



Killorglin – Kerry

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INTRODUCTION

K-FEST Arts Festival recognises its responsibility to ensure that a safe environment is provided for all children and young/vulnerable adults taking part in its activities, events and projects throughout the festival. We seek to involve all members of the community, including children and young people, in our activities. We have sought to organise activities (concerts and art events) for children and young people of all abilities in order to give them access to the arts, an opportunity to create their own art and to experience the diverse art on show over the week.

Following both the Child Protection Policy and the Child Safety Statement we aim to educate and therefore protect K-FEST Arts Festival committee members and volunteers to avoid most situations in which they may be compromised. This in turn will also protect the children and young/vulnerable adults in attendance at the festival.

The policy covers the recruitment of volunteers, all-inclusive events where volunteers or committee members come into direct contact with children or young/vulnerable adults and community group projects, usually music oriented where they may come into direct contact with children or young/vulnerable adults.

INCLUSION STATEMENT

K-FEST Arts Festival is open to all people, regardless of race, ethnicity, gender, socio-economic status, national origin, sexual orientation, ability or Faith.



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

PROTECTION AND SAFEGUARDING OF CHILDREN AND YOUNG/VULNERABLE ADULTS POLICY

K-FEST Arts Festival is committed to protecting children and young/vulnerable adults from harm. Staff and volunteers in this organisation accept and recognise our responsibilities to develop awareness of the Guidance and identify areas and situations which may cause harm to children or young/vulnerable adults attending the festival.

We will endeavour to safeguard children and young/vulnerable adults by:

- Our insistence that children must have parental supervision at all times.

- Adopting safeguarding and child protection guidelines through a code of behaviour for staff and volunteers.
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing information about concerns with Tusla who need to know, and involving parents and children appropriately.
- Following carefully the procedures for recruitment and selection of staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support and training.

We are also committed to reviewing our policy and good practice at regular intervals.

Definition of children and young/vulnerable adults

For the purposes of this policy the above mention categories will be defined as follows:

- 'Children' includes anyone under the age of 18 years old
- A 'young/vulnerable' adult is a person aged 18 years or over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Authorisation of staff and volunteers

All staff, facilitators and volunteers will fall within the following categories:

- Authorised by K-FEST, with appropriate Garda Vetting checks, to work with children and young/vulnerable adults and to deal with their personal details.
- Non-authorized by K-FEST to work with children and young/vulnerable adults and to deal with their personal details.

Staff, facilitators or volunteers must be authorised if their job involves:

- Regular or sustained unsupervised contact with children and/or young/vulnerable adults (*NB There is no need for staff, facilitators or volunteers to be authorised if their contact with children or vulnerable adults only happens in a room full of people or for a couple of minutes)
- Access to contact details of children or young/vulnerable adults that could be used to contact the child or vulnerable adult directly (i.e. not via a parent or carer) or that provide details of where the child or vulnerable adult may be outside of agreed contract hours

(*NB K-FEST will restrict access to children and young/vulnerable adults' contact details only to those staff for which it is strictly necessary, thereby minimising the number of staff/volunteers needing to be authorised).

Staff, facilitators or volunteers defined as not authorised to work with children and young/vulnerable adults, will:

- Have a job description or role that doesn't require sustained, unsupervised or one-to-one contact with children or young/vulnerable adults (i.e. facilitators of courses which will be taught in a room full of people)
- Have a job description that doesn't require having access to contact details of children or young/vulnerable adults that could be used to contact them directly (i.e. not via a parent or carer) or that provide details of where the child or vulnerable adult may be outside of agreed contract hours.
- Be aware of this policy and have read Chapter 1 and 2 of Tusla Guidance Children First: National Guidance for the Protection and Welfare of Children.
- Be aware of their responsibilities in relation to our work with children and young/vulnerable adults.
- Identify if their jobs changes in a way that would require them to be authorised to work with children or young/vulnerable adults and notify the relevant K-FEST staff immediately.
- Be aware that if someone mentions vulnerability in a booking form their contact details can only be held by a member of staff or a volunteer who is authorised.

Staff and volunteers who need to be authorised will undergo a GARDA VETTING check via the Kerry Volunteer Centre and the National Vetting Bureau of An Garda Síochána under the Children and Vulnerable Persons Acts 2012 -2016.

