



Safeguarding Policy

Safeguarding and
Child Protection
Policy and Procedures

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 and vulnerable adults accessing our services. This policy and guidelines will help all concerned to be clear about expectations, boundaries and procedures within our organisation.



What is Abuse?

Any act, or failure to act, which results in a breach of a vulnerable person's human rights, civil liberties, physical and mental integrity, dignity or general wellbeing, whether intended or through negligence, including sexual relationships or financial transactions to which the person does not or cannot validly consent, or which are deliberately exploitative. ([HIQA National Standards for Residential Services for Children and Adults with Disabilities](#))

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.



About Us

Run of the Mill is committed to creating a platform for the stories, artistic expressions and talents of intellectually disabled people in the arts in Ireland. We strive to make work of high artistic quality that is entertaining, ambitious, impactful and visible on our stages and our screens.

We believe that the arts are a powerful tool for social change – through amplifying unheard voices and the sharing of new perspectives. We champion the rights of our participants and artists to be involved meaningfully in the arts and we advocate for increased accessibility for learning disabled artists across the sector. We work towards making the landscape of arts practice in Ireland a more inclusive one.

We adhere to the Safeguarding Vulnerable Persons at Risk of Abuse National Policy & Procedures and Children First Guidance and Legislation.

We have developed a safeguarding policy that will ensure that our commitment to safeguarding is reflected in all aspects of our work. Run of the Mill recognises ultimate responsibility for the wellbeing of our staff and volunteers. Participants' circles of support will be made aware of this policy. Participants will also be aware of the policy, to the extent that is relevant to them.

Activities of ROTM include, but aren't limited to:

- Weekly Workshops
- Youth Theatre
- Community Theatre
- Artist Development Programmes at Maynooth University
- Theatre rehearsal and production
- Film rehearsal and production (shooting)
- Occasional field trips to arts and cultural events



Run of the Mill Arts CLG Safeguarding Policy Statement

ROTM Arts is committed to a person centred approach to our work with children 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 HSE Safeguarding Children/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 accidents**



Code of Behaviour

Staff and Participants

All staff and participants are to:

- Be treated equally and with respect
- Act in an ethical manner and with integrity at all time
- Adhere to the Anti-Bullying Policy
- Be encouraged and supported
- Engage in a meaningful and enjoyable process and experience.

Facilitators and Collaborators

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

- Abide by all Health and Safety and comply with all relevant regulations.
- Uphold and maintain the values of ROTM
- Familiarise themselves with best practice around codes of practice, policies and procedures for safe workspaces
- 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. This will be obtained via the workshop contact and consent form.
- Complete the HSELand 'Safeguarding for Vulnerable Adults' training prior to beginning their engagement with Run of the Mill.
- All involved 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 (Aisling Byrne).
- A minimum of two Garda-vetted 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.
- Regular collaborators and facilitators will be vetted as required. Occasional collaborators will not be subject to Garda Vetting, however, they will be briefed on best practise and made aware of our Safeguarding policies.
- Guest Artists and Occasional Collaborators can only facilitate when two Garda vetted individuals are present. They are not to be left alone with participants.
- Ensure proper supervision based on adequate ratios according to age, abilities and risk assessment of activities involved.
- A workshop report will be completed following all activities. When required artists/employees/volunteers/contracted freelancers working with ROTM may need to be involved in the documentation and evaluation of their work in this workshop report.
- A report template is provided to all facilitators and collaborators.
- The reports are saved on our secure online drive.
- Permission to take photographs must be obtained on each occasion. While permission to take photos may be granted in the permission forms, we encourage practising dynamic consent. This means restating consent of someone wanting their photo taken in that specific instance. And always respecting their wishes if they decline.
- 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 and easily changed to suit varying needs.
- Where appropriate, have a plan of alternative activities in case of, for example, low attendance etc.
- Continually provide reports and feedback from workshops.
- Where appropriate, and in the case of absence, a record of suitably qualified, Garda Vetted facilitators will be used to procure substitutes.
- Engage in constant reflective practice of our work and methodology employed. By procuring feedback from participants as well as Collaborating and Guest Artists. We take all these into account to improve Run of the Mill's practice.



