



## **CHILD PROTECTION POLICY**

**Updated: September 1<sup>st</sup> 2022**

# THE COURTHOUSE ARTS CENTRE

## Child Protection Policy Statement

It is the policy of the Courthouse Arts Centre to make sure that Children and Young People are protected and kept safe from harm and abuse (definitions below) while they are with staff/volunteers and outside facilitators/groups in our Arts Centre.

### ***We do this by:***

- Being child centered.
- Showing respect and understanding for their rights, safety and welfare.
- Giving parents, children and workers information about what we do.
- Making sure that our staff and volunteers are carefully selected, trained and supervised.
- Letting parents and children know how to voice their concerns or complain if there is anything they are not happy about.

**Significant Harm:** "Harm can be defined as the ill treatment or the impairment of the health or development of a child, whether it is significant is determined by his/her health and development as compared to that which could reasonably be expected of a child of similar age." -- Children First (Paragraph 3.3.2)

### ***Definitions of Abuse: Neglect, Emotional, Physical and Sexual***

**Neglect:** An omission, 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.

**Emotional:** When a child's need for affection, approval, consistency and security are not met. Emotional abuse is normally to be found in the relationship between a caregiver and a child.

**Physical:** A form of non-accidental injury or injury which results from willful or neglectful failure to protect a child.

**Sexual:** When a child is used by another person for his or her gratification or sexual arousal or for that of others.

In accordance with this policy, the staff of the Courthouse Arts Centre have implemented and will continue to implement the guidelines contained therein, and will ensure that external persons contracted by us to work with children and young people in our arts centre abide by the policy guidelines hereunder including:

- code of behaviour for staff and all adults working with children and young people;
- code of behaviour for children and young people;
- reporting procedures in cases of suspected or disclosed abuse;
- confidentiality policy;
- involvement of primary carers;
- recruitment procedures;
- managing and supervising successful applicants and staff;
- staff allegations procedure;
- complaints procedure;
- accidents procedure.

**The designated person for child protection is Kieran O'Toole.  
This policy will be reviewed on September 1<sup>st</sup> 2022 and on that date annually.**

The logo for The Courthouse Arts Centre. It features a large orange 'C' on the left. To the right of the 'C', the word 'THE' is written in a smaller, grey, sans-serif font. Below 'THE', the word 'COURTHOUSE' is written in a large, bold, grey, sans-serif font. Below 'COURTHOUSE', the words 'ARTS CENTRE' are written in a smaller, grey, sans-serif font.

# THE COURTHOUSE ARTS CENTRE

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*I have read and agree to abide by the Courthouse Arts Centre Child Protection Statement.*

Signed: \_\_\_\_\_ Dated: 01/09/2022

Please tick: Staff  Volunteer  Outside group leader/facilitator  Parent



## Code of Behaviour - Adults

### **For staff/volunteers, contracted facilitators and outside group leaders working with children and young people in the Courthouse Arts Centre**

- All adults working with children and young people under the auspices of the Courthouse Arts Centre must have read, understood and signed a copy of the Courthouse Arts Centre Child Protection Policy.
- Be child centered: create an environment in which children are listened to, valued, encouraged and affirmed, have their rights respected and are treated as individuals.
- Involve children in decision-making, as appropriate.
- Always seek the child's permission before engaging in work that requires touch. Be open and governed by the age and developmental stage of the child.
- Adopt the safest possible practices to minimise the possibility of harm or accidents happening to children and protect yourself from the risk of accusations of abuse or neglect.
- All accidents must be recorded in the Incident Book.
- All concerns, disclosures and complaints must be recorded in the Incident Book and reported to the designated person immediately.
- Be open with parents in consulting with about everything that concerns their children.
- Don't spend excessive amounts of time alone with children away from others.
- Don't take children alone in a car journey, however short, or alone to your home.
- Never engage in sexually provocative games, allow or engage in inappropriate touching of any form.
- Never make sexually suggestive comments about or to a child.
- Never tell jokes of a sexual nature in the presence of children.
- Never do things of a personal nature for children that they can do for themselves.
- Never let allegations made by a child go unchallenged or unrecorded.

