

**CHILD PROTECTION AND WELFARE OF
CHILDREN AND YOUNG PEOPLE
IN DUBLIN FRINGE FESTIVAL**

10th MAY 2018

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SECTION 1: CHILD PROTECTION POLICY STATEMENT

We Dublin Fringe Festival 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 recommendations of Children First: National Guidelines for the Protection and Welfare of Children, published by the Department of Health and Children.

We have implemented procedures covering:

- Code of behaviour for all staff
- Reporting of suspected or disclosed abuse
- Confidentiality
- Recruitment and Selecting staff
- Managing and supervising staff
- Involvement of primary carers
- Allegations of misconduct or abuse by staff
- Complaints and comments
- Incidents and accidents

This policy will be reviewed on May 8th 2018.

Signed

A handwritten signature in black ink that reads "Shannon Lacek". The signature is written in a cursive, flowing style.

Shannon Lacek

Position:

General Manager, Dublin Fringe Festival

Date:

10 May, 2018

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).

SECTION 2: CODE OF BEHAVIOUR

The code of behaviour can be categorised under the following headings:

- 1.** Child-centred approach
- 2.** Good practice
- 3.** Inappropriate behaviour
- 4.** Physical contact
- 5.** Health and safety

A code of behaviour for children and young people will be requested from all programmed artists.

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 any 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
- Create an atmosphere of trust
- Respect differences of ability, culture, religion, race and sexual orientation
- Be aware of the possible difficulties of working in performance spaces and the issues that may arise e.g. fear of dark, safe practice
- Be aware of the age appropriate nature of the festival programme and manage accordingly

2. Good practice

General

Dublin Fringe Festival is not / does not directly organize workshops, talks or other events for children. We do from time to time work with groups who attend events. These events would be organized by professional bodies however it is still the responsibility of Dublin Fringe Festival and our staff to ensure the Companies and Organisations are aware and abide by our Child Protection Guidelines and Policies. We will therefore ensure the groups / organisations have;

- primary carers, children/young people, visitors and facilitators aware of the Child Protection Policy and procedures
- a register of each child/young person (name, address, phone, special requirements, attendance, emergency contact)
- emergency procedures in place and make all staff aware of these procedures
- are inclusive of children and young people with special needs; in particular in relation to planned darkroom usage
- plan and be sufficiently prepared, both mentally and physically
- report any concerns to the Designated Person and follow reporting procedures
- 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 behaviour in assigned Dublin Fringe Festival spaces (eg. no under age children in licensed venues)
- provide appropriate training for their staff.

Dublin Fringe Festival will ensure to;

- Communicate maximum numbers who may attend events at any time
- 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 Dublin Fringe Festival and the Companies
- Have a written agreement with any external organisation
- Won't be passive in relation to concerns
- Don't let a problem get out of control
- Before booking an event for a group ask the teacher/leader about the profile of the groups/any special requirements/needs or concerns

- Avoid taking a session on your own. Insist that teacher/youth group leader accompanies groups. 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.

Events and Performances

- If events contain sensitive/explicit scenes of a violent or sexual nature inform the group leader/teacher in advance.
- Inform public at entrance to events and on publicity material if necessary.
- In the case of individual family/carers visiting the event make them aware of any issues relating to potentially sensitive material.
- Inform groups of flashing lights and events in darkened rooms. Have a policy depending of type of event for appropriate numbers permitted at any one time.
- Make leaders/teachers/family/carers aware of explicit nature of some performances or events.
- Where necessary, ensure that all staff not directly in contact with group or family are aware of planned visit and are properly trained to deal with group when in general areas.
- Ensure that there are enough staff on hand to deal with groups attending events.
- Stagger events to ensure that no more than one group is booked in at a time.
- Be aware of general and make leaders aware of issues which may affect travel to and from events, particularly when weather conditions are bad.

3. Inappropriate behaviour

- Avoid any staff spending excessive amounts of time alone with children/young people. Insist teacher/leader/parent/guardian is with groups at all times.
- 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. Stop events if necessary to restate need for respectful behaviour.
- Don't hit or physically chastise children/young people.
- Don't socialise inappropriately with children/young people, e.g., outside of structured organisational activities.

