



Run of the Mill Arts CLG

Safeguarding Policy

2022 Update.

Due for review- March 2023

[Safeguarding Procedures Introduction and Definitions of Abuse](#)

Introduction

A safeguarding policy acknowledges that children and vulnerable adults may be subject to harm or abuse. This document states what Run of the Mill Arts will do to minimise the risks and what steps we will take to ensure the safety of children, vulnerable adults accessing 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.

All children and vulnerable adults have the right to protection from violent, threatening or degrading behaviour. Each person should be treated as an individual and should be encouraged to express their own needs and wishes. All children and

vulnerable adults should be valued equally regardless of age, gender, race or ability. Complaints and concerns will be taken seriously and dealt with accordingly.

Run of the Mill Arts CLG Safeguarding Policy Statement

ROTM Arts is committed to a person centred approach to our work with children and young people and vulnerable adults. We undertake to provide a safe environment and experience, where the welfare of the person 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 and the HSE Safeguarding Vulnerable Adults at Risk of Abuse policy document. We are committed to implementing the following policies and procedures:

- Code of Behaviour for all facilitators, artists, and collaborators
- Confidentiality
- Involvement of primary carers
- Involvement of case workers
- Reporting of suspected abuse
- Allegations of misconduct or abuse.
- Complaints and comments
- Incidents and accident

The designated person dealing with safeguarding is

Aisling Byrne

This policy will be reviewed in March 2023 Signed:

A handwritten signature in black ink, appearing to read 'Alyson' followed by a stylized flourish.

Date: 15/04/2022

Code of Behaviour

Person Centred approach

All people are to

- Be treated equally
- Be treated with respect
- Be listened to
- Be involved in decision making processes as appropriate
- Be encouraged and supported
- Engage in a fun process and experience

Facilitators / Collaborators

All facilitators and collaborators' working with participants/ vulnerable adults/ children on behalf of ROTM are required to :

- 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 participants limitations and of any specific special needs / requirements

- Ensure that contact numbers for parents and or support staff are to hand
- Respect differences of ability, culture, religion, race and sexual orientation

Good practice

- Each participant engaging in any activity must be registered i.e name, address and phone number, any special needs or requirements should be noted
- All must be made aware of the ROTM Safeguarding policy and procedures
- Any concerns regarding participants must be reported to the ROTM designated member of staff
- A minimum of two adults must be present when facilitating in-person workshops where possible and feasible. Where this is not possible primary carer/ supporting staff will be made aware.
- All artists working with ROTM are required to document and evaluate their work with participants. Where appropriate permission to take photographs must be secured
- It is recommended that artists working on behalf of ROTM 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 all the ages in the group.
- Where appropriate, have a plan of alternative activities in case of, for example, bad weather.
- Ensure proper supervision based on adequate ratios according to age, abilities and activities involved

Inappropriate Behaviour

When adults are working with children and vulnerable adults the following actions should be avoided:

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

Health and safety

- Don't leave children/vulnerable adults unattended to.
- Don't allow children/vulnerable adult to use any dangerous materials
- Provide a safe environment
- Be aware of accident procedure and follow accordingly

Run of the Mill designated contact regarding Safeguarding

Aisling Byrne has been designated as the person to contact if you have an issue or concern about any aspect of a child or vulnerable adult's safety and welfare. It is the responsibility of this person to support and advise collaborators 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 protection concerns
- Consult with the health board if required
- Make a formal referral
- Maintain confidential records
- Inform parents/ primary care support staff

Aisling Byrne is the designated person for dealing with an allegation of abuse and can be contacted at

+353851146881

Byrne11@tcd.ie

Recording and Reporting Procedures

Incident and accident reporting forms will be provided.

When recording an accident/incident the facilitator should record:

- All details: date, time and people involved. (Information should be factual)
- The nature of the concern
- The designated person / the director is to be informed of the accident/incident.
- 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 / vulnerable adult disclosing information to the facilitator that may be of cause for concern a separate '**disclosures**' book will be kept by the designated person. The designated person is the only person with access to the 'disclosures book'. In the event of a disclosure made to another collaborator/ & facilitator all entries in the disclosures book will be supervised by the designated member person.

Possible grounds for concern when working with children/ vulnerable adults

Source of concern

- A participant 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 participant
- With the designated member of staff
- With the parent/primary care provider/key worker*

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

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Reporting Procedures are as follows:

Facilitator reports concern to designated person in ROTM

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 Designated Person.

- Record your report

Don't:

- Panic or overreact
- Promise to keep secrets
- Ask for details of the abuse
- Make the participant 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 Designated Person immediately and report it. If the accusation is levelled against the DP, an external neutral mediator will be identified and procedures followed.
- 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,

reassignment 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 the following information is

required: • grounds for concern

- When: date, time
- Who: collaborator/ facilitator/ participant
- 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 participant, parents/carers and others

- Full account of grounds for concern
- Details of alleged perpetrator
- Agencies/key personnel involved
- State whether parents/legal guardians have 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

Run of the Mill is committed to ensuring peoples' rights to confidentiality. However, in relation to child protection and safeguarding we undertake that:

- Information will only be forwarded on a 'need to know' basis in order to safeguard a child or vulnerable adult
- Giving such information to others for the protection of a child or vulnerable adult is not a breach of confidentiality
- We cannot guarantee total confidentiality where the best interests of the child or vulnerable adult are at risk
- Primary carers, children and vulnerable adults 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 ROTM frequently documents its performances, projects, exhibitions, education and outreach activities. The images are used for documentation and occasionally promotional purposes . **Participant consent forms** are to be provided at the beginning of each workshop/ project. Images including children and vulnerable adults will not be used for promotion unless prior consent is indicated on the workshop consent form by participants. Vulnerable adults will have their right to personal decision making upheld in this respect and consent should not be offered on their behalf. Key workers and primary care staff can and should play a role in supporting informed consent. Consent forms should be in Plain English and an effort made to ensure they are accessible.