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

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# THE COURTHOUSE ARTS CENTRE

Please tick: Staff  Volunteer  Outside group leader/facilitator  Parent

Witnessed by: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Courthouse Senior Staff)

# THE COURTHOUSE ARTS CENTRE

## **Code of Behaviour - Children and Young People** **For children and young people attending workshops and events in the** **Courthouse Arts Centre**

- Staff/volunteers, facilitators and visitors are treated with dignity and respect.
- The Courthouse property both inside and out is treated with respect. Any damage to property will be brought to the attention of a member of staff or adult.
- Children will value, encourage and respect the rights of other children taking part in activities.
- Everyone will respect the personal space, safety and privacy of individuals.
- Any threatening, violent or degrading behaviour towards other children or adults will be reported to the designated person and parents. Children will be put on a probation period. If behaviour continues and the child has been warned three times they will be asked to leave the activities and parents informed.
- All participants will be sensitive to the fact that some children are more vulnerable and have special needs.
- Report cases of bullying to either a designated person, facilitator or a staff member of their choice.
- Avoid prejudice and encourage respect for difference in relation to religion, race, class, gender or ability.
- Avoid using inappropriate language and swear words.
- Respect another child's body as their own property.
- Help other children to be safe, happy, learn and have as much fun as possible.

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I have read and agree with the above, and have discussed this document with my child who is attending activities at the Courthouse Arts Centre with my permission.

Signed by young person: \_\_\_\_\_ Dated: \_\_\_\_\_



THE  
COURTHOUSE  
ARTS CENTRE

Witnessed by: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Courthouse Senior Staff)

# THE COURTHOUSE ARTS CENTRE REPORTING PROCEDURE

**Any person who suspects that a child is being abused, or is at risk of abuse, has a responsibility to report their concerns to the Health Service Executive.**

The Designated Person for Child Protection at the Courthouse Arts Centre is  
**Kieran O'Toole**

**Contact at: 0402-38529 or 087 0863638087.**

**The Courthouse Arts Centre's Designated Person for Child Protection (DP), and the Deputy (DDP), are to be contacted should you have an issue or concern about any aspect of a child's or young person's safety and welfare while at the Courthouse or participating in any activities governed by the Courthouse Arts Centre.**

**It is the responsibility of the DP and DDP to support and advise all our staff and contracted facilitators about our policy in regard to child protection.**

**It is the DP and DDP's responsibility to ensure that procedures are followed as outlined in the Courthouse Child Protection Policy document.**

**It is the DP and DDP's responsibility to liaise with the Health Service Executive and/or an Garda Siochana where appropriate.**

**Any reasonable grounds for concern should be immediately reported to the Designated Person or Deputy Designated Person; it is their role to contact the Health Service Executive or an Garda Siochana.**

REASONABLE GROUNDS FOR CONCERN include:

1. Specific indication from any child or young person participating in activities at or organised by the Courthouse Arts Centre that he or she has been abused;
2. An account by any person who has seen a child being abused;
3. Evidence such as an injury or behaviour that is consistent with abuse;
4. Any injury that might be due to innocent behaviour, but where there are corroborative indicators supporting the concern that it may be caused by abuse e.g. repeated injuries, implausible explanation for injuries, or other indications of dysfunctional behaviour;
5. Consistent indication over a period of time that a child is suffering from physical or





**REPORTING PROCEDURE: The initial response to a disclosure is crucial.  
It is important to be aware of your own emotional reaction.  
Hearing a disclosure is likely to be distressing.**

Dealing with Disclosure:

***THE ONE THING YOU MUST NOT DO IS NOTHING.***

- Stay calm, listen, believe, reassure, record in writing, report, record your report.
- Don't promise to keep secrets or ask leading questions.
- Explain the difference between keeping something a secret and keeping something confidential. Giving information to others for the protection of a child does not constitute a breach of confidentiality. The requirement to report to the designated person, and through them to the authorities, must be explained in a supportive manner to the child.
- Don't start to investigate - that is only the role of the Health Service Executive and An Garth Siochana. You have a supportive not investigative role. Judgement about abuse must be left to the professionals.
- Need to know basis - any information provided to the health board and An Garda Siochana will remain confidential. The official policy is that those receiving such information will only disclose it where the welfare of the child requires it and then only to those with a legitimate "need to know basis".