- Do not allow for images/portraits of children to be taken without permission of group leader/ parent/guardian.
- The taking and usage of images should be agreed in advance. Any use of images for promotional reasons should be clearly stated in advance and written clearance sought.

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.

5. Health and safety

- Don't leave children unattended or unsupervised.
- Carefully explain health and safety guidelines.
- Point out potential risks to leader in advance and to group on visit.
- Make clear all emergency exits.
- Notify group leaders of potential risks in general area outside of building.
- Provide a safe environment and be aware of accident procedures and follow accordingly.
- However, work emanating from the artistic process and work of artistic content will not be censored in this way.

SECTION 3: REPORTING PROCEDURES

The General Manager will act as Designated Person to deal with issues related to child protection and welfare within the organisation and to respond to any concerns that may be identified.

The Programme Manager and the Marketing Manager will act as deputies to cover this role when the Designated Person is unavailable or if she is directly involved in an incident, suspicion or accusation.

The Designated Person and her deputies occupy senior positions within Dublin Fringe festival.

The General Manager 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 the responsibility of this person 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.

The General Manager can be contacted at Dublin Fringe Festival on (01) 675 5939

Programme Manager and Marketing Manager have been designated as deputy to **The General Manager** and can be contacted at (01) 670 6106.

The following excerpt from Children First: National Guidelines for the Protection and Welfare of Children (4.3.2 - p.38) shows what would constitute reasonable **grounds for concern**:

- specific indication from the child or young person that s/he has been abused
- an account by a person who saw the child/young person being abused
- evidence, such as an injury or behaviour, which is consistent with abuse and unlikely to be caused another way
- 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]
- consistent indication, over a period of time, that a child is suffering from emotional or physical neglect.

Recording Procedures

Dublin Fringe Festival records concerns about the protection of children and young people in our incident book.

Our incident book is stored in a secure file in the Dublin Fringe Festival office. Incident report book is accessed by The General Manager and the FRINGE LAB Coordinator.

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 s/he 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 the details unnecessarily
- Explain to the child/young person what will happen next (explanation should be age-appropriate).

Reporting procedures:

Dublin Fringe Festival has clear reporting procedures for matters relating to a child/young person's safety and welfare.

- The reporting procedure is known and accessible to all staff in our staff handbook.
- The person who expresses the concern should be involved and kept informed.
- Actions and outcomes should be noted.
- Record all details, including the date, time and people involved in the concern or disclosure and the facts in the incident book. Information recorded should be factual. Any opinions should be supported by facts.
- Inform The General Manager, Designated Person or Programme Manager or Marketing Manager, Deputy Designated Persons if unavailable.
- The most appropriate person should discuss the concern or consult with primary carers. Parents, carers or responsible adults should be made aware of a report to the Health Service Executive unless it is likely to put the child/young person at further risk.
- The Designated Person 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 (see Section 4: Confidentiality statement).
- If there are reasonable grounds for concern as outlined above, the designated person will contact the Duty Social Worker in the Health Service Executive area using the standard reporting form available from the Health Service Executive. (See Appendix 4 for form.) Reports to the Duty Social Worker can be made verbally

initially and then followed by the standard reporting form. Reports should be made to the Health Service Executive without delay.

- If the Designated Person or Deputy Designated Persons are not available, contact the local Duty Social Worker of the Health Service Executive directly.
- In case of emergencies outside of Health Service Executive Social Work Department hours, contact the Gardaí. In situations that threaten the immediate safety of a child/young person, it may be necessary to contact the Gardaí.

SECTION 4: CONFIDENTIALITY STATEMENT

We in Dublin Fringe Festival 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 written consent of the parent/carer (however, we cannot guarantee that cameras/videos will not be used at public talks and seminars).
- Procedures are in place for the recording and storing of information in line with our confidentiality policy.

SECTION 5: RECRUITING AND SELECTING STAFF

Dublin Fringe Festival's recruitment and selection policy operates in tandem with our Human Resources policy.

