

Business to Arts' Guidelines for the Protection and Welfare of Children and Young People

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CHILD PROTECTION POLICY STATEMENT

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We in *Business to Arts* are 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/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:

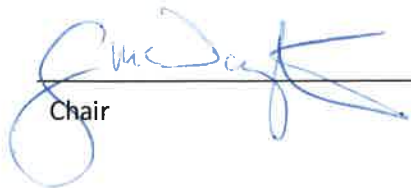
- Reporting of suspected or disclosed abuse
- Safe recruitment, training and management/supervision of staff
- Confidentiality
- Complaints
- Code of behaviour
- Incidents and accidents
- Circulation of information to staff and volunteers on what we do and what they should expect from us, including information on policies and procedures
- Allegations of misconduct or abuse by staff and/or participating volunteers

As part of the policy *Business to Arts* 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 as part of *Business to Arts* programmes
- Share information about the child protection policy and good practices with any families and children using services of *Business to Arts*
- Review the *Business to Arts*' Child Protection Policy and practices on a regular basis

This policy was adopted at a meeting of the Board of Directors of Business to Arts

By


Chair

Date 30-3-2015

REPORTING PROCEDURE

If there is a concern about the welfare or safety of a child using the services of *Business to Arts* Page | 2
the following procedure will be followed:-

The Employee/Volunteer

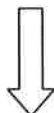
Will inform the Designated Person



The Designated Person

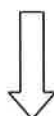
Andrew Hetherington, Chief Executive

Will consider and record the concern



They may ring the HSE Duty Social Worker for informal advice, i.e. discussing their concerns without identifying the child or family. The local number for the HSE Duty Social Worker is (01) 6486500 (Dublin South Central)

However, after discussion with the HSE Duty Social Worker and when advised to do so,



They will make a formal report on the **standard reporting form** and forward to the



Social Work Department of the Health Services Executive (HSE)

EMERGENCY SITUATIONS/OUTSIDE OF SOCIAL WORK DEPARTMENT HOURS

Designated persons and staff should be made aware to contact An Garda Síochána in emergency situations. The local number for the Gardai is (01) 666 9000 (Pearse Street).

REPORTING PROCEDURE- Continued

When a child protection report is being made to the health board, good practice would indicate that a family should be informed about the report **UNLESS DOING SO MAY PUT THE CHILD AT FURTHER RISK**. The designated person should seek advice from the social work department in relation to this.

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In the absence of the designated person it should be clear within the service who takes responsibility for concerns regarding children.

THE ROLE OF THE DESIGNATED PERSON

- The designated person should have completed the Keeping Safe Training as a minimum
- They should be in a position to have an ongoing role with the service
- They should be in a senior position
- They should provide advice on Child Protection and ensure that the Child Protection Policy is being adhered to
- They should be open and comfortable with the topic of abuse
- They should be available and committed to undergoing further training in the area of child protection
- The designated person may link informally with the Health Board Duty Social Worker to discuss concerns around children in their service
- They should ensure that relevant information is available in case of referral and that any referral is confirmed in writing
- Where appropriate and when advised by the Health Board Duty Social Worker the Designated Person will make a report without delay on a Standard Reporting Form to the local social work department (Standard Reporting form with social work numbers attached)
- Designated Persons acting on behalf of Business to Arts will not make anonymous referrals in keeping with their child protection policy statement and the Health Board guidance on the limits of confidentiality
- The role of the designated person should be written into a job description and contract of employment.

STANDARD REPORT FORM

(For reporting CP&W Concerns)

A. To Principal Social Worker/Designate: _____

1. Date of Report

2. Details of Child

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

3. Details of Persons Reporting Concern(s)

Name:	<input type="text"/>	Telephone No.	<input type="text"/>
Address:	<input type="text"/>	Occupation	<input type="text"/>
		Relationship to client	<input type="text"/>
Reporter wishes to remain anonymous	<input type="checkbox"/>	Reporter discussed with parents/guardians	<input type="checkbox"/>

4. Parents Aware of Report

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

5. Details of Report

(Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) if known.)

STANDARD REPORT FORM

(For reporting CP&W Concerns)

6. Relationships

Details of Mother		Details of Father	
Name:		Name:	
Address: (if different to child)		Address: (if different to child)	
Telephone No's:		Telephone No's:	

7. Household composition

Name	Relationship	DOB	Additional Information e.g. School/ Occupation/Other:

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

	Name	Address
Social Worker		
PHN		
GP		
Hospital		
School		
Gardaí		
Pre-School/Crèche/YG		
Other (specify):		

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

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

10. Details of person completing form

Name:		Occupation:	
Address:		Telephone No's:	
Signed		Date:	

Guidance Notes:

Health Boards have a statutory responsibility under the Child Care Act, 1991, to promote the welfare and protection of children in their area. Health Boards therefore have an obligation to receive information about any child who is not receiving adequate care and/or protection.

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This reporting form is for use by:

- Health Board Personnel
- Professionals and individuals in the provision of child care services in the community who have service contracts with the health boards
- Designated person in a voluntary or community agency
- Any professional, individual or group involved in services to children who becomes aware of a child protection or welfare concern, or to whom a child protection or child welfare concern is reported.

Please fill in as much information and detail as is known to you. This will assist the Social Work Department in assessing the level of risk to the child, or support services required. If the information requested is not known to you, please indicate by putting a line through the question. It is likely that a social worker will contact you to discuss your report.

Health Boards aim to work in partnership with parents. If you are making this report in confidence you should note that the Health Board cannot guarantee absolute confidentiality as:

- A Court could order that information be disclosed.
- Under the Freedom of Information Act, 1997, the Freedom of Information Commissioner may order that information be disclosed.

You should also note that in making a 'bona fide report' you are protected under the Protection for Persons Reporting Child Abuse Act, 1998. If you have any other relevant information or reports regarding this matter, please attach when forwarding this report.

If you are uncertain as to whether you should report your concerns, please telephone your local social work department to discuss your concerns.

On completion, please return this form to the Social Work Team Leader at the appropriate address.

SAFE RECRUITMENT & SELECTION PROCEDURES

We will ensure our staff are carefully selected, trained and supervised to provide a safe environment for all children and young people.

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It is good practice that staff are recruited along the following guidelines:

- There are clearly defined roles and responsibilities for every job (paid or otherwise)
- Staff posts will be advertised widely
- We will endeavour to select the most suitably qualified personnel
- Candidates will be required to go through an application process
- Candidates will be asked to sign a declaration form
- At least two written references which are recent, relevant, independent and verbally confirmed will be necessary
- Staff will be selected by a panel of two (or more) 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 conviction
 - refusal to sign declaration form
 - insufficient documentary evidence of identification
 - concealing information on ones suitability to work with children
- There will be a relevant probationary period (six months) for *Business to Arts* staff
- All staff and volunteers will be required to consent to Gardaí clearance, and where available, this will be sought

SAFE MANAGEMENT OF STAFF

To protect staff and young people:

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New Staff will:

- be given mandatory induction training
- be made aware of the organisation's code of conduct, Designated Person and their role, and the child protection procedures
- be expected to have read and signed the Child Protection Policy
- Undergo a mentoring/probationary period

All Staff will:

- be provided with an adequate level of session supervision support and review of work practice
- be provided with child protection training (volunteers not available for training will be required to read an information pack on the organisation's child protection policies and procedures)
- employees doing one-off or seasonal work will be issued with an information pack and required to sign a copy of the child protection guidelines

Note: Freelance people will agree to abide by the organisation's Child Protection Policy and/or their own policy must be consistent with *Business to Arts* guidelines.

CONFIDENTIALITY STATEMENT

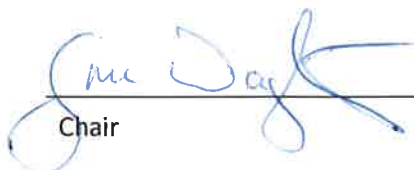
It is the policy of *Business to Arts* to keep confidential any personal information about the families and children availing of our service. This policy exists to protect children, parents, carers, families and staff, and to ensure that everyone using *Business to Arts* services is absolutely clear about issues of confidentiality and what the procedures and routines are in *Business to Arts* in respect of this matter.

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Management, staff, volunteers in *Business to Arts* will be advised of our confidentiality policy and required to sign up to it.

- Principles of confidentiality should be raised by *Business to Arts* with all staff, volunteers, or students and the following should be impressed upon them:
- Parents must be made aware of the necessity of keeping records in relation to the children in order to comply with Child Care Regulations 2006.
- Information, verbal or written provided by parents or carers is treated confidentially
- **The only exception to this may be when child protection concerns arise in relation to a child.** In this situation Information will be shared on a need to know basis in the best interest of the child.
- Parents or carers will have access to the files and records of their own children on request but will not have access to information about any other child
- Children's records are kept in individual files and stored securely in a locked cabinet
- Children's personal details cannot be passed on to another person or people without the parents /carer's prior knowledge and consent
- It is not acceptable to discuss matters relating to the children or the staff or the service outside the setting
- 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 will be put in place around the use of children & young people

This policy was adopted at a meeting of the Board of Directors of Business to Arts

By  _____ Date 30-3-2015
Chair

COMPLAINTS STATEMENT

It is policy of *Business to Arts* to take seriously and give careful attention and a prompt and courteous response to any complaints to ensure the development of a high quality service, which meets the needs of our stakeholders. All complaints will be dealt with fairly and confidentially. Our service users and staff will be made aware that there is a complaints procedure in operation and will receive a copy of the complaints form as part of the child protection policy.