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
- Socialising inappropriately with children and vulnerable adults outside of structured activity time
- Hitting or physical chastisement of children and vulnerable adults

Physical contact

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

Health and safety

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

Run of the Mill Designated Contact

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 and vulnerable adult 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 TUSLA and the HSE 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 aisling@runofthemill.ie



Recording and Reporting

Recording and Reporting Procedures

Incident, Accident and Complaints reporting forms will be provided to all facilitators and volunteers working with ROTM.

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 or vulnerable adult disclosing information to the facilitator that may be a cause for concern a separate incident report form will be filled out.

The incident report forms are stored securely on our online drive, and access is only allowed to the core staff team.

Possible grounds for concern when working with children and vulnerable adults

Source of concern:

- A participant may tell you
- Someone else may tell you

You may notice:

- Physical injury
- Person'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 Designated Person is certain that consulting with a parent/ primary carer key worker will not put the participant at further risk.

Reporting Procedures are as follows:

The facilitator reports concern to the designated person in ROTM by filling in an incident report form.

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 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.
- Don't have any contact with the person alleging abuse, or their carers, relatives or friends until the investigation is over.

The measures which can be taken to ensure the safety of children and vulnerable adults can include the following:

- Suspension of duties of the person accused.
- Reassignment of duties where the accused will not have contact with young people or vulnerable adults.
- Working under increased supervision during the period of the investigation and other measures as deemed appropriate .

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, location
- Who: collaborator/ facilitator/ participant
- The nature of the concern/disclosure
- Any action taken

A completed and detailed Appendix 1.4 Incident reporting form.

Note: Information should be factual

Reporting to the HSE

Is the 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

https://www.tusla.ie/uploads/content/Child_Protection_and_Welfare_Report_Form_FIN_AL.pdf



Confidentiality

Confidentiality Statement

Run of the Mill is committed to ensuring peoples' rights to confidentiality. However, in relation to child and vulnerable adult 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 and 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 or vulnerable adult 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.
- Children and 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 where appropriate.
- 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, and supervised to provide a safe environment for all children 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 Contracts and or MOUs in the event of an official collaboration.
- Collaborators will be required to read and sign the Safeguarding protection policy of ROTM.



- Collaborators must be Garda Vetted prior to commencing their role.
- Once-off collaborators can only facilitate when two Garda vetted individuals are present. They are not to be left alone with participants.
- No person deemed to constitute a risk will be invited to become a collaborator.
- Regular Collaborators are to complete HSE Online Safeguarding training 'Safeguarding Adults at Risk' and send their certificate of completion to the Company Producer.

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 and 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 centred 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 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/vulnerable adult welfare



Complaints and Comments

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 and Accidents

Incidents procedure

Incidents such as repeated bullying, outbursts of anger/ aggression must be noted in the incident form Appendix 1.4 must be completed as attached.

The following information must be recorded:

- When the incident occurred – date and time
- Where the incident occurred. Location, room
- Who: Persons present at the time of the incident. The 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 incident report form
- 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 in venues where workshops are carried out.
- Core facilitators will have completed First Aid Training and this should be updated every 3 years, as feasible.

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)



Workshop Policy

Collaborators will be provided with participants' information to the extent that pertains to their work within ROTM.

- Name, address and contact details of primary carer, emergency contact and key worker (where applicable)
- 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.
- 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/herself aware of all of the information contained in the workshop consent form and in the case of consent to the use of film/video or photography must ensure they respect the parents, participants request in this regard.

The Company Producer is responsible for creating bespoke spreadsheets to inform the facilitators of participants' emergency contacts and access needs. These spreadsheets will only contain information relevant to the programme.

The facilitator responsible for the workshop must make themselves aware of the information contained in the spreadsheets made available to them.

While permission to take photos may be granted in the permission forms, we encourage practising dynamic consent. This means restating consent of someone wanting their photo taken in that very specific instance. And always respecting their wishes if they decline.

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



Appendices

1.1 Declaration Form – Garda Clearance

1.2 Accessible online participant form

1.3 Accident reporting forms

1.4 Incident reporting forms

1.5 HSE – Standard form for reporting child/vulnerable adult protection and/or welfare concerns

www.tusla.ie/uploads/content/Child_Protection_and_Welfare_Report_Form_FINAL.pdf

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

1.7 Complaints Form

On-site Projects:

Accident and incident forms are located in a secure online drive. Aisling Byrne must be notified immediately in the event of any incidents, accidents or disclosures by a vulnerable adult.