All staff who will have or are likely to have contact with children and young people should undergo a recruitment process in line with these procedures and appropriate to their level of contact with children and young people.

Recruitment and selection policy statement

We 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 or voluntary)
- Posts will be advertised widely
- We will endeavour to select the most suitably qualified personnel
- Candidates will be required to complete an application and declaration form
- 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 (or more) staff 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;
- There will be a relevant probationary period
- All staff will be required to consent to Gardaí clearance, and where available, this will be sought.

SECTION 6: MANAGING AND SUPERVISING STAFF

New staff receive induction training and are made aware of policies and procedures; this is supported by our staff handbook.

Freelance staff will agree to abide by Dublin Fringe Festival's Child Protection Policy Statement.

In the event that a freelancer has his or her own policy, it must be consistent with Dublin Fringe Festival's policy.

Staff management policy statement

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

New staff will:

- Be made aware of the organisation's code of conduct, child protection procedures and health and safety guidelines.
- Undergo a probationary or trial period.

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 aware of issues which may affect groups visiting the exhibition space and performances.

SECTION 7: INVOLVEMENT OF PRIMARY CARERS

Policy statement: 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 in particular good darkroom practice.
- 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 the 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.

SECTION 8: DEALING WITH ALLEGATIONS AGAINST STAFF

In the event of allegations being made against an employee (staff or voluntary), the protection of the child/young person is the first and paramount consideration.

- Dublin Fringe Festival has a dual responsibility in respect of both the child/young person and employee.
- The same person will not have responsibility for dealing with the child/young person welfare issues and the staff employment issues.
- An allegation against an employee should be assessed promptly and carefully. If reasonable grounds for concern exist, a formal report to the Health Service Executive should be made.
- The reporting procedures outlined in Section 3 of these guidelines should be followed. Dublin Fringe Festival will maintain a close liaison with the Health Service Executive and the Gardaí.
- As employers, we will ensure that our actions do not undermine or frustrate any assessment or investigation by Health Service Executive and the Gardaí.
- Agreed procedures should be followed in the context of the applicable employment contract and the rules of natural justice.
- Dublin Fringe Festival will take protective measures appropriate to the level of risk while not unreasonably penalising the worker – unless necessary to protect the child/young person. Protective measures might mean increased supervision, assignment to different duties, or suspension.
- Dublin Fringe Festival will seek legal advice on procedures or protocol to deal with allegations against staff.

Dealing with an allegation against staff

Two separate procedures must be followed:

1. In respect of the child/young person The General Manager (DP) will deal with issues related to the child/young person.
2. In respect of the person against whom the allegation is made Programme Manager or Marketing Manager (DDP) will deal with issues related to the 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 one of the Deputy Designated Person should be contacted.
 - The reporting procedures outlined in Section 3 of these guidelines should be followed. Both the primary carers and child/young person should be informed of 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 the opportunity to respond.
- The chairperson of Dublin Fringe Festival 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 of Dublin Fringe Festival should advise the person accused and agreed procedures will be followed.

SECTION 9: COMPLAINTS AND COMMENTS PROCEDURES

Primary carers, children/ young people and staff should all be made aware of these procedures. Consideration should be given to an appeals procedure.

In the event of complaints or comments:

- Complaints or comments will be responded to within 2 weeks.
- The General Manager has responsibility for directing complaints/comments to the appropriate person.
- Verbal complaints will be logged and responded to.

SECTION 10: ACCIDENTS PROCEDURE

Dublin Fringe Festival has a Health and Safety Statement that includes a risk assessment of each area of operation. Procedures to follow in the event of an accident should be formulated. This includes the following information:

Accidents procedure

- Dublin Fringe Festival will maintain an up-to-date register of the contact details of all organisations, groups and Schools involved with the Building.
- Children/young people's details should be cross-referenced between the incident book and file.
- External organisations with whom Dublin Fringe Festival has dealings must provide proof that they have public liability insurance.
- First-aid boxes, gloves and aprons are available and regularly re-stocked.
- The first-aid boxes are located in the reception and on each floor clearly visible.
- Availability of first-aid should be in accordance with Dublin Fringe Festival's Health and Safety guidelines.
- The location of accident/incident books are known to staff.