Kerry Volunteer Centre Point of Contact: Carmel Daly

Contact Email: carmel@volunteerkerry.ie

All staff and volunteers will:

- Follow the code of conduct outlined below in our Child Protection Policy and Child Safeguarding Statement
- Follow the 'Report Procedure' in case of any incidents as outlined further on in the document

Sharing Information

Good communication makes for good practice. K-FEST is committed to sharing information with children, vulnerable adults, parents, staff/volunteers and encouraging an ethos of partnership and mutual trust between parents, staff and volunteers. Information on the Festival's policy will be clearly displayed and verbally communicated at events.

In addition information will be sought from Parents as follows:

- To gain information relating to children and vulnerable adults in relation to consent for activities
- That consent is provided by those with parental responsibility
- We insist that children involved in K-FEST activities are accompanied by a parent or guardian. Where we have concerns that a child is not adequately supervised, we cannot permit them to take part in our activities
- That your organisation informs those giving consent that it must be obtained from those with parental responsibility

CHILD PROTECTION POLICY STATEMENT

We, K-FEST, are committed to a child-centred approach to our work with children and young people. We undertake to provide a safe environment and experience, where the welfare of the child/young adult is paramount. 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 will make the Tusla Guidance available to all committee members and volunteers and asking each to read Chapters 1 and 2 as they outline the key messages of the Guidance and provide information on recognising and reporting reasonable concerns about the welfare or protection of a child or vulnerable adult.

A cornerstone of our approach to child safety is our insistence that children must have parental supervision at all times.

We have implemented procedures covering:

1. Code of behaviour for all staff
2. Reporting Procedures
3. Confidentiality Statement
4. Recruitment and selection policy statement
5. Managing and supervising volunteers
6. Complaints and comments
7. Incidents and accidents

This policy was reviewed on 2nd June, 2021 by the K-Fest Committee.

Designated Person: Katie Graham, childwelfare@kfest.ie, 087 3658052

Deputy Designated Person: Dave Ryan, childwelfare@kfest.ie, 087 3658052

1. Code of Behaviour for all Staff

Following this code of conduct will allow the K-FEST Arts Festival committee and volunteers working with children or young/vulnerable adults to avoid most situations in which they may be compromised. It is an essential element of our organisation's Child Protection Policy as it will help to create a supportive environment for committee and volunteers and provide a child – centred approach for children and young/vulnerable adults.

Child-centred approach

You should:

- 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.

Good practice

- Make the K-FEST Arts Festival Child Protection Policy and Child Safeguarding Statement to primary carers, children and young/vulnerable adults, visitors and facilitators if requested.
- Be inclusive of children, vulnerable adults and young children with special needs
- Plan and be sufficiently prepared both mentally and physically
- Report any concerns to the Designated Person Katie Graham or Deputy Designated Person Dave Ryan, childwelfare@kfest.ie, 087 3658052.
- Observe appropriate dress and behaviour.
- Report any incidents and accidents
- Update and review policies and procedures on a regular basis or as required
- Ensure proper supervision based on adequate ratios according to age, abilities and activities involved.
- Ensure clear communication between committee/volunteers and children or young/vulnerable adults
- Don't be passive in relation to concerns i.e. don't 'do' nothing
- Don't let a problem get out of control
- Always have a minimum of 2 volunteers/committee members in the presence of a child e.g. don't ever be alone with children or young/vulnerable adults e.g. taking them to the toilet
- All activities, group sessions or classes should be in an open environment with the full knowledge and consent of primary carers.

- 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.
- It is not good practice to take children or vulnerable adults alone in a car on journeys, however short. Where this is unavoidable, it should be with the full knowledge and consent of the parents, and someone in charge of the organisation.
- Staff and volunteers should not meet with children and vulnerable adults outside organised activities, unless it is with the knowledge and consent of parents and the person in charge of the organisation.

Inappropriate Behaviour

- Do not allow or engage in inappropriate touching of any form.
- Do not use actions or language that may cause a child, young/vulnerable adult to lose self esteem or confidence.
- You should never be alone with children or young/vulnerable adult
- Do not hit or physically chastise children or young/vulnerable adult
- Do not socialise inappropriately with children or young/vulnerable adults

Physical contact

- Seek consent of the child or young/vulnerable adult in relation to physical contact e.g. face painting (except in an emergency or a dangerous situation)
- Avoid horseplay or inappropriate touch e.g. being affectionate
- Check with child or young/vulnerable adult about their level of comfort when doing touch exercises e.g. face painting

Health and safety

- Don't leave children unattended or unsupervised
- Manage any dangerous materials e.g. glue
- Provide a safe environment
- Be aware of accident procedure and follow accordingly

The above guidelines are also intended to give parents / carers a clear outline of how their children and all vulnerable adults should be treated when in the care of K-FEST

2. Reporting Procedures

The statutory bodies with primary responsibility for child welfare and protection are Tusla – Child and Family Agency, and An Garda Síochána. You should always inform Tusla if you have reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected.