Off-site Projects:

We are a company that may operate in various venues and locations, in accordance with the nature and demands of producing theatre and film work. Accident and incident forms will be supplied for all projects run on behalf of ROTM that take place at a location. In the event of any incident or accident the DP must be notified immediately. Completed forms are to be returned to the DP of ROTM who will store them on a secure online drive. In the event of a disclosure during a programme at an off-site location the DP must be notified immediately and the incident/accident report must be filled out immediately.



Appendix 1.3

Accident Report Form



Run of the Mill Arts CLG, 6 the View, St. Wolstan's Abbey, Celbridge, Kildare

Date:	Time:	Location:
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Name:
Key Workers Name:
Address:
Home phone:
Mobile:

Facilitator Present:
Nature of Accident:

Action Taken:



Appendix 1.4

Incident Report Form



Run of the Mill Arts CLG, 6 the View, St. Wolstan's Abbey, Celbridge, Kildare

Location of Incident:	Name of persons involved in the Incident:
Date of Incident:	Name of witnesses:
Time of Incident:	Name of Run of the Mill event:
Name of Report Writer:	Name of Location Contact:
Run of the Mill personnel present:	Contact details of all present at time of incident:

Details of incident:



To be followed up on:

Outcome of follow up:

Reported to:

Reported to:

Signature of Reporter:

Signature of Witness:



Appendix 1.6

Declaration for working with Run Of The Mill Arts CLG



Run of the Mill Arts CLG, 6 the View, St. Wolstan's Abbey, Celbridge, Kildare

Name:	
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	



Appendix 1.7

Complaints Form



Please complete all sections of this form using BLOCK LETTERS.

Please return to: Aisling Byrne – AISLING@RUNOFTHEMILL.IE

Name of person making complaint:	
Address:	
Phone number:	
Date & time complaint was first made:	
Date & time of incident:	
Name of person to whom complaint was first made:	
Details of Complaint:	
Signed:	Date:

Please continue on an additional sheet if required.



Safeguarding Statement



This document should be displayed at the venue where activities are taking place.

1. Name of service being provided:

Run of the Mill Workshop

2. Nature of service:

Run of the Mill a multi-award-winning inclusive arts organisation committed to supporting people with intellectual disabilities to access high quality experiences in the arts as artists, makers and participants.

Run of the Mill is committed to creating a platform for the stories, artistic expressions and talents of intellectually disabled people in the arts in Ireland. We strive to make work of high artistic quality that is entertaining, ambitious, impactful and visible on our stages and our screens.

We adhere to the Safeguarding Vulnerable Persons at Risk of Abuse National Policy & Procedures.

We have developed a safeguarding policy that will ensure that our commitment to safeguarding is reflected in all aspects of the Community Theatre. Run of the Mill recognises ultimate responsibility for the wellbeing of our staff and volunteers. Our policy includes all members of the Community Theatre. Parents will be made aware of this policy. Members will also be aware to the extent that is relevant to them.

Run of the Mill's activities include:

- Drama workshops and programmes
- Youth Theatre
- Arts and Cultural Events
- Theatre rehearsals and productions
- Film Rehearsals and Filmmaking
- Artist Development Programmes
- Masterclasses



3. Risk Assessment:

As defined by the HSE abuse is 'The use of physical force, the threat of physical force or mistreatment of one person by another which may or may not result in actual physical harm or injury'

RISK IDENTIFIED	PROCEDURE TO MITIGATE RISK
Potential risk of harm from Run of The Mill personnel	<ul style="list-style-type: none"> Code of Behaviour for facilitators/volunteers that will be provided upon contracting. Ensuring safeguarding policy is read and acknowledged by hired facilitators when onboarding. Procedure for the procurement of facilitators/volunteers/collaborators only contracting those who agree to be Garda Vetted. Ensuring HSE Online Safeguarding training is completed and certificate is received by Programme Manager. Informing participants of the Designated Person. Attendance from Core Staff to workshops in order to observe and ensure compliance.
Potential risk of harm from Run of The Mill participants	<ul style="list-style-type: none"> The contact and consent forms sent out to participants before they resume workshops include ROTM's code of behaviour. Participants are asked to indicate their agreement to this code of behaviour with the support of their circles to explain matters contained within. Facilitators will help create a group contract. This will act as a bespoke code of behavior for participants. Group Contract for participants should be referred and reinstated in each workshop. Participants with high support needs are encouraged to attend with key workers and primary care support staff. ROTM makes it clear that we do not provide primary care services and where this support is required it must be provided by the participant's circle of support/ care provider.
Risk of harm due to bullying	<ul style="list-style-type: none"> Facilitators will help create a group contract that will act as a bespoke code of behaviour for the entire group. Group Contract for participants should be referred and reinstated in each workshop. Filling in the incident report no matter how small the incident might appear. This will ensure a record of behavior. Reminding participants of the anti - bullying policy.
Risk of bodily harm	<ul style="list-style-type: none"> Carefully planning activities that don't have physical touch. If physical touch is necessary within the activity, it is important to note that to participants and give them a chance to opt out. Emphasise physical boundaries in group code of conduct.
Unauthorised photography, filming or recording	<ul style="list-style-type: none"> Ensuring participants' photography permissions are made known to facilitators/volunteers. Practising dynamic consent in regards to taking photos. Reinstating consent at the time the photo/video is being taken.