**If you have reasonable grounds for concern about the welfare of a child under the guidelines of this policy, you must immediately contact the Designated Person (DP) for Child Protection (Denise McGrath)  
Tel: 0402-38529 or 087 2052897.**

How to Report Your Concerns or a Disclosure:

- Inform the designated person (DP – Kieran O'Toole) (of all details including the date, time and people involved and the facts. All of these details will be recorded in the Incident Book at the Courthouse Arts Centre. Ensure that details recorded are as you have outlined them to the DP. Any opinions should be supported by facts.
- The DP will discuss the concerns with primary carers of the child or young person involved. Parents, carers or responsible adults should be made aware of a report to the HSE unless it is likely to put the child or young person at further risk.
- The DP may contact the Health Service Executive Duty Social Worker for an informal consultation prior to making a report.

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- Information shared will be strictly on a "need to know" basis (see our confidentiality policy).
- If there are reasonable grounds for concern, the DP will contact the Duty Social Worker for our area using the standard reporting form from the HSE without delay.
- If the DP or DDP is not available, contact the local Duty Social Worker of the HSE directly. Contact information is included with this policy and is also included in the Incident Book at the Courthouse Arts Centre - any staff member can supply this contact information.
- In case of emergencies outside of HSE Social Work Department hours, contact the Gardai. In situations where the immediate safety of a child or young person is threatened, it may be necessary for the DP, DDP or the person reporting concerns to immediately contact the Gardai.

**Children First: National Guidelines for the Protection and Welfare of Children (Dept of Health and Children, 1999) recommend that the following procedure is followed where reasonable grounds exist for the reporting of suspected or actual child abuse. This forms the basis of the Courthouse Arts Centre's policy for reporting:**

- A report will be made to the health board in person, by telephone or in writing. Reports may be made to the Child Care Manager or directly to the social worker. Each region of the Health Services Executive has a social worker on duty for a certain number of hours each day. The duty social worker is available to meet with, or talk on the telephone, to persons wishing to report child protection concerns. Contact information for our nearest HSE officers is retained at the Courthouse and available within this Policy Document.
- The DP/DDP who has been approached with concerns or allegations of child abuse, or who has concerns regarding a child at the Courthouse, will make personal contact with the duty social worker. They will facilitate the social worker in gathering as much information as possible about the child and his or her situation. It is likely that the social worker will wish to speak to the person who first witnessed the incident, received the disclosure, or felt the concern. The DP/DDP will assist with making contact as required.
- In the event of an emergency, or the non-availability of the HSE staff; the report will be made to An Garda Síochána.
- Under no circumstances will a young person be left in a dangerous situation pending the intervention of the authorities.
- According to guidelines any professional who suspects child abuse should inform the family if a report is likely to be submitted to the HSE or An Garda Síochána, unless doing so is likely to endanger the child. Co-operation with the family is essential in order to ensure the safety of the child. DP/DDP will strike a balance between showing respect for families and using authority appropriately.

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The Protection for Persons Reporting Child Abuse Act, 1998, provides immunity from civil liability to persons who report abuse 'reasonably and in good faith to the health board or An Garda Síochána'. This means that, even if the reported suspicion of child abuse proves unfounded, a plaintiff who took an action would have to prove that the reporter had not acted reasonably and in good faith in making the report.

## **CONTACT INFORMATION**

Courthouse Arts Centre: 0402-38529

Designated Person for Child Protection (DP): Denise McGrath

### Health Service Executive Area Social Work Department (Area 10):

Principal Social Worker: tel. 0404-68400, fax. 0404-69044

Duty Social Worker: tel. 0404-60800, fax. 0404-60888

Address: Glenside Road Health Centre, Wicklow Town.

Principal Social Worker: tel. 01-8680444, fax. 01-2871490

Duty Social Worker: tel. 01-2744100, fax. 01-2744136

Address: Bray Health Centre, Block B, Civic Offices, Main Street, Bray.

### An Garda Síochána:

Tinahely Station: tel. 0402-38102. Baltinglass, District HQ: tel. 059-6482610.

Co. Wicklow District HQ: (24-hours) tel. 0404-67107

# THE COURTHOUSE ARTS CENTRE

## Confidentiality Statement

We at the Courthouse Arts Centre recognize the need for confidentiality in all matters regarding child protection and will at all times adhere to the guidelines laid out in both our own Child Protection Policy and that of the Dept. of Health and Children.

The initial response to a disclosure is crucial.  
It is important to be aware of your own emotional reaction.  
Hearing a disclosure is likely to be distressing.

### **Dealing with Disclosure:**

#### **THE ONE THING YOU MUST NOT DO IS NOTHING.**

- Stay calm, listen, believe, reassure, record in writing, report, record your report.
- Don't promise to keep secrets or ask leading questions.
- Explain the difference between keeping something a secret and keeping something confidential. Giving information to others for the protection of a child does not constitute a breach of confidentiality. The requirement to report to the HSE must be explained in a supportive manner to the child.
- Don't start to investigate - that is only the role of the HSE and An Garda Síochána. You have a supportive not investigative role. Judgement about abuse must be left to the professionals.

### **Confidentiality Policy for Staff, Volunteers, Youth Facilitators and Group Leaders:**

- "Need to know" basis - any information provided to the HSE and An Garda Síochána will remain confidential. The official policy is that those receiving such information will only disclose it where the welfare of the child requires it and then only to those with a legitimate "need to know" basis.
- Primary carers, children and young people have a right to know if personal information is being shared with the HSE, unless doing so could put the child at further risk.
- Images of any child or young person participating in activities organised by the Courthouse Arts Centre will not be used for any reason without the consent of the parent/caregiver (however we cannot guarantee that cameras/videos will not be used at public performances and events).
- Records and information are kept in a safe and confidential manner. Access to the Courthouse Arts Centre Incident Book is through Courthouse staff only, under the authorisation of the DP and DDP, and is not accessible to the general public. Information

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about health issues and special needs of children participating in any youth programme at the Courthouse are also confidential. Staff and facilitators have access to these records under the authorisation of the Artistic Director (DP) only, however staff on duty during classes, and facilitator(s), can and must access this information as appropriate. All staff and facilitators abide by the Child Protection Policy guidelines of the Courthouse Arts Centre including this confidentiality policy.

## **Recruitment Procedures**

Safe practice starts with safe recruitment procedures and involves:

- Always applying thorough selection procedures, no matter who the applicant happens to be;
- Judging the suitability of applicants in relation to a broad range of matters;
- Taking all reasonable steps to eliminate people who are not suitable for working with children; and
- Providing training.

### ***Process to follow when recruiting workers:***

- Clear definition of the role of the employee - clarify and agree expectations regarding the role, identify the minimum level of personal qualities and skills required to fill the post.
- Application form: will have a clear job description and information about the organisation. The form will collect all relevant information about the applicant, including past experience of working with children.
- Declaration: all applicants will be required to sign a declaration stating that there is no reason why they would be unsuitable to work with children and young people, and declaring any past criminal convictions or cases pending against them. It is the Courthouse policy to exclude applicants who would be deemed "a risk" to children. Some reasons for exclusion could include any child-related convictions, a refusal to comply with recruitment procedures and paperwork requirements, insufficient documentation or references, or concealing any information regarding the applicant's suitability to working with children.
- Interview: all applicants will be interviewed by the Artistic Director and if possible one other representative of the Courthouse. Interviewers will explore the information stated on the application form and assess the applicant's suitability for the post. The information supplied by the applicant and any other information supplied on their behalf will only be seen by persons directly involved in the recruitment procedure.
- References: an applicant will be expected to supply the names of two referees (not family members) who will testify as to their character, suitability to the role of employee, or any other issues which may affect their ability to perform the tasks required of them. At least one referee should have first-hand knowledge of the applicant's previous work

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or contact with children. All references will be received in writing and later confirmed by telephone, letter or personal visit.

