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Asylum Productions

Child & Vulnerable Adult Protection Policy*

*Throughout the document the term child shall include all persons under 18 and vulnerable adults.

June 2023 RV2 Auth ML

Child Protection Procedures Introduction and Definitions of Abuse

Introduction

A child protection policy acknowledges that children are vulnerable and may be subject to harm or abuse. This document states what Asylum Productions will do to minimize the risks and what steps we will take to ensure the safety of children using our services. This policy and guidelines will help all concerned to be clear about expectations, boundaries and procedures.

What is abuse?

Abuse of another person may be physical, mental, sexual or emotional. Neglecting someone is also a form of abuse. Abuse may be actual or threatened: threatening to hit someone is abusive, so is actually hitting him or her. Abuse can be financial and exploitative. The work of children is play and any expectation from another party for a child to be the main provider for a household constitutes abuse.

All children have the right to protection from violent, threatening, pressurised or degrading behaviour. Each child should be treated as an individual and should be encouraged to express their own needs and wishes. All children should be valued equally regardless of age, gender, race or ability. Children's complaints and concerns will be taken seriously and dealt with accordingly.

Asylum Productions Child and Vulnerable Adults Protection Policy Statement

Asylum Productions is committed to a person-centered approach to our work with children, young people and vulnerable adults. We undertake to provide a safe environment and experience, where the welfare of the child/young person/vulnerable adult is paramount. We 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 are committed to implementing the following policies and procedures:

- Code of Behaviour for all staff and contractors
- Confidentiality
- Recruitment
- Managing and supervision of staff
- Involvement of primary carers
- Reporting of suspected abuse
- Allegations of misconduct or abuse by staff/ contractors
- Complaints and comments
- Incidents and accidents

The designated person dealing with child protection is

Medb Lambert

This policy will be reviewed in June 2023

A handwritten signature in black ink that reads "Medb Lambert". The signature is written in a cursive style with a large initial 'M'.

Signed:

Date: 30/6/2023

Code of Behaviour for staff including contractors

Person Centered approach

All citizen artists including children, young people and vulnerable adults are to

- Be treated equally
- Be treated with respect
- Be listened to
- Be involved in decision making processes as appropriate
- Be encouraged and supported
- Be facilitated and allowed to participate as fully as possible and with dignity at all times
- Engage in a fun learning process and experience

Facilitators and Staff

All facilitators and staff working with young people on behalf of Asylum Productions are required to :

- Work on an individual basis to ask what people's needs are and how to facilitate their needs and requirements
- Use appropriate language
- Lead by example
- Create an atmosphere of trust
- Respect personal boundaries
- Discuss and establish ground rules for each activity with the group
- Be aware of people's limitations and of any specific needs / requirements
- Ensure that contact numbers for any necessary individuals from support network – EG parents, guardians, key workers, carers or staff - are to hand
- Respect differences of ability, culture, religion, race and sexual orientation

Good practice

- Each person participating in an activity must be registered i.e name, address and phone number, any needs or requirements should be noted, understood and facilitated
- All staff must have full working knowledge and practice of the Asylum Productions Protection Policy and procedures
- Any concerns regarding children, young people or vulnerable adults must be reported to the Asylum Productions designated member of staff
- A minimum of two adults must be present when facilitating workshops. In the case of schools, an artist and school staff member must be present to facilitate the session
- All artists are required to document and evaluate their work with children, young people and vulnerable adults. Permission to take photographs must be secured.
- All artists are required to sign contracts with Asylum Productions outlining the terms and conditions of each project
- It is recommended that artists working on behalf of the Asylum Productions attend relevant professional development courses
- Plan and be sufficiently prepared, mentally and physically: when organising activities make sure there is a detailed programme that's appropriate to the needs of everybody participating in the group.
- Where appropriate, have a plan of alternative activities in case of, for example, bad weather
- Ensure proper supervision and support based on adequate ratios according to age, abilities and activities involved
- Staff/volunteers/registered artists should not take one child/young person alone in a car on journeys. Where the giving of lifts is unavoidable, it should be with the full consent and knowledge of parents/guardians and a senior project worker of Asylum Productions

Inappropriate behaviour

When adults are working with citizen artists (including, children, young people and vulnerable adults) the following actions should be avoided:

- Spending excessive amounts of time alone
- Use of offensive or sexually suggestive physical/verbal language
- Favouritism, ridicule, criticism
- Inappropriate touching
- Socialising inappropriately with children/young people outside of structured activity time
- Hitting or physical chastisement of children/young people

Physical contact

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

Health and safety

- Don't leave children/young people unsupervised or unattended
- Don't allow children to use any dangerous materials
- Provide a safe environment
- Be aware of accident procedure and follow accordingly

Asylum Productions designated contact regarding child
protection and welfare

Medb Lambert has been designated as the person to contact if you have an issue or concern about any aspect of a child/young person/vulnerable adult'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 Services Executive or Gardaí where appropriate.