A full safeguarding document can be provided to you upon request, please email the Company Producer companyproducer@runofthemill.ie



4. Implementation:

We strive to uphold the aims set out in our safeguarding policy to our utmost ability and to the highest standards.

SIGNED:

DATE:



Run of the Mill Arts (ROTM) Safeguarding Policy Summary

Purpose:

- Protect children and vulnerable adults from harm or abuse.
- Outline steps and procedures to ensure their safety.
- Clarify expectations for all involved in ROTM activities

Definition of Abuse:

- Any act or failure to act that harms a child/vulnerable adult's rights, dignity, well-being, or safety (e.g., physical, emotional, financial abuse).

Core Principles:

- All children and vulnerable adults have the right to protection from harm.
- Each person should be treated as an individual and respected equally.
- Complaints or concerns will be taken seriously and addressed promptly.

Commitments by ROTM:

- Provide a safe environment with a person-centred approach.
- Follow HSE guidelines on safeguarding children and vulnerable adults.
- Ensure policies on reporting abuse, confidentiality, and complaints are in place.
- Ensure all Facilitators and Collaborators are Garda vetted and are aware of our safeguarding policy.

Designated Safeguarding Officer:

- Aisling Byrne is responsible for handling safeguarding issues, reports of abuse, and liaising with authorities like the HSE and Gardaí.

Code of Behaviour for Facilitators and Collaborators:

- Treat everyone with respect and equality.
- Use appropriate language and maintain personal boundaries.



- Avoid inappropriate behaviour such as favouritism, criticism, or physical punishment.
- Adhere to the Code of Behaviour and Anti Bullying Policy

Good Practices:

- Register all participants with details like name, address, and access needs.
- Ensure a minimum of two Garda vetted adults are present during workshops.
- Document, evaluate and develop Run of the Mill's work with participants using weekly facilitator reports, participant feedback and artist reflection.

Reporting and Recording Procedures:

- Fill out incident/accident and complaint forms for any concerns or disclosures.
- Report any concerns to the Designated Person.
- Confidential information will only be shared on a "need-to-know" basis to protect the child/vulnerable adult.

Involving Primary Carers and Key Workers:

- Inform and involve primary carers and key workers in all activities undertaken by participants.
- Practice dynamic consent for photos/videos of children and vulnerable adults.
- Ensure contact records are updated and any changes flagged to facilitators.
- Ensure activities are suitable for all participants' abilities.

Incident, Accident and Complaints Procedures:

- Record all incidents (e.g., bullying, aggression) with details such as time, location, and actions taken.
- Report any accidents promptly and complete an accident report form.
- Report any incidents promptly and complete an incident report form.
- Record and report complaints on a complaint form.
- ROTM will provide facilitators with the necessary forms.

Collaboration Policy:

- All regular collaborators must be Garda vetted



- All collaborators must adhere to ROTM's safeguarding policies. Including the Code of Behaviour and Anti-Bullying Policy.
- All regular collaborators must successfully complete the 'Safeguarding Adults at Risk' training course.
- ROTM ensures all collaborators are suitable and poses no risk to children and vulnerable adults.
- All facilitators must familiarise themselves with the participants' access needs prior to commencing with ROTM.

Review Date:

- This policy will be reviewed in April 2026.

The full policy is available on our [website](http://runofthemill.ie) (runofthemill.ie)
or you can request a pdf from companyproducer@runofthemill.ie

