

# **Child Protection Policy For**

## **Siamsa Tíre Teo**

**Drawn up December 2007  
Most Recent Update: October 2017**

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## **Section 1:**

### **Child Protection Policy Statement**

We Siamsa Tíre Teo. 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 person 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 (2011). In 2012 *The National Vetting Bureau (Children and Vulnerable Persons) Bill 2012* was published. We have implemented procedures covering:

- Code of behaviour for all staff;
- Reporting of suspected or disclosed abuse;
- Confidentiality;
- Recruitment and selecting staff, including Garda Vetting;
- Managing and supervising staff;
- Involvement of primary carers;
- Allegations of misconduct or abuse by staff;
- Complaints and comments;
- Incidents and accidents;
- Touring and overnight stays away from home
- Anti- bullying policy when working with children/young people

This policy will be reviewed again by February 28 2015

Jonathan Kelliher  
Designated Person (DP)

Date:

## **Section 2:**

### **Code of Behaviour for Staff**

The code of behaviour for staff is categorised under the following headings:

1. Child-centred approach;
2. Good practice;
3. Inappropriate behaviour;
4. Physical contact;
5. Health and safety;

### **Child-centred approach**

- Treat all children/young people equally
- Listen to and respect children/young people
- Involve children/young people in decision-making (where 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
- Treat all children/young people as individuals
- Respect the personal space of a child/young person
- Discuss boundaries on behaviour and related sanctions, as appropriate, with children/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 other commitments when scheduling rehearsals, classes or activities
- Be mindful of a child's/young person's limitations
- Create an atmosphere of trust and respect
- Respect differences of ability, culture, religion, race and sexual orientation

## **Good practice**

- Register each child/young person (name, parent/guardian name, address, phone, special requirements, attendance, emergency contact) – (see registration sheet)
- 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/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
- Be knowledgeable of anti-bullying policy
- Encourage children/young people to report any bullying, concerns or worries and to be aware of anti-bullying policy
- 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
- Ensure clear communication with outside artists and organisations; have guidelines for artists regarding our child protection policy.
- Have a written agreement with any external organisation that an artist is working with
- Don't be passive in relation to concerns
- 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  
Have clear policies regarding social media and the use of mobile phones
- 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.
- Appendix B provides guidelines on dealing with Challenging Behaviour which all staff working with children should read and abide by.

## **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
- 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

## **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

## **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

**All of those working with children in Siamsa Tíre need to be aware that under the Reckless Endangerment of Children (Criminal Justice Act 2006), a person with authority or control over a child or abuser can be found guilty of this offence if they:**

- a) 'Cause or permit any child to be placed or left in a situation which creates a substantial risk to the child of being a victim of serious harm or sexual abuse'
- b) 'Fail to take reasonable steps to protect a child from such a risk' (3.4.5)

**In compliance with the Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012, Siamsa Tíre's Child Protection Policy recognises that it is a criminal offence for