APPENDIX 1: definitions of abuse

There are four main categories of abuse as outlined in Children First: National Guidelines for the Protection and Welfare of Children. The following is a synopsis of the information contained in that document.

For the full definitions please refer to Children First: National Guidelines for the Protection and Welfare of Children 1993 (pp.32-34).

1. Neglect

“Neglect can be defined as being 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....The threshold of significant harm is reached when the child’s needs are neglected to the extent that his or her well-being and/or development are severely affected.” (Children First p.31)

2. Emotional abuse

Emotional abuse usually happens where there is a relationship between a carer and a child rather than as a specific incident or incidents.

“Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.” (Children First p.31)

Rather, it can manifest in the child’s behaviour or physical functioning. Examples of these include ‘anxious’ attachment, unhappiness, low self-esteem, educational and developmental underachievement and uncooperative or hostile behaviour.

“The threshold of significant harm is reached when interaction is predominantly abusive and become typical of the relationship between the child and the parent/carer.” (Children First p.32)

Examples of emotional abuse in children include:

- Imposition of negative attributes on children, expressed by persistent criticism, sarcasm, hostility or blaming;
- Emotional unavailability by the child’s parent/carer;
- Unresponsiveness, inconsistent or inappropriate expectations of the child;
- Premature imposition of responsibility on the child;
- Unrealistic or inappropriate expectations of the child’s capacity to understand something or to behave and control him/herself in a certain way;
- Under or over-protection of the child;
- Use of unreasonably harsh discipline;
- Exposure to domestic violence.

3. Physical abuse

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child. Examples of physical injury include the following;

- Shaking
- Use of excessive force in handling
- Deliberate poisoning
- Suffocation
- Allowing or creating a substantial risk of significant physical harm to a child

4. Sexual abuse

Sexual abuse involves the use of a child for gratification or sexual arousal by a person for themselves or others.

Examples of sexual abuse include:

- Exposure of the sexual organs or any sexual act intentionally performed in the presence of a child
- Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification
- Masturbation in the presence of the child or involvement of the child in an act of masturbation
- Sexual intercourse with a child whether oral, vaginal or anal
- Sexual exploitation of a child... may also include showing sexually explicit material to children which is often a feature of the 'grooming' process by perpetrators of abuse
- Consensual sexual activity involving an adult and an under-age person.

APPENDIX 2: List of Health Service executive Area

Social work department Contact details

East Coast Area

Community Area social

Care Area work department

Area 1

Principal Social Worker 01 – 2365130 01 – 2365139

Duty Social Worker 01 – 2808403 01 – 2844995

Our Lady's Clinic

Patrick Street

Dun Laoghaire

Co. Dublin

Area 2

Principal & Duty Social Worker 01 – 2680320/0333 01 - 2680406

Vergemount Hall

Clonskeagh

Dublin 6

Area 10

Principal Social Worker 0404 – 68400 0404 – 69044

Duty Social Worker 0404 – 60800 0404 – 60888

Glenside Road Health Centre

Wicklow Town

Principal Social Worker 01 – 2871482 01 – 2871490

Duty Social Worker 01 – 2744100 01 – 2744136

Bray Health Centre, Block B

Civic Offices

Main Street

Bray

Northern Area

Community Area social

Care Area work department

Area 6

Principal Social Worker 01 – 8680444 01 – 8825153

Duty Social Worker 01 – 8567704 01 – 8567702

Welmount Health Centre

Finglas, Dublin 11.