What information to include:

To help Tusla staff assess your reasonable concern, they need as much information as possible. You should provide as much relevant information as you can about the child, his/her home circumstances and the grounds for concern.

These could include:

- The child's name, address and age
- Names and addresses of parents or guardians
- Names, if known, of who is allegedly harming the child or not caring for them appropriately
- A detailed account of your grounds for concern (e.g. details of the allegation, dates of incidents, and description of injuries)
- Names of other children in the household
- Name of school the child attends
- Your name, contact details and relationship to the child

Who to contact about issues related to child protection and welfare:

Kaite Graham and Dave Ryan have been designated as the person/s to contact if you have an issue or concern about any aspect of a child's or young/vulnerable adults safety or welfare. It is the responsibility of this person to support and advise K-FEST Arts Festival committee and volunteers about policy and procedures in relation to child protection and to ensure that procedures are followed. It is also the responsibility of the designated Persons to liaise with the Health Service Executive or Gardaí where appropriate.

Designated Person: Katie Graham

Deputy Designated Person: Dave Ryan

Tel: 087 3658052

Email: childwelfare@kfest.ie

Reasonable Grounds for Concern:

The following excerpt from Children First: National Guidelines for the Protection and Welfare of Children (4.3.2 - p.38) shows what would constitute reasonable grounds 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 behaviour)

- Consistent indication, over a period of time that a child is suffering from emotional or physical neglect.

Recording Procedures:

An incident book will be kept by the designated person. K-FEST Arts Festival committee and volunteers should record the following information in relation to children and young/vulnerable adults:

- Suspicions
- Concerns
- Worrying Observations
- Behavioural Changes
- Actions and Outcomes

Procedure for dealing with a disclosure:

- Stay calm and listen to the child or young /vulnerable adult, allow s/he enough time to say what s/he needs to say.
- Don't use leading questions or prompt details
- Reassure the child or young/vulnerable adult but do not promise to keep anything secret.
- Don't make the child or young/vulnerable adult repeat the details unnecessarily.
- Explain to the child or young/vulnerable what will happen next

Reporting Procedures:

You should always inform Tusla if you have reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected.

- The reporting procedure should be known and accessible to all staff
- Actions and outcomes should be noted
- Record all details, including the date, time and people involved in the concern or disclosure and the facts in the incident book. Information recorded should be factual. Any opinion should be supported by facts.
- Inform the Designated person, Katie Graham, or the Deputy Designated person Dave Ryan on 087 3658052, childwelfare@kfest.ie
- The most appropriate person should discuss the concern or consult with primary carers. Parents, carers or responsible adults should be made aware of a report to the HSE unless it is likely to put the child/young person/vulnerable adult 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.

Killorglin Garda Station: 00353 66 979 0500

Killarney Garda Station: 00353 64 6671160

TUSLA Kerry Dedicated Contact Points

- **Child and Family Agency** , Rathass, Tralee, Co Kerry. V92 YA25. **Tel:** 066 7184501
- **Margaret Fitzgerald/ Maureen Crowley** - Children First Information and Advice Officers, Child and Family Agency, Block 36, St Finbar's Hospital, Douglas Road, Cork. **Tel:** (021) 4923220

3. Confidentiality Statement

We in the K-FEST Arts Festival 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 or young/vulnerable adult
- Giving such information to others for the protection of a child or young/vulnerable adult is not a breach of confidentiality.
- We cannot guarantee total confidentiality where the best interests of the child or young/vulnerable adult are at risk.
- Primary carers, children and/or young/vulnerable adults have a right to know if personal information is being shared and/or a report is being made to the HSE, unless doing so could put the child or young/vulnerable adult at further risk.
- Images of a child or young/vulnerable adult will not be used for any reason without the consent of the parent/carer
- Procedures will be put in place in relation to the use of images of children/young people (see above)
- Procedures will also be put in place for the recording and storing of information in line with our confidentiality policy.

Use of photographic/filming equipment

K-FEST Arts Festival will request all relevant consent in advance of any filming or photography of children or vulnerable adults and will adhere to the following guidelines:

- Will provide a clear brief about appropriate content and use of image
- Will not permit unsupervised access to children
- Avoid using names of children if image is used

*Parents / guardians will be asked to fill in a consent form and all consent forms will be stored in line with data protection legislation.