Role

- Provide information and advice
- Receive and consider child protection concerns
- Consult with the health board
- Make a formal referral
- Maintain confidential records
- Inform parents/carers

Medb Lambert is the designated person for dealing with an allegation made against a staff member and can be contacted at Asylum Productions at 086 3647622.

Address : Asylum Productions, Burnchurch, Viper, Kells, Co. Kilkenny, R95DW08

Email: medblambert@gmail.com

Recording and Reporting Procedures

For on-site projects: All incidents are to be recorded in the 'incident book'. All accidents are to be reported in the 'accident' book. Both books are kept at the office of Asylum Productions.

For off-site projects: Incident and accident reporting forms will be provided by Asylum Productions

When recording an accident/incident staff should record:

- All details : date, time and people involved. (Information should be factual)
- The nature of the concern
- The designated person is to be informed of the accident/incident. The director is also to be informed.
- Any information shared is to be treated with the utmost confidentiality
- The Health Services Executive may be contacted for advice and consultation prior to a report being filed. (Note: the Designated Person is responsible for making contact with the HSE/ Gardaí.)
- If there are reasonable grounds for concern the designated person will contact the Duty Social Worker in the HSE and make a report.
- In case of emergencies outside of HSE working hours the Gardaí may be contacted

Disclosures

In the event of a child disclosing information to a project worker that may be of cause for concern a separate '**disclosures**' book is kept by the designated member of staff. To ensure confidentiality the disclosures book is kept locked in the office. The designated person is the only person with access to the 'disclosures book'. In the event of a disclosure made to another staff member or volunteer all entries in the disclosures book will be supervised by the designated member of staff.

Possible grounds for concern when working with children

Source of concern

- A child may tell you
- Someone else may tell you
- You may notice:
 - Physical injury
 - Child's behaviour
 - Obvious and prolonged signs of neglect
 - Staff/volunteer's behaviour

Check out your concerns

- With the child
- With the designated member of staff
- With the parent/primary carer*

* It is advisable that the designated person check a reported concern with a parent/ primary carer, but only if the DP is certain that consulting with a parent/ primary carer will not put the child at further risk.

Reporting Procedures are as follows:

Staff / Volunteer reports concern to designated person in the Asylum Productions

The designated person in appropriate circumstances will refer the concern to:

- The Duty Social Worker, HSE and/or
- An Garda Síochana for further monitoring and / or investigation.

Appropriate action in the event of abuse being alleged

Do:

- Stay calm
- Listen rather than question
- Give the person time to say what they want
- Reassure them without making promises, and take what they say seriously
- Record accurately in writing what has been said as soon as possible
- Report to Asylum Production's Designated Person
- Record your report

Don't:

- Panic or overreact
- Promise to keep secrets
- Ask for details of the abuse
- Make the child repeat the story unnecessarily or question/interrogate
- Try to deal with the problem of sexual abuse alone
- Confront the person being accused of the abuse
- Destroy evidence, e.g. in cases of sexual assault.

What if someone accuses you of abusing them?

- Don't get into a discussion with them about it. End the conversation there and then as quickly and politely as possible.
- Go to the Asylum Productions' Designated Person immediately and report it.
- The measures which can be taken to ensure the safety of children and young people can include the following: suspension of duties of the person accused, re-assignment of duties where the accused will not have contact with children/young people, working under increased supervision during the period of the investigation and other measures as deemed appropriate
- Don't have any contact with the person alleging abuse, or their carers, relatives or friends until the investigation is over.

Procedure for recording incidents relating to a disclosure or reasonable grounds for concern

When reporting to the Designated Person at Asylum Productions the following information is required:

- grounds for concern
- When: date, time
- Who: staff/volunteer, child
- The nature of the concern/disclosure
- Any action taken

Note: Information should be factual

REPORTING TO THE HSE

Responsibility of the Designated Person

The following information is required:

- Personal details of child, parents/carers and others
- Full account of grounds for concern
- Details of alleged perpetrator
- Agencies/key personnel involved
- State whether parents/legal guardians been informed. In the event they have not been informed please state why.
- Source of information
- Identity of reporter

Written Reports

Note: The relevant person at the HSE can be contacted at any time for verbal advice regarding a possible cause for concern.

Verbal consultation should be the first course of action.

A written report should be submitted to the HSE/ Garda Síochana following verbal consultation where appropriate.

When completing a written report the HSE '**standard form for reporting child protection and/or welfare concerns**' must be used. Copies of this form are attached as an appendix to this document

Confidentiality Statement

Asylum Productions 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 a child or 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 information is being shared and or a report made to the Health Services Executive, unless doing so could put the child at further risk
- As an arts organisation Asylum Productions frequently documents its exhibitions, education and outreach activities. The images are used for documentation and occasionally for promotional purposes within the gallery context. **Workshop consent forms** are to be provided at the beginning of each workshop. Images including children will not be used for promotion of the gallery unless prior consent is indicated on the workshop consent form by parents or primary carers

Recruitment and Selection Policy Statement

Asylum Productions undertake to ensure to the best of their ability that staff and volunteers are carefully selected, trained (where necessary), 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 each job
 - We will endeavour to select the most suitably qualified personnel
 - Candidates will be required to submit an up to date c.v. and to sign contracts in the event of being offered a position.
 - Candidates will be required to read and sign the child protection policy of Asylum Productions
 - Candidates are asked to provide two written references that are recent, independent and verbally confirmed where necessary
 - Staff will be interviewed by a panel of at least two representatives
 - No person deemed to constitute a risk will be employed
 - All employees/contractors will be subject to a 6 month probationary period or as agreed in line with the length of the programme/activity
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- **Exclusions include :**
 - Any child-related convictions
 - Refusal to sign an application form/declaration form
 - Insufficient documentary evidence of identification
 - Concealing information on one's suitability to working with children
 - No candidate deemed to be a risk to children will be employed
 - All staff must agree to consent to Garda Clearance, and where available this will be sought.

Managing and Supervising Staff – Policy Statement

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

New Staff will:

- Take part in a mandatory induction training session. These sessions will be conducted by Asylum Productions (Designated Person). Training sessions will include:
- In-depth examination and explanation of the Asylum Productions Child Protection Policy
- Highlight areas of possible concern when dealing with children
- Be made aware of the organisations code of conduct, good practice and recruitment and child protection procedures
- Explain the relevant reporting procedures and actions to be undertaken in the event of an 'accident', 'incident' or 'disclosure'
- Be made aware of their rights in the event of an allegation being made against them
- Ensure that the staff member is aware that Medb Lambert is the Designated member of Staff, in her absence a deputy designated person – appointed per project, and for allegations made against a staff member paid or voluntary.
- Undergo a probationary period to be agreed in line with the length of the programme/activity

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 required to familiarise themselves with the child protection policy and where appropriate undertake training.

Policy Statement on the involvement of primary carers

Asylum Productions is 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
- Issue contact/consent forms where relevant
- Comply with health and safety practices
- Operate child centered policies in accordance with best practice
- Adhere to recruitment guidelines
- Ensure as far as possible that activities are age appropriate

If Asylum Productions has concerns about the welfare of the child/young person, we will:

- Respond to the needs of the child/young person
- Inform primary carers on an on-going basis unless this action puts the child/young person at further risk
- Where there are child protection and welfare concerns we are obliged to pass these onto the Duty Social Worker and, in an emergency, the Gardaí
- Have a designated person available for consultation with primary carers in the case of any concern over a child or young persons welfare

Procedure for dealing with an allegation against staff*

*Throughout the document staff shall be deemed to include freelance project workers and volunteers.

In respect of the child/ young person Medb Lambert allocate a suitable person to deal with issues relating to the child /young person.

In respect of the person against whom the allegation is made the Director of Asylum Productions, Medb Lambert, will deal with issues related to the staff member

- The first priority is to ensure that no child is exposed to unnecessary risk
- If allegations are made against the designated member of staff, the deputy designated person should be contacted
- Both the primary carers and child/young person should be informed of actions planned and taken

Action to be taken in relation to staff

- The staff member will be informed as soon as possible of the nature of the allegation
- The staff member will be given the opportunity to respond
- Any action following an allegation of abuse against an employee should be taken in consultation with the HSE and Gardaí
- After consultation, the chairperson/head of organisation should advise the person accused and agreed procedures will be followed

Implement protective measures that may include:

Withdrawal of staff member from any contact with children

Suspension from post until such time as allegation is resolved

During the investigation period Asylum Productions will ensure that the staff member is treated fairly, is kept informed of any developments, is actively involved in resolving the matter with the relevant authorities.

Complaints and comments procedures

- Complaints or comments received will be responded to within two weeks
- Medb Lambert has responsibility for directing complaints/comments to the appropriate people/ organisations.
- Verbal complaints will be logged and responded to.
- A complaints book will be kept at the office of Asylum Productions

Incidents procedure

Incidents such as repeated bullying, outbursts of anger/ aggression must be noted in the incidents book or form located at the Asylum Productions office for on-site projects.

For off- site projects the form attached in Appendix 1.3 must be completed.