Area 7

Principal Social Worker 01 – 8556871 01 – 8550589

Duty Social Worker 01 – 8014620 01 – 8014603

22 Mountjoy Square

Dublin 1

Area 8

Principal Social Worker 01 – 8164200 01 – 8479593

& Duty Social Worker

Health Centre
Cromcastle Road Coolock
Dublin 5

South-Western Area

Community Area social
Care Area work department

Dublin South

Principal Social Worker 01 – 6486650 fax 01 – 6799303
City District Duty Social Worker 01 – 6486555 fax 01 – 6486702
Carnegie Centre, 21-25 Lord Edward Street, Dublin 2

Principal Social Worker 01 – 4154700/739 fax 01 – 4154804
West District Duty Social Worker 01 – 4520666 fax 01 – 4520501
Health Centre, Millbrook Lawns, Tallaght, Dublin 24

Dublin West

Principal & Duty Social Worker 01 – 6206387 fax 01 – 6206388
District Bridge House, Cherry Orchard Hospital, Ballyfermot, Dublin 10

Kildare/West Principal Social Worker 045 – 896120 fax 045 – 896455

Wicklow District Duty Social Worker 045 – 882400 fax 045 – 882424
Swan Centre Fairgreen, Naas, Co. Kildare
Athy Health Centre 059 – 8633535 fax 059 – 8633566
Woodstock Street, Athy, Co. Kildare

Celbridge Health Centre 01 – 6303155 fax 01 – 6303112
Maynooth Road, Celbridge, Co. Kildare

Appendix 3: List of Health Service executive ‘Keeping Safe’

Information and Advice Persons

Brid Burke, HSE, W.H.A. Community Services,
The Annex, Western Area,
Galway
Health Service Executive
Seamus Quirke Rd., Galway
T: 091 – 548440
F: 091 – 524226
M: 086 – 2556103

Sandra Claxton , HSE, W.H.A.
Mayo Community Services,
Old Westport Rd
Castlebar, Co. Mayo.
sandra.claxton@ mailn.hse.ie
T: 094 – 9042579
F: 094 – 9020452
M: 087 – 9074668

Charney Weitzman, HSE, Midland Child Care Unit,
Area, Longford,
Unit 4, Central Business
Park, Tullamore,
charney.weitzman@mailq.hse.ie
T: 0506 – 57842
F: 0506 – 57846
M: 086 – 8157030

Noreen Herron, HSE, N.W.A Markievicz House, Sligo, Leitrim, Barrack Street, Sligo. noreen.herron@ mailb.hse.ie	T: 071 – 9155133 F: 071 – 9155142 M: 087 – 9090480
Sinead Twomey, HSE, Southern Ellis House, Ballyvolane Commercial Park, Ballyvolane, Cork. stwormeys4@ shb.ie	T: 021 – 4529010 F: 021 – 4529028 M: 087 – 4194335
Laura Nee, HSE, M.W.A. Child Care Manager’s Dept., Tipperary North, Annbrook, Limerick Road, Nenagh, Co. Tipperary. laura.nee@ mailh.hse.ie	T: 067 – 38314 F: 067 – 38301 M: 087 – 7987854
Jan Godfrey, HSE, M.W.A. River House, Clare, Gort Road, Ennis, Co. Clare. jan.godfrey@ mailh.hse.ie	T: 065 – 6863919 F: 065 – 6863983 M: 087 – 6184964
Ann Murray, HSE, M.W.A. 87 O’Connell Street, Limerick. Limerick. ann.murray@ mailh.hse.ie	T: 061 – 483520 F: 061 – 468902 M: 086 – 8508353
Anne Purcell, HSE, S.E.A. Health Centre, Wexford, Castlehill, Waterford, Carlow. South Tipperary. ann.purcell@ maila.hse.ie	T: 059 – 9133797 F: 0503 – 36550 M: 087 – 7985062

APPENDIX 4: PRIVATE AND CONFIDENTIAL

STANDARD FORM FOR REPORTING CHILD PROTECTION AND/OR WELFARE CONCERNS

In case of emergency or outside Health Service executive office hours, contact should be made with An Garda Síochána

A. To Principal Social Worker
or Duty Social Worker : _____

1. Details of Child:

Name: _____ Male: _____ Female: _____

Address: _____

Age/D.O.B.: _____ School: _____

a. Name of Mother: _____ Name of Father: _____

Address of Mother if different to Child: _____ Address of Father if different to Child: _____

Telephone Number: _____ Telephone Number: _____

b. Care and Custody arrangements regarding child, if known:

c. Household Composition:

Name: _____ Relationship to Child: _____ Date of Birth: _____

Additional Information e.g. School/Occupation:

Note: A separate report form must be completed in respect of each child being reported.