4. Recruitment and Selection Policy Statement

K-FEST Arts Festival will ensure that staff are carefully selected, trained and supervised to provide a safe environment for all children and young/vulnerable adults, by observing the following principles:

- Roles and responsibilities will be clearly defined for every job
- 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 relevant probationary period
- All staff will be required to consent to Garda Vetting check via the Kerry Volunteer Centre and the National Vetting Bureau of An Garda Síochána under the Children and Vulnerable Persons Acts 2012 -2016.

5. Volunteer management policy statement

Volunteering, and working with children, is both worthwhile and fulfilling, but also challenging. Once recruited, all staff and volunteers should be well informed, trained, supervised and supported, so that they are less likely to become involved in actions which can lead to harm, or can be misunderstood. It is our policy that volunteers do not have unsupervised access to children and vulnerable adults as per the National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016

To protect both committee/volunteers and the children and young/vulnerable adults, K-FEST Arts Festival undertake that:

New staff will:

- 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 or trial period

All staff will:

- Receive an adequate level of supervision and review of their work practices
- Be expected to have read the Child Protection Policy Statement and the Child Safeguarding Statement

- Be provided with child protection training where applicable.

6. Complaints and Comments

In the event of complaints or comments: Designated Person Katie Graham has responsibility for directing complaints/comments to the appropriate person.

Verbal complaints will be logged and responded to.

7. Incidents and Accidents

Accidents procedure to comply with the K-FEST Arts Festival Health and Safety Statement.

Children and young/vulnerable adults must be advised of risks of dangerous materials.

The location of incident/accident books must be made known to staff.

First-aid boxes should be available and regularly re-stocked.

Availability of first-aid should be in accordance with the organisation's Health and Safety guidelines.

Record details of risky equipment used and take steps to minimise risk.

Location of First Aid Boxes: K-FEST OFFICE

CHILD SAFEGUARDING STATEMENT

1. Name of service being provided:

K-FEST Arts Festival

2. Nature of service and principles to safeguard children from harm

(brief outline of what our service is, what we do and our commitment to safeguard children):

KFEST is an annual multi-disciplinary Arts festival which will be held on the October Bank Holiday in Killorglin County Kerry in 2021 (normally held on June Bank Holiday weekend but delayed this year due to Covid restrictions). We are committed to a child-centred approach to our work with children and young people. We recognise the responsibility to ensure that a safe environment is provided for all children, where the welfare of the child/young adult is paramount. 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 will make the Tusla Guidance available to all committee members and volunteers and asking each to read Chapters 1 and 2 as they outline the key messages of the Guidance and provide information on recognising and reporting reasonable concerns about the welfare or protection of a child or young/vulnerable adult. The Child Safeguarding Statement specifies how we will provide a safe environment and protect children and young/vulnerable adults while they are taking part in K FEST Arts Festival.

A cornerstone of our approach to child safety is our insistence that children have parental supervision at all times.

3. **Risk Assessment**

We have carried out an assessment of any potential for harm to a child while availing of our services. Below is a list of the areas of risk identified and the list of procedures for managing these risks.

	Risk identified	Procedure in place to manage identified risk
1	Inappropriate use or distribution of children's images or information	- Ensure all staff and volunteers adhere to social/media procedures including consent sought for the taking and use of images - Consent forms given to parents at workshops/events as per Child Protection Policy
2	Volunteer unsuitable to work with children or young/vulnerable adults	- Implement procedure for the safe recruitment of volunteers including Garda Vetting - Garda vetted committee member to be present at events to supervise - Child Protection Policy and Children First: National Guidance for the Protection and Welfare of Children given to volunteers prior to volunteering
3	Volunteer alone with children or young/vulnerable adults	- Garda vetted committee member to be present at event at all times so this does not happen - Primary carer or guardian is to be present at all times
4	Volunteer unsure who to turn to when fears a child is at risk	Contact the K-Fest Designated/Deputy Designated Person and/or the Tusla Kerry Designated Persons

4. **Procedures**

K-FEST Arts Festival Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children (2017), and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice.

In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service;

- Procedure for the safe recruitment and selection of workers and volunteers to work with children
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm;
- Procedure for the reporting of child protection or welfare concerns to Tusla
- Procedure for appointing a relevant personnel.

All procedures listed are available upon request.

5. Implementation

We recognise that implementation is an on-going process. Our service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service.

This Child Safeguarding Statement will be reviewed on a regular basis or as soon as practicable after there has been a material change in any matter to which the statement refers.