The following information must be recorded:

- When the incident occurred – date and time
- Where the incident occurred
- Who: staff member/volunteer present at the time of the incident. The child/ children staff member/person involved in the incident
- What: What occurred prior to, during and after the incident
- Any action/s taken
- Note: Information should be factual*

Accidents Procedure

While Asylum Productions considers safety a priority in all activities in the event of an accident the following procedures must be undertaken:

- Staff must assess the seriousness of the accident and take appropriate action. Medical center, hospital and local Garda telephone numbers are available from the front desk of the gallery
- If the accident is serious primary carers must be notified
- An accident report must be completed by a staff member in the accident book (on site projects), kept at the front desk of Asylum Productions or accident form provided for off-site projects
- Events preceeding the accident and any other persons involved must be noted along with the actions that were taken
- A first aid box is available at the office of Asylum Productions
- *The DP of Asylum Productions will undertake 'occupational first aid training' at the earliest possible opportunity.*

Insurance

- All project participants and staff members (paid and unpaid), are covered under the Asylum Productions' employers liability insurance policy
- All members of the public including children and young people participating in a workshop run on behalf of Asylum Productions are covered by the public liability insurance policy
- All contract staff running workshops on behalf of Asylum Productions are required to have their own public liability insurance policies. Contractors are

required to supply a copy of the appropriate policy to the Asylum Productions prior to the commencement of each workshop

Workshop Consent Forms

Any project worker paid or unpaid that is conducting a workshop/event on behalf of Asylum Productions must ensure that workshop consent forms for each child are completed by their primary carer prior to the commencement of each workshop.

The completed form must contain the following information:

- Name, address and contact details of primary carers
- Name address and contact details of child's doctor
- Any relevant information relating to any illness, disability or sensory sensitivity that staff should be aware of and what action is to be taken in the event of a related incident.
- Any information relating to any cultural or religious beliefs that would prevent a child from partaking in a particular arts activity
- Option to consent to the use of photographs/film/video of my child/children taken during the workshop by Asylum Productions for promotional/publication purposes

The staff member responsible for the workshop must make him/herself aware of all of the information contained in the workshop consent form and in the case of consent to the use of film/video or photography must ensure they respect the parents request in this regard

The DP must be informed of any medical condition and any cultural beliefs that may either prevent a child's participation or require monitoring for the duration of the workshop

Declaration for Facilitators / Organisations / Volunteers/ Schools working in collaboration with Asylum Productions

Name: _____

Organisation/ School: _____

Address: _____

Contact Number: _____

Email: _____

I _____ confirm that I have read the Asylum Productions child protection policy. I agree to abide by the principles of the Asylum Productions policy and undertake to follow appropriate procedures when necessary as outlined in this document.

Signed: _____ Date: _____

Organisations name: _____

Signed: _____ Date: _____

On behalf of Asylum Productions

Appendices

- 1.1 Declaration Form – Garda Clearance
- 1.2 Workshop consent forms
- 1.3 Incident reporting forms (offsite projects)
- 1.4 Accident reporting forms (offsite projects)
- 1.5 HSE- Standard form for reporting child protection and/or welfare concerns

On-site Projects:

Accident and incident books are located at the office of Asylum Productions for all on site projects

Disclosures reporting book is kept in the Asylum Productions office.

Medb Lambert must be notified immediately in the event of any incidents, accidents or disclosures by a child / children.

Off- Site Projects:

Accident and incident forms will be supplied for all projects run on behalf of Asylum Productions that take place at an off-site location. In the event of any incident or accident the DP must be notified immediately. Completed forms are to be returned to the DP of Asylum Productions

In the event of a disclosure during a programme at an off-site location the DP must be notified immediately and the Disclosure reporting book located in the Asylum Productions office must be completed at the earliest possible time.

Appendix 1.2

WORKSHOP CONSENT FORMS

Name of Project:

Workshop consent forms are to be completed by parents prior to their child/childrens attendance at a workshop run by or on behalf of Asylum Productions. The consent forms need only be completed once for ongoing programmes and will be kept on file by Asylum Productions. If parents wish to make any changes to this form in the future they must contact Asylum Productions - 056 7730615

Parents name:

Address:

Home phone:
Email:

Mobile:

Childs Name:

Age:

Is your child on medication or have any illness, disability or sensory sensitivity that staff should be aware of ?

Yes

No, if yes please complete details overleaf

I consent to the use of photographs/film/video of my child/children taken during the project by Asylum Productions for promotional/ publication purposes

Yes

No

(please note answering 'no' will not exclude participation, however documenting educational workshops is important for future projects)

Appendix 1.3

Incident Report form

Date: / /	Time:	Location:
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Child/ Adults' Name:	
Parent's Name:	
Address:	
Home phone:	Mobile:

Facilitator Present:	
Nature of Incident:	

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Action Taken if required (and timeframe):

Appendix 1.4

Accident Report Form

Date: / /	Time:	Location:
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Child/ Adult's Name:	
Parent's Name:	
Address:	
Home phone:	Mobile:

Facilitator Present:	
Nature of Accident:	

Action Taken:
