



## Child Safeguarding Risk Assessment of The Courthouse Arts Centre

We the Courthouse Arts Centre have carried out an assessment of any potential for harm to a child while availing of our services. Below is the written Risk Assessment:

<b>Risk of harm to a young person availing of our service</b>	<b>Likelihood of occurrence</b>	<b>Impact</b>	<b>Responsibility</b>	<b>Current Controls</b>	<b>Details of any further action to be taken</b>
Risk of harm not noted by Courthouse Arts Centre Personnel: board members, staff members, workshop facilitators, board of management.	Low	High	Mandated Person – Artistic Director.	Staff induction and training: introduce all board/staff to the Courthouse Child Safeguarding Policy; roles, reporting procedures and codes of behaviour. Provision of child protection training provided by the Courthouse and/or Tusla. Staff meetings encouraging clear communication between artistic director and staff around concerns.	Ongoing training for mandated/designated person(s) to stay updated on current policy. Review date to be recorded.
Risk of harm not being reported properly or in good time by Courthouse Arts Centre Staff or facilitators.	Low	High	Mandated person, designated Liaison officer and deputy designated person. All staff and facilitators.	Staff are aware of the role of the Mandated Person (artistic director), and receive training in child safeguarding concerns and levels of concern for reporting.	Ongoing training for staff and facilitators to stay updated on current policy and need to report concerns. Review date to be recorded.

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Risk of young person being harmed by Courthouse arts centre staff or facilitators.	Low	High	The Chairman of Courthouse arts centre board has responsibility for any allegations of abuse made against members of staff. The designated person has responsibility towards the child.	Safe practice starts with safe recruitment procedures and involves: <ul style="list-style-type: none"> <li>• Always applying thorough selection procedures, no matter who the applicant happens to be.</li> <li>• Judging the suitability of applicants in relation to a broad range of matters.</li> <li>• Taking all reasonable steps to eliminate people who are not suitable for working with children; and insisting all staff are Garda vetted.</li> <li>• Provide training on our child safeguarding policy.</li> <li>• All staff/facilitators to read and sign our code of behavior policy for adults.</li> <li>• Children and young people never to be left alone with an adult in the building, two adult policy in place when children are in the building.</li> </ul>	Ongoing training for staff and facilitators to stay updated on current policy and concerns to look out for. Never allow another adult to be alone with children in the space. Review date to be recorded.

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Risk of harm to a young person availing of our service	Likelihood of occurrence	Impact	Responsibility	Current Controls	Details of any further action to be taken
Risk of harm due to bullying of a young person.	Low	High	Any incidents of suspected bullying to be reported to the Designated Person or Deputy designated person for Child Protection.	<p><b>Anti-Bullying and Harassment Policy</b></p> <p>The Courthouse Arts Centre is committed to providing children with an environment free from bullying/harassment and sexual harassment. Our policy outlines what constitutes bullying and harassment, who to make a complaint to and what action the company will take in dealing with an offence of this nature.</p> <p>The Courthouse Arts Centre acknowledges the right of all children to be treated with fairness, dignity and respect and to work in an environment free from bullying and harassment.</p>	Ongoing training for staff and facilitators on our anti-bullying policy.
Risk of harm due to inadequate supervision of young people.	Low	High	Staff/facilitator and artistic director.	It is the policy of the Courthouse Arts Centre to make sure that Children are supervised appropriately while with staff/volunteers and outside	Staff/facilitators and parents must be reminded at the beginning of each term the importance of child to adult ratio and drop off and

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Risk of harm due to inappropriate relationship/communications between adult staff members and facilitators and a young person.	Low	High	Staff/facilitator and artistic director.	<p>facilitators. We do this by always having two adults present during events which 1-12 children are taking part. 12+ children will be supervised by an increased ratio of adult's. Parents/guardians must always drop their children into the building and collect their children from inside the building to reduce the risk of children being left/collect at street level.</p> <p>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.                      Adults will NEVER communicate on a 1-1 basis with a child either by text, email or social media.                      Adults will never be alone with a child either in the building or to give a lift to a child in a car.</p>	<p>collection policy.</p> <p>Ongoing training for staff/facilitators to understand and be able to implement our child protection policy each term.</p>

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Risk of harm to a young person availing of our service	Likelihood of occurrence	Impact	Responsibility	Current Controls	Details of any further action to be taken
Risk of harm caused by staff/facilitators communicating with young people in an inappropriate manner via social media, texting, texting, digital device or other manner.	Low	High		Adults will NEVER communicate on a 1-1 bases with a child either by text, email or social media. If with older teenagers and in agreement with parents facilitators may communicate via a group platform with young people but never on a 1-1 basis. Parents may wish to be added to this platform.	Ongoing training with regards risks involved in group platforms.
Risk of harm due to inappropriate use of images of young people.	Low	High	Designated Person: Artistic Director and Deputy DP, Technical and productions Manager.	<p>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.</p> <p>However we cannot guarantee that cameras/videos will not be used at public performances and events.</p>	Ongoing training with regards risks involved in taking archive photography and video.


Risk of harm to a young person availing of our service	Likelihood of occurrence	Impact	Responsibility	Current Controls	Details of any further action to be taken
Risk of harm due to inappropriate use of young people's personal data.	Low	High	Designated Person: Artistic Director.	<p>The Courthouse Arts Centre respects the privacy of its patrons and supports and complies fully with the Data Protection Act 1988 (amended by the Data Protection Amendment Act 2003). Any personal details collected through our web site and provided by our audience will be processed in accordance with the Act, and will only be used for the purpose or purposes stated on the relevant page. Online data is shared between the Courthouse arts centre and Future ticketing only and only for process of booking tickets and creating transactions online. Future ticketing acts as a data processor on behalf of the Courthouse Arts Centre.</p> <p>No data is disclosed to any third party and remains confidential.</p>	Ongoing data protection training for staff and the safe storage of personal details.

Important Note: It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk.

Section 2 of the Children First Act 2015 defines harm as follows: ‘harm means in relation to a child– (a) assault, ill-treatment or neglect of the child in a manner that seriously affects, or is likely to seriously affect the child’s health, development or welfare, or, (b) sexual abuse of the child.’

In undertaking this risk assessment, the Board of the Courthouse Arts Centre has endeavoured to identify as far as possible the risks of harm that are relevant to this arts centre and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the centre has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Courthouse Arts Centre on 08/03/2018. It will be reviewed as part of the Courthouse Arts Centre review of its Child Safeguarding Statement.

Signed: 

Date: 8/3/2018

Chairperson