each project file.

Business to Arts is committed to a child-centred approach to our work with children and young people. It is central to the philosophy of Business to Arts that all people including children are unconditionally respected and kept safe from harm while using our services.

A Code of Behaviour for staff, artists, contractors and volunteers is an essential element of any arts organisation's Child Protection Policy. This will help to create a supportive environment for staff, artists, contractors and volunteers to provide a child-centred approach for children and young people.

Code of Behaviour for all working for and with Business to Arts cover five key areas:

1. Child-Centred Approach
2. Good Practice
3. Inappropriate Behaviour
4. Physical Contact
5. Health & Safety

1. Child-Centred Approach

- Treat all children and young people equally;
- Listen to and respect children and young people;
- Involve children and young people in decision-making, as appropriate;
- Provide encouragement, support and praise (regardless of ability);
- Use appropriate language (physical and verbal);
- Have fun and encourage a positive atmosphere;
- Offer constructive criticism when needed;
- Treat all children and young people as individuals;
- Respect a child's or young person's personal space;
- Discuss boundaries on behaviour and related sanctions, as appropriate, with children and young people and their primary carers;
- Agree group 'contract' before beginning session;
- Encourage feedback from group;
- Use age-appropriate teaching aids and materials;
- Lead by example;
- Be aware of a child's or young person's other commitments when scheduling rehearsals or activities, e.g., school or exams;
- Be cognisant of a child's or young person's limitations, due to a medical condition for example;
- Create an atmosphere of trust;



- Respect differences of ability, culture, religion, race, sexual orientation, ethnicity and socio-economic status.

2. Good Practice

- Register each child/young person (name, address, phone, special requirements, attendance, emergency contact);
- Make primary carers, children/young people, visitors and facilitators aware of the Child Protection Policy and procedures;
- Have emergency procedures in place and make all staff, artists, contractors and volunteers aware of these procedures;
- Be inclusive of children and young people with special needs;
- Plan and be sufficiently prepared, both mentally and physically;
- Report any concerns to the Designated Person and follow reporting procedures;
- Organisations should have an anti-bullying policy. Encourage children and young people to report any bullying, concerns or worries and to be aware of anti-bullying policy;
- Observe appropriate dress and behaviour;
- Evaluate work practices on a regular basis;
- Provide appropriate training for staff, artists, contractors and volunteers;
- Report and record any incidents and accidents;
- Update and review policies and procedures regularly;
- Keep primary carers informed of any issues that concern their children;
- Ensure proper supervision based on adequate ratios according to age, abilities and activities involved;
- Ensure clear communication between artist and organisations; have guidelines and a prompt sheet for artists;
- Have a written agreement with any external organisation that an artist, facilitator, creative, or support staff, artists, contractors and volunteers are working with;
- Don't be passive in relation to concerns, i.e., don't 'do nothing';
- Don't let a problem get out of control;
- Avoid taking a session on your own. If this is not possible then it should be in an open environment with the full knowledge and consent of primary carers;
- Avoid if at all possible giving a lift to a child/young person and if you do then make sure that primary carers are informed;
- Maintain awareness around language and comments made. If you think that something you said may have caused offence or upset, then try to address it in a sensitive manner.

3. Inappropriate Behaviour

- Avoid spending excessive amounts of time alone with children/young people, and never spend time alone with children/young people without knowledge of other staff, artists, contractors and volunteers;
- Don't use or 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 of any form;
- Don't hit or physically chastise children/young people;
- Don't socialise inappropriately with children/young people, e.g., outside of structured organisational activities.

*However, work emanating from the artistic process and work of artistic content will not be censored in this way

4. Physical Contact

- Seek consent of child/young person in relation to physical contact (except in an emergency or a dangerous situation);
- Avoid horseplay or inappropriate touch;
- Check with children/young people about their level of comfort when doing touch exercises.

5. Health and Safety

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

By signing this document, I hereby agree to abide by the code of behaviour outlined above

Signature: _____ Date: _____

Print Name: _____

Staff / Artist / Contractor / Volunteer