Collaboration Policy Statement

ROTM undertake to ensure to the best of their ability that collaborators are carefully selected, mentored, and supervised to provide a safe environment for all children and young people and vulnerable adults, 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 MOU's in the event of a official collaboration

- Collaborators will be required to read and sign the Safeguarding protection policy of ROTM
- No person deemed to constitute a risk will be invited to become a collaborator

• **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 & vulnerable adults
 - All collaborators must agree to consent to Garda Vetting, and where available this will be sought via CREATE National Agency for Collaborative Arts or in the case of a collaboration with a primary care provider/ disability service it may be sought via their vetting administration (e.g if a class or project is taking place on the campus of a service provider in official collaboration with a day service)

Policy Statement on the involvement of primary carers/ key workers

ROTM is committed to being open with all primary carers / key workers

We undertake to:

- Advise primary carers of our Safeguarding protection policy
- Inform primary carers of all activities
- Issue contact/consent forms where relevant
- Comply with health and safety practices
- Operate person centered policies in accordance with best practice

- Ensure as far as possible that activities are ability appropriate

If ROTM has concerns about the welfare of the child/ vulnerable adult, we will:

- Respond to the needs of the child/vulnerable adult
 - Inform primary carers on an on-going basis unless this action puts the child/vulnerable adult 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

Complaints and comments procedures

- Complaints or comments received will be responded to within two weeks
- Aisling Byrne has responsibility for directing complaints/comments to the appropriate people/ organisations.
- Verbal complaints will be logged and responded to.

Incidents procedure

Incidents such as repeated bullying, outbursts of anger/ aggression must be noted in the incident form Appendix 1.3 must be completed as attached.

The following information must be recorded:

- When the incident occurred – date and time
- Where the incident occurred

- Who: Persons present at the time of the incident. The child/ children/ participant/ staff member/ facilitator 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 ROTM considers safety a priority in all activities in the event of an accident the following procedures must be undertaken:

- Facilitators must assess the seriousness of the accident and take appropriate action.
- If the accident is serious primary carers / key workers must be notified • An accident report must be completed by the facilitator in an accident book (on site projects), or accident form provided for off-site projects
- Events preceding the accident and any other persons involved must be noted along with the actions that were taken
- A first aid box is available for off-site projects

The DP of ROTM has undertaken 'occupational first aid training' and will update this training at the earliest possible opportunity.

Insurance

- All members of the public including children and vulnerable adults, project participants and collaborating artists participating in a workshop run on behalf of ROTM are covered by the public liability insurance policy (up to €6.5 million)

- All collaborators/contractors running workshops on behalf of ROTM are required to have their own public liability insurance policies. Contractors are required to supply a copy of the appropriate policy to the ROTM prior to the commencement of a workshop

Workshop Consent Forms

Any collaborator paid or unpaid that is conducting a workshop/event on behalf of ROTM must ensure that workshop consent forms for each child/vulnerable adult are completed *with* their key worker prior to the commencement of each workshop. The completed form must contain the following information:

- Name, address and contact details of key worker
- Name address and contact details of childs / vulnerable adults 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 participant taken during the workshop by ROTM for promotional/ publication purposes

The facilitator responsible for the workshop must make him/her self 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, participants request in this regard

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

Declaration for Facilitators / Organisations/ Collaborators working with Run Of The Mill Arts CLG

Name: _____

Organisation: _____

Address: _____

Contact Number: _____

Email: _____

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

Signed: _____

Date: _____

Organisations name: _____

Signed: _____

Date: _____

On behalf of ROTM

Appendices

- 1.1 Declaration Form – Garda Clearance
- 1.2 Accessible online participant form
- 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 registered office of Run of the Mill Arts CLG (home address)

Disclosures reporting book is kept in the ROTM office as above.

Aisling Byrne must be notified immediately in the event of any incidents, accidents or disclosures by a child / vulnerable adult.

Off- Site Projects:

Accident and incident forms will be supplied for all projects run on behalf of ROTM that take place at a location/ off-site to be added to the office reporting books. In the event of any incident or accident the DP must be notified immediately. Completed forms are to be returned to the DP of ROTM

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 ROTM office

must be completed at the earliest possible time.

Appendix 1.1 Declaration Form - Confidential

Declaration form for all those working with children and vulnerable adults

Surname: _____ First name: _____

Date of Birth: _____ Place of birth: _____

Address: _____

Tel No: _____ Mobile No: _____

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

Yes No

If yes please outline the reason below:

Have you ever been convicted of a criminal offence? Yes No If yes please state the date(s) nature of the offence(s):

I _____ agree to Run Of The Mill seeking Garda Clearance on my behalf at a future date via CREATE National Agency for Collaborative Arts.

Signed: _____ Date: _____

Appendix 1.2

Accessible Online Participant Form

Found here:

<https://docs.google.com/forms/d/e/1FAIpQLSeiVO5LynGazVvCgcLmbsyR1eJPDIBtCPQdfiSW0rS3bMzoHg/viewform>

Appendix 1.3

Incident Report form

Date: / /	Time:	Location:
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Child/ Adults' Name:	
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Key Workers Name:	
Address:	

Home phone:

Mobile:

Facilitator Present:	
Nature of Incident:	

Action Taken if required (and timeframe):

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Appendix 1.4

Accident Report Form

Date: //	Time:	Location:
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Child/ Adult's Name:	
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Key Workers Name:	
Address:	

Home phone:

Mobile:

Facilitator Present:	
Nature of Accident:	

Action Taken: