



## **Child Safeguarding Statement**

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## **Pipeworks Child Protection Policy - Introduction**

Pipeworks's Child Protection Policy comprises of:

- A statement of policy, which expresses the organisation's commitment to providing a safe environment for any children and young people with whom it interacts;
- An undertaking to apply that policy throughout the organisation;
- Detailed procedures and steps to ensure that the Child Protection Policy is implemented across all areas of the organisation.

This Child Protection Policy Statement will be available for staff<sup>1</sup> to access in the following areas

From the Pipeworks website

In addition a copy of the policy will be made available to the following individuals/groups

All musicians and facilitators where children are involved in a production

All Stage Management

All children and young people involved in the organisation.

Minder Chaperone

The policy will be reviewed annually, with the next review date being clearly indicated.

In addition to the Child Protection Policy Statement Pipeworks has detailed Policies and Procedures covering the following areas:-

Code of behaviour for all staff – whether permanent staff, volunteers, facilitators or interns;

Reporting of suspected or disclosed abuse;

Confidentiality;

Recruiting and selecting staff;

Managing and supervising staff;

Circulating information to staff, primary carers and participants;

Allegations of misconduct or abuse by staff;

Complaints and comments;

Incidents and accidents.

## **Section 1 - Child Protection Policy Statement**

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<sup>1</sup> Staff refers to staff, volunteers, facilitators, interns.

Pipeworks is committed to a child-centred approach to our work with children<sup>2</sup> and young people. We undertake to provide a safe environment and experience, where the welfare of the child/young person is paramount. This policy applies to all staff and artists that work with Pipeworks whether they are Permanent, Temporary, Freelance or Volunteer workers. 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 9<sup>th</sup> January 2022

Signed by (David Leigh)

Date: 09 January 2020

## **Section 2- Code of behaviour for staff**

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<sup>2</sup> 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).

Pipeworks code of behaviour for staff helps to create a supportive environment for staff and volunteers to provide a child-centred approach for children and young people.

**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.

### **2.1 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 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 for example)
- Create an atmosphere of trust
- Respect differences of ability, culture, religion, race and sexual orientation

### **2.2 Good practice**

- Register each child/young person (name, address, phone, special requirements, attendance, emergency contact)
- Make primary carers, children/young people, visitors and facilitators aware of the Child Protection Policy and procedures
- Have emergency procedures in place and make all staff aware of these procedures
- Be inclusive of children and young people with special needs
- Plan and be sufficiently prepared, both mentally and physically
- Report any concerns to the Designated Person and follow reporting procedures
- Encourage children and young people to report any bullying, concerns or worries
- Observe appropriate dress and behaviour
- Evaluate work practices on a regular basis
- Provide appropriate training for staff and volunteers
- 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; observe appropriate gender balance
- Ensure clear communication between all parties involved
- Have a written agreement with any external organisation that an artist is working with
- Don't be passive in relation to concerns, i.e., don't 'do nothing'
- Don't let a problem get out of control
- Avoid taking a session on your own. 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

### **2.3 Inappropriate behaviour**

- Avoid spending excessive amounts of time alone with children/young people
- Don't use or allow offensive or sexually suggestive physical and/or verbal language<sup>3</sup>
- 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
- Don't hit or physically chastise children/young people
- Don't socialise inappropriately with children/young people, e.g., outside of structured organisational activities

#### **2.4 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
- Check with children/young people about their level of comfort when doing touch exercises

#### **2.5 Health and safety**

- Don't leave children unattended or unsupervised
- Manage any dangerous materials
- Provide a safe environment
- Be aware of accident procedure and follow accordingly
- Risk assessment must be carried out taking account of the nature of work or activity

All staff and artists that work with Pipeworks whether they are Permanent, Temporary, Freelance or Volunteer workers should follow the Code of Behaviour. This Code of Behaviour may be updated in line with best practice.

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<sup>3</sup> However, work emanating from the artistic process and work of artistic content will not be censored in this way

## **Section 3– Reporting procedures**

### **3.1 Designated Personnel**

Pipeworks designated person is Justine Doswell and can be contacted at 087 4190371 and at [adminpipeworks@gmail.com](mailto:adminpipeworks@gmail.com) . The Deputy Designated person is Fiona Arnold, who can at 087 923 9491. The role of the Designated Person is to deal with issues related to child protection and welfare within the organisation and to respond to any concerns that may be identified. The role of the Deputy Designated Person will cover this role when the Designated Person is unavailable or if he or she is directly involved in an incident, suspicion or accusation.