- Identification: the identity of the applicant must be confirmed against some documentation (ID card, driving license, passport or long birth certificate) which gives his/her full name and address together with a signature and photograph. This will be compared with the written application.
- Garda Clearance: candidates must consent to Garda vetting, and Garda Clearance will be verified by Courthouse DP/DDP before employment is confirmed.



## **Successful Applicants/ Managing and Supervising Staff**

When a successful candidate takes up a post at the Courthouse Arts Centre working with children or young people, or when a new staff member is recruited, the following procedures shall be followed:

Induction: When an applicant is accepted they will be required to undertake an induction course. Induction will be a planned programme that enables workers to get to know the Courthouse, their colleagues and their job. It will also cover expectations, conditions and procedures for dealing with discipline, grievances and allegations, and will include a detailed discussion of the Courthouse Child Protection Policy including the role of the Designated Person and Deputy for Child Protection, reporting procedures, and codes of behaviour.

Child Protection Policy: The Artistic Director (DP) will discuss with new staff their role(s) in terms of children and young people's programming and activities at the Courthouse, and any aspects of the policy that are unclear to new staff will be explained during induction sessions. All staff and contracted facilitators will be provided with a copy of the Courthouse Arts Centre Child Protection Policy during induction, and will be expected to confirm in writing that they have read and understood, and agree to abide by, this policy in all areas.

Child Protection Training: DP will undertake to participate in training in Child Protection provided by the Arts Council, HSE and others, as required to ensure best practice and procedures are maintained and updated on an ongoing basis. All staff and contracted facilitators will be updated on any changes to the child protection policies and procedures, and kept informed of important information and reporting procedures.

Trial Period: Appointment will be conditional on the successful completion of a trial period, the length of which will be decided at the outset. This gives an opportunity to assess the suitability of a new worker to work with children and his/her commitment to the Courthouse policies on safe practices.

Records: Details of selection and induction will be recorded, along with notes on any matters arising during any part of the process.

Additional Training: To maintain quality standards and good practice, training will be encouraged on an ongoing basis for all workers.

Staff Meetings: Will be held on an ongoing basis to ensure clear communication between all staff and facilitators working with children and young people at the Courthouse, to allow for any grievances or concerns, or lack of clarity on policy or procedures, to be aired and worked out, and to ensure the environment for children and young people remains safe and monitored at all times.



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Annual Review: To assess general performance and review any changes that have happened or that needs to be made, staff and facilitators will be supervised and receive annual reviews of their work practices.



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## **Involvement of Primary Carers**

It is the policy of the Courthouse Arts Centre to be open with and respectful of all parents and other primary carers of young people and children participating in activities at our centre.

We do this by:

- Ensuring that all primary carers are aware of our Child Protection Policy (a copy is available in the public lobby area of the Courthouse Arts Centre)
- Making sure primary carers are informed of our current and potential activities for children and young people including content, schedules, adult supervision and age-appropriateness of the activities
- Providing appropriate consent forms, collecting signatures, and gathering necessary information from caregivers prior to engaging children in any activities
- Complying with health and safety practices (a copy of the Courthouse Health and Safety Statement is available to all caregivers through the Artistic Director)
- Reviewing and if necessary updating our Child Protection Policy on a regular basis
- Adhering to stringent recruitment guidelines on staff hiring and contracting youth-work facilitators, and ensuring staff and people working with young people and children are properly vetted, trained and supervised
- Encouraging the involvement of parents and caregivers in activities for children and young people, when possible

If any care-giver has concerns about the welfare of children and young people in the context of activities at or organised by the Courthouse, we undertake to:

- Listen to any concerns brought to the attention of the Artistic Director (DP) and act according to our Child Protection Policy
- Respond to the needs of children and young people, and act according to Child Protection Policy
- When obliged to, we will pass on any child safety concerns to the authorities (An Garda Síochána and/or the Health Services Executive) in cases where concerns have been expressed regarding the welfare or safety of any child participating in activities under the auspices of the Courthouse Arts Centre
- In the event of a complaint against any member of staff or an external facilitator contracted by the Courthouse, we will immediately follow Child Protection Policy procedures to ensure the safety of the child/young person, and inform primary carers as appropriate

It is the policy of the Courthouse Arts Centre to make sure that Children and Young People are protected and kept safe from harm and abuse while they are with staff/volunteers and outside facilitators/groups in our Arts Centre. To that end we will:

- Act on any child protection/welfare concern by contacting local HSE or Gardai when necessary and in accordance with our policy guidelines
- Encourage primary caregivers to be familiar with our policy guidelines, and work with us to ensure the safety of every child participating in our programmes
- Make sure caregivers are provided with the appropriate forms to ensure the children/young people in their care are properly covered for participation in activities

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at the Courthouse

- Make known the contact person(s) for Child Protection at the Courthouse (this information is on display in the lobby) and ensure their availability to caregivers

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## Staff Allegations Procedure

If allegations of abuse are made against employees it is important to note that there are two procedures to be followed:

- The reporting procedure in respect of the child
- The procedure for dealing with the employee

In general it is recommended that the same person should not have responsibility for dealing with both the reporting issues and the employment issues, therefore:

The Designated Person (DP) for Child Protection is Artistic Director Maggie Gallagher

**The DP has responsibility for dealing with any issues relating to the welfare of a child or young person at the Courthouse Arts Centre.**

The Board of Directors of the Courthouse Arts Centre is:  
Frank Gallagher (Chairman), Damien Murphy, Orlaith Kavanagh  
Eugene O Neill(secretary), Ciaran Brady, Bill McCormac and Ellen Fox-Lanigan.

**The Chairman of the Board has responsibility for any issues relating to allegations of child abuse made against members of staff. In the event of their unavailability or where appropriate, the other board members will be deemed to have responsibility in dealing with any such issues involving Courthouse staff members. Contact information for all board members is available at the Courthouse.**

**Staff/volunteers may be subjected to erroneous or malicious allegations. Therefore any allegations of abuse should be dealt with sensitively and support provided for staff including counseling where necessary. However, the primary goal is to protect the child while taking care to treat the employee fairly.**

*Agreed Procedures to address situations where allegations of child abuse are made against an employee:*

- Senior management will inform the employee that an allegation has been made against him/her.
- Senior management will inform the employee of the nature of the allegation.
- The employee should be afforded the opportunity to respond. The employer should note the response and pass on this information when making the formal report to the health board.
- Senior management will follow the standard procedure for reporting allegations to the Health Services Executive without delay.
- The chairperson will be informed as soon as possible
- Action should be guided by the agreed procedures stated in the Child Protection Policy

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- document, by referral to HSE guidance, and the applicable employment contract.
- The first priority will be to ensure that no child is exposed to unnecessary risk. Senior management will as a matter of urgency take any necessary protective measures. These measures will be proportionate to the level of risk and will not unreasonably penalise the employee, financially or otherwise, unless necessary to protect children. Where protective measures do penalize the employee early consideration will be given to the case.
  - Any action following an allegation of abuse against an employee will be taken in consultation with the HSE and An Garda Síochána. Senior management will maintain a close liaison with these authorities to achieve this.
  - After these consultation referred to above and when pursuing the question of the future position of the employee, senior management will advise the person accused of the allegation and the agreed procedures will be followed.
  - Children and/or their primary caregivers will be informed by management or the board of any allegations made against Courthouse staff concerning them, so long as it is in accordance with our Child Protection Policy guidelines for reporting and confidentiality, and taking into consideration the age of the child and any specifics of the alleged incident(s), always taking the welfare of the child as the primary concern.

## Complaints Procedure

When a complaint is made against the Courthouse Arts centre, a member of staff or an outside group working in the centre:

### ***Always:***

- Record the complaint in the incident book (all staff members should be aware of where this is; if not ask Maggie) and report the complaint immediately to senior staff (Denise McGrath, tel 0402-38529, 087 2052897).

### ***Procedure for senior staff:***

- Where possible meet and talk to the person making the complaint face to face.
- Confirm all the details recorded in the incident book are accurate, record further details if necessary
- If the situation involves a complaint against the property, it should be addressed immediately; if this is not possible then the Board of Directors should be informed and the problem rectified.
- If the situation involves a complaint against a person, that person should be informed immediately.
- If the situation involves more than the person making the complaint, where possible, organise a meeting with all parties so everyone can discuss what happened and an outcome agreeable to all can be reached.
- If disciplinary action has to be taken against a member of staff or person from an outside group, allow them the opportunity to be present at the meeting, and action should be guided by the agreed procedures as outlined in the Courthouse Child Protection Policy and the applicable employment contract.

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## **Accidents Procedure**

***Good practices in the Courthouse Arts Centre to keep children and staff safe.***

**If an accident occurs always:**

- Stay calm, listen and act quickly
- Seek medical attention immediately if required.
- Record the accident in the Incident Book
- Inform the parents and Designated Person (Denise McGrath)

***Know the location of our First Aid box (kitchen)***

***Good Practices to avoid or monitor accidents***

***Know the children:***

- We have defined codes of behaviour of adults and young people - know what they are
- We have a registration system for each child - know where to find this or who to ask
- We keep a record on each child, including medical details, any special needs and emergency contact telephone numbers - know where to find this or who to ask

***Keep records of:***

- Attendance
- Accidents - accident records should be reviewed regularly and any unusual patterns reported to senior management
- Consents given for various activities
- Any complaints or grievances

***Pay attention to health and safety matters making sure that:***

- Any buildings being used are safe and meet required standards
- There is sufficient heating and ventilation
- Toilets, showers areas and washing facilities are up to standard
- Fire precautions are in place
- First aid facilities and equipment are adequate
- There is access to a phone - emergency numbers are displayed in the lobby
- Equipment is checked regularly
- Insurance cover is adequate

***It is important to ensure that:***

- Children are not normally left unattended
- Adequate numbers of workers of both sexes are available to supervise the activities
- Workers know at all times where children are and what they are doing
- Any activity using potentially dangerous equipment has constant adult supervision
- Dangerous behaviour is not allowed

***If the activities involve staying away from home overnight, attention should be***

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***paid to the following:***

- Safe methods of transport
- Adequate insurance, to cover all aspects of the trip
- Parental consent is recorded

***It is important to ensure that:***

- Any information about children which may be relevant to staying away overnight, like allergies, medical problems, or special needs, is furnished to supervising adults
- Appropriate and well-supervised sleeping arrangements are made
- Respect for the privacy of children and young people in dormitories, changing rooms, showers and toilets is maintained by all

***Discipline and challenging behaviour:***

- More than one person should present when challenging behaviour is being dealt with
- A record is kept in a report book (Incident Book) describing what happened, the circumstances, who was involved, any injury to a person or to property and how the situation was resolved

***Provide training, including:***

- Induction training for all staff
- Particular skills training to fit in with the nature of the organization
- Child protection training to raise awareness and provide information about how to respond to suspicions or incidents of child abuse

***Supervising workers:***

- Focus on the work to be done, always acknowledging the positive tasks that have already been carried out
- Provide opportunities for discussing concerns and training needs
- Hold a review at the end of the trial period to confirm the workers in post, to extend his/her probation period or to determine his/her services
- Have an annual review or staff appraisal to assess general performance and review any changes that have happened or that you need to make.



## Declaration Form

Declaration from all staff, volunteers and outside workers working with children and young people in The Courthouse Arts Centre.

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

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

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

1. Have you been convicted of an criminal offence or been the subject of a Caution or of a Bound Over Order? YES  NO

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

Nature of Offence:

Date of Offence:

_____	_____
_____	_____
_____	_____

2. Are there reasons you might be considered unsuitable to work with children and young people? YES  NO

If yes, please state why:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Staff members/volunteer/contracted facilitator)



THE  
**COURTHOUSE**  
ARTS CENTRE

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Senior Manager at Courthouse Arts Centre)