School: _____

Public Health Nurse:

Gardaí:

G.P.:

Pre School/Crèche/YouthClub:

Hospital:

Other, specify e.g. Youth Groups, After School Clubs:

5 a. Are Parents/Legal Guardians aware of this referral to the Social Work Department?

Yes No

5 b. Are the Parents/Legal Guardians supportive? Yes No

6 . Details of Person reporting concerns:

(Please see Guidance Notes re Limitations of Confidentiality)

Name: _____ Occupation: _____

Address:

Telephone Number: _____

Nature and extent of contact with Child/Family:

7. Details of Person completing form:

Name: _____

Date: _____

Occupation: _____

Signed: _____

Guidance Notes:

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

This reporting form is for use by:

- Health Service Executive Personnel.
- Professionals and individuals in the provision of child care services in the community who have service contracts with the Health Service Executive.
- 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.

(Health Service Executive personnel should do this in consultation with their line manager). 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.

The Health Service Executive aims to work in partnership with parents. If you are making this report in confidence you should note that the Health Service Executive 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 are unsure if you should report your concerns, please telephone the duty social worker and discuss your concerns with him/her.

APPENDIX 5

Volunteer reference Form **CONFIDENTIAL**

.....has expressed an interest in becoming a volunteer with Dublin Fringe Festival and has given your name as a referee.

This post involves some 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 applicant 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 a volunteer position. 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 volunteer?

How would you describe their personality?

Please rate this person on the following (please tick):

Poor	Average	Good	V/Good	Excellent
Responsibility	_____	_____	_____	_____
Maturity	_____	_____	_____	_____
Self-motivation	_____	_____	_____	_____
Motivation of others	_____	_____	_____	_____
Energy	_____	_____	_____	_____
Trustworthiness	_____	_____	_____	_____
Reliability	_____	_____	_____	_____

Signed: _____

Date: _____

Occupation: _____

APPENDIX 6

Declaration Form Confidential

Declaration form for all those working with children and young people.

Surname: _____

First Name: _____

Date of Birth: _____ Place of birth _____

Address:

Tel. No: _____ Mobile No: _____

Any other name(s) previously known as: _____

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

Yes No

If yes, please outline the reason below.

Have you ever been convicted of a criminal offence? Yes No

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

Signed: _____ Date: _____

Key things to do	Who is responsible	By When	Done
Involve CEO	GM	Jan 13	√
Appoint designated person (DP) Appoint Deputy Designated Person (DPP)	GM PM & MM	Jan 13	√
Draw up code of behaviour for staff	GM	Jan 13	√
Devise Child Protection Policy Statement	GM	Jan 13	√
Devise policy for recruitment, training, support and supervision (including a Volunteer Reference Form and a Sample Declaration form)	GM	Jan 13	√
Establish procedures around recording information (on incidents and suspicions) and around reporting incidents	GM	Jan 13	√
Draw up a confidentiality statement	GM	Jan 13	√
Devise procedures to be followed in the event of an allegation against staff	GM	Jan 13	√
Seed feedback on new guidelines from legal advisor	Solicitors	Jan 13	√
Inform Board of new Child Protection Policies and procedures	GM	Jan 13	√
Plan induction for staff/ new staff/ volunteers/interns	GM	Jan 13	√
Let parents and children and young people know about new policies and procedures	GM	Jan 13	√
Review policy annually	GM	May 17	√

Appendix 8: Anti-bullying Code

- We provide a place where everyone can feel secure.
- We provide a place where it is known that bullying is not acceptable behaviour.
- We provide a place where name calling is not tolerated.
- We provide a place where no one suffers abuse of any nature.
- We provide a place where no one is victimized.
- We provide a place where everyone is supported and listened to.
- We provide a place where it is everyone's responsibility to ensure that all are treated equally.
- We provide a place where solutions to problems are the concern of all.

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