Complaints Procedure

1. If you wish to make a complaint you should contact the Chief Executive to discuss and hopefully resolve the matter.
2. Should you still feel that the matter is unresolved then the complaint should be put in writing to the Chair of *Business to Arts*.
3. A written acknowledgement of the complaint will be sent as soon as possible.
4. If the complaint is related to the behaviour of the staff, the staff member will be informed that a formal complaint has been made and be given the full details.
5. If required, a request may be made in writing to the Chief Executive to have the complaint heard by a wider group. The Board of Directors will set up a working group to investigate the complaint.
6. Membership of the working group should not compromise any person directly involved in the complaint or related to the complaint, or staff member.
7. The outcome of the complaint must be concluded within a month.
8. An agreed written record of the meeting and, where appropriate, a formal letter of the outcome will be issued, within a reasonable period following the meeting.
9. In instances where the complaint involves the welfare of a child/children, the information should be made known as stated in your Child Protection Policy.
10. Confidentiality is of the utmost importance when dealing with complaints.

Depending on the nature of the complaint the following procedures may also be followed:

Code of Behaviour

If there is a breach of the Code of Behaviour by staff, i.e. poor practice, the disciplinary procedure may be invoked by the management committee or owner of childcare service

The Reporting Procedure


If there is a complaint alleging abuse of a child by any staff/volunteer etc. in the Service the reporting procedure to the social work department of the HSE will be followed.

Allegations of abuse against staff

If there is an allegation of abuse of a child by an employee a full investigation would take place and the 'gross misconduct section' of a disciplinary procedure in relation to the Worker may be followed.

This policy was adopted at a meeting of the Board of Directors of Business to Arts

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By  Date 31-3-2015
Chair

CODE OF BEHAVIOUR

We in *Business to Arts* believe that staff and volunteers should have a child centred-approach and a clear understanding of what is acceptable with respect to their behaviour with children in order to protect children from harm, and staff and volunteers from misinterpretations of their actions.

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We aim to do this by-

- Treating all children and young people equally
- Using appropriate language
- Valuing and respecting all children as individuals
- Listening to children
- Involving children in decision making as appropriate
- Encouraging children

We do not:

- Engage in or allow inappropriate touching in any form
- Verbally abuse or physically punish any child
- Condone bullying or abusive behaviour by staff, volunteers or other children
- Undertake intimate care needs without consulting and agreeing arrangements with the child and parents
- Engage in practices which demean children
- Socialise inappropriately with children/young people

We are aware:

- Of developing favouritism or becoming overly involved with any one child
- That while physical contact is a valid way of comforting or reassuring a child it should take place in response to the need of the child and not the need of the adult, in an open environment

Breach of this code will lead to the disciplinary procedure being implemented.

This policy was adopted at a meeting of the Board of Directors of Business to Arts

By


Chair

Date 30-3-2015

GUIDELINES FOR RESPONDING TO A DISCLOSURE BY A CHILD

- Stay calm and listen- give the child time to say what she or he wants to say
- Listen carefully and attentively, take the child seriously
- Don't ask leading questions or make suggestions
- Don't stop the child recalling significant events, but don't start to investigate or make the child repeat the story unnecessarily
- Don't express opinions about the child or members of his or her family
- Reassure the child but don't promise to keep it a secret even if a child requested it
- Explain that you will need to discuss this with someone else
- Record the disclosure as carefully as possible, outline what the child said, in the language the child used

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DEFINITIONS OF ABUSE

NEGLECT

Is where a child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment and affection from adults, medical care.

- Usually not one event
- Happens over a period of time
- Results in the child's development being severely affected

VERBAL ABUSE

Occurs when language is used to manipulate, control, ridicule, insult, humiliate, belittle, vilify and show disrespect and disdain to another, and is often a component of other forms of abuse. (www.nemasys.com)

EMOTIONAL ABUSE

Occurs when a child's need for affection, approval, consistency and security are not met. It is usually found in the relationship between the care-giver and the child. It would arise when abusive interactions between the child and care-giver become typical of the relationship.

PHYSICAL ABUSE

Any form of non-accidental injury or injury which results from willful or neglectful failure to protect a child.

SEXUAL ABUSE

Refers to when a child is used by another person for his or her sexual gratification or sexual arousal or for that of others.

-Children First National Guidelines for the Protection and Welfare of Children
(Definitions pages 31-33)

REASONABLE GROUNDS FOR REPORTING:-

- A disclosure from a child in relation to abuse by an adult or child/adolescent
- An account by a person who witnessed the abuse of a child
- Evidence of an injury or behaviour, which indicates abuse, and is unlikely to be caused any other way
- Evidence of Injury or behaviour which is consistent with abuse, but also where another or innocent explanation is given, however other factors and indicators are present to support the concern of abuse.
- consistent indication over a period of time, that a child is suffering from emotional or physical neglect or lack of adequate supervision.
- A disclosure by an adult that they were abused as a child by someone who now has contact with children

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Dealing with a Disclosure

- The staff member/volunteer must share this information with their designated person. They must never promise a child that they could keep such information to themselves, even if a child requested it.
- It is never the role of the staff member/volunteer to investigate or to make an assessment of the risk of abuse to a child. The HSE carry out such assessments and the Garda investigate any criminal aspect.
- At the appropriate time, the staff member/volunteer will record the disclosure as it happened, quoting the words of the child. The designated person will implement our Child Protection Reporting Procedure.

ACCIDENT PREVENTION

Health & Safety Policy

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It is the policy of *Business to Arts* to promote the health, well being and personal safety of all children and adults involved in our service, through developing and regularly reviewing accident prevention procedures and fire safety procedures.

Accident Prevention

- A Health & Safety Policy/Statement has been prepared and is reviewed on a regular basis
- All new staff and volunteers must be familiar with the Health & Safety Policy
- Where possible, at least two adults on the premises at all times
- Children are supervised by adults at all times when using the service
- Care is taken to ensure that no child can leave the premises undetected
- When the main entrance is locked the key must remain in the position which is known and accessible to all adults
- Staff must know which children are present at any one time
- Furniture and equipment are laid out to minimise safety risks and checked regularly for any damage
- Only suitable and age appropriate objects are available to children.

Accident Procedures

- The First Aid Box is always fully equipped, easily identifiable and in a location which is known to all adults. See Guidelines on First Aid at Places of Work for list of contents for a workplace First Aid kit.
- At least one member of staff who holds an up-to-date First Aid Certificate is on the premises at all times
- Records are accessible to all relevant staff in case of an emergency
- Minor accidents will be treated on the premises and parents/carers will be advised of the injury and the action taken, when the child is collected
- All accidents even minor ones, are recorded in the Accident Book
- Business to Arts has an arrangement with a local surgery in case of an accident or sudden illness
- In the case of serious accident the senior staff member will phone the doctor and the child's parent/carer
- If the child has to go to hospital before the parent/carer arrives, an adult known to the child must accompany him/her to hospital and stay until the parent/carer arrives
- The child's record card must be brought for reference
- All accidents must be reported to the insurance company.

FIRE SAFETY

- *Business to Arts* has all the relevant fire safety equipment recommended in Safety, Health and Welfare at Work Act 2005 including fire extinguishers, smoke alarms and fire blankets
- The fire safety equipment is checked annually

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OUTINGS POLICY

It is the policy of *Business to Arts* to ensure the safety and well being of the children and adults involved in our service when planning and undertaking outings.

Procedures

- Parents are encouraged to take an active part in the planning, preparation and undertaking of outings
- Prior information about proposed outings is given to all parents including departure and return times
- All parents must sign a consent form prior to the outing
- There is always at least one adult to every two children
- The insurance company is contacted prior to the outing to confirm that the event is covered by the service's insurance policy.

EQUAL OPPORTUNITIES POLICY

It is our policy to respect the individuality of all children and adults involved in our service and to promote positive attitudes to children/adults with special needs and/or disability, differences of culture, ethnicity, gender, language and financial circumstances; and to minority.

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Equal Opportunities Procedures

- Recruitment and employment of staff will comply with all relevant equality legislation and with our Recruitment Policies and Procedures
- The service is open to all families in our community (see Admissions Policy)
- A range of activities is chosen to reflect various differences in cultures, gender and ability.
- We regularly check our books, posters and other materials to ensure that they challenge stereotyping and that they positively and accurately reflect disability and cultural and ethnic diversity.
- Special dietary needs of children and adults are catered for where possible
- We will challenge any statements or behaviour by anyone in the service which are racist or sexist or which reinforce stereotypes; or which are in any other way derogatory to an individual.
- We believe that parents, children and staff can work together to create an environment where diversity can be valued and shared; and in which every individual can both contribute and learn.

DECLARATION OF SUITABILITY TO WORK WITH CHILDREN/YOUNG PEOPLE

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DECLARATION OF SUITABILITY TO WORK WITH CHILDREN/YOUNG PEOPLE

I, _____ hereby declare and warrant that there is no reason known to me and there are no convictions, claims or complaints (past or pending) against me relating to children/young people that would deem me to be unsuitable to work with children/young people and carry out my role within this organisation.

I understand that my making a false declaration would be grounds for dismissal or the termination of my contract on any project which I was engaged.

I also give my permission to contact An Garda Síochána for clearance purposes.

Signed: _____

Date: _____