All staff, primary carers and children/young people will be made aware of who has been designated to deal with child protection issues and how to contact him or her.

### **3.2 Reasonable grounds for concern**

The following would constitute reasonable ground 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 behavior)
- Consistent indication, over a period of time that a child is suffering from emotional or physical neglect.

### **3.3 Recording procedures**

There is a system and mechanism for recording concerns about the protection of children and young people for Pipeworks. There is an incident log kept by Justine Doswell at 12A Chamber Street, Dublin 8.

Staff should record the following information in relation to children and young people:

- Suspicions
- Concerns
- Worrying observations
- Behavioural changes
- Actions and outcomes

### **3.4 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)

### 3.5 Reporting Principles

- The reporting procedure should be known and accessible to all staff
- 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 (for example in an incident book). Information recorded should be factual. Any opinions should be supported by facts

### 3.6 Reporting Procedures

- It is the role of the designated person or deputy to report concerns
- In the event that a staff member is making a report based on any of the grounds listed above, they must inform the Designated Person or his or her deputy.
- All details should be recorded as above
- If either the designated person or the deputy designated person is unavailable the most appropriate person (i.e. key personnel or management) should discuss the concern or consult with primary carers. *Note: 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 2). 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 Person is 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.

### **3.7 Complaint regarding a member of Staff**

If a complaint is made against a member of staff the following principles and procedures will apply

- An allegation against an employee will be assessed promptly and carefully.
- An internal investigation will be carried out.
- If reasonable grounds for concern exist, a formal report to the Health Service Executive will be made.
- The reporting procedures outlined above will be followed
- Pipeworks will do all it can to assist any assessment or investigation by Health Service Executive and the Gardaí.
- Pipeworks may take protective measures if it is deemed appropriate which may include but are not limited to
  - increased supervision of the staff member
  - assignment to different duties
  - suspension of the staff member

Also see Section 8

### **3.8 Standard Reporting Form**

See Appendix 2

### **3.8 Contact Details**

See Appendix 3

## **Section 4- Confidentiality statement**

### **4.1 Confidentiality statement**

We at Pipeworks 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 consent of the parent/carer (however, we cannot guarantee that cameras/videos will not be used at public performances);
- Procedures will be put in place in relation to the use of images of children/young people;
- Procedures will also be put in place for the recording and storing of information in line with our confidentiality policy. All records will be stored at the Company Office.
- If a child is a member of staff i.e. cast then they, along with their chaperone will be required to log in and out of the building

## **Section 5- Recruiting and selecting staff**

### **5.1 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 form
- Candidates will be asked to sign a 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) 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 probationary period of at least 6 months
- All staff will be required to consent to Garda clearance, and where applicable this will be sought.

The principles above are also mirrored in our Casting Department although not all steps are required during the casting process.

## **Section 6- Managing and supervising staff**

Pipeworks has procedures in place to cover training, induction, supervision and the review of work practices. All new staff receive induction training and are made aware of policies and procedures.

All Freelance staff must agree to abide by the organisation's Child Protection Policy Statement. In the event that a freelancer has his or her own policy, Pipeworks will ensure that it is consistent with its own policy.

### **6.1 Staff management policy statement**

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

- Be made aware of the organisation's code of conduct, child protection procedures, and the identity and role of who has been designated to deal with issues of concern;
- Undergo a probationary period of 6 month minimum (Excluding Cast)

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;

In addition to the above, should a child be cast as a member of the acting company the following additions steps will take place

- All cast will be briefed on the Child Protection Policy and how it relates to the particular piece of work
- All cast will be introduced to the chaperone who will be looking after the child/children during the run and be informed of who will be the key person in stage management for all issues/queries regarding Child Protection (usually the CSM)
- The stage management department will brief the cast on the details of the licence where relevant

## **Section 7– Involvement of primary carers**

### **7.1 Policy statement on the involvement of primary carers**

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
- 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

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.

The organisation has a dual responsibility in respect of both the child/young person and employee. The same person must not have responsibility for dealing with the child/young person welfare issues and the staff employment issues.

### **8.1 Dealing with an allegation against staff**

Two separate procedures must be followed:

- In respect of the child/young person Justine Doswell will deal with issues related to the child/young person
- In respect of the person against whom the allegation is made Fiona Arnold 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 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 in line with Pipeworks's policies and procedures
  - of the nature of the allegation
  - the staff member should be given the opportunity to respond
- The chairperson/head of the organisation 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/head of organisation should advise the person accused and agreed procedures will be followed

Also see section 3.7

## **Section 9- Complaints and comments procedures**

### **9.1 In the event of complaints or comments:**

- Complaints or comments will be responded to within 1 week
- Justine Doswell has responsibility for directing complaints/comments to the appropriate person
- Verbal complaints will be logged and responded to.



## **Section 10 - Accidents procedure**

### **10.1 Accidents procedure**

- The organisation maintains an up-to-date register of the contact details of all children/young people involved in the organisation
- Children/young people's details are cross-referenced between the incident book and file
- External organisations with whom Pipeworks has dealings will provide proof that they have public liability insurance
- First-aid boxes are available and regularly re-stocked
- The location of the first-aid boxes is known to staff
- Availability of first-aid is in accordance with the organisation's Health and Safety guidelines. The location of accident/incident books is known to staff
- Children and young people are advised of risks of dangerous material
- Details of risky equipment used and take steps to minimise risk are recorded
- Take cognisance of responsibility for first-aid while working with Pipeworks

## **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

The following definition is taken from the Department of Education Children First policy document.

“When a child is used by another person for his/her gratification or sexual arousal or for that of others”. ***Children First:3.5.1. A8***

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 a 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: 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: \_\_\_\_\_

**1a. Name of Mother:** \_\_\_\_\_ **Name of Father:** \_\_\_\_\_

Address of Mother if different to Child:

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address of Father if different to Child:

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

**1b. Care and Custody arrangements regarding child, if known:** \_\_\_\_\_

\_\_\_\_\_

**1c. 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.

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

**3. Details of person(s) allegedly causing concern in relation to the child:**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Male: Female:

Address: \_\_\_\_\_

## **Appendix 3 Important Contacts**

### **Dublin Child Protection Social Work Services**

#### **Dublin North Child Protection Services**

Health Centre, Cromcastle Road, Coolock, Dublin 5. Tel: (01) 816 4200 / 44

Social Work Office, 22 Mountjoy Square, Dublin 1. Tel: (01) 855 6871

Social Work Office, Ballymun Health Centre, Dublin 11. Tel: (01) 842 0011

**Office Hours** 9.30am to 5pm

#### **Dublin North West Child Protection Services**

Health Centre, Wellmount Park, Finglas, Dublin 11. Tel: (01) 856 7704

Rathdown Road, Dublin 7. Tel: (01) 882 5000

**Office Hours** 9.30am to 5pm

#### **Dublin South East Child Protection Services**

Vergemount Hall, Clonskeagh, Dublin 6. Tel: (01) 268 0320

**Office Hours** 9.00am to 1pm and 2.15-5pm

#### **Dublin South City Child Protection Services**

Duty Social Work Carnegie Centre, 21-25 Lord Edward Street, Dublin 2. Tel: (01) 648 6555

Public Health Nursing, 21-25 Lord Edward Street, Dublin 2. Tel: (01) 648 6500

Family Support Service, Donore Avenue Tel: (01) 416 4441

**Office Hours** 9.00am to 1pm and 2.15-5pm

#### **Dublin South West Child Protection Services**

Millbrook Lawn, Tallaght, Dublin 24. Tel: (01) 452 0666

**Office Hours:** 9.00am - 1.00pm 2.15pm - 5.00pm

#### **Dublin West Child Protection Services**

Social Work Department, Cherry Orchard Hospital, Ballyfermot, Dublin 10. Tel: (01) 620 6387

**Office Hours:** 9.00 - 1.00 2.15 - 5.00

#### **Dun Laoghaire Child Protection Services**

Tivoli Road, Dun Laoghaire, Co. Dublin. Tel: (01) 284 3579

102 Patrick Street, Dun Laoghaire, Co. Dublin Tel: (01) 236 5120

**Office Hours:** 9.00am - 1.00pm 2.15pm - 5.00pm

Outside office hours all child protection concerns should be referred to the Gardaí. The HSE operates an out-of hours Crisis Intervention Service in the Dublin area, which can be accessed by emergency services like Hospitals and the Garda Síochana outside of office hours.

**Garda :**

Pearse Street Garda Station,  
1 – 6, Pearse Street,  
Dublin 2.

Tel: +353 1 666 9000

Fax: +353 1 666 9040 (Public Office)

+353 1 666 9041 (District Office)

**Hospitals:**

St. James Hospital                      (01)4103000

Mater Misericordiae                      (01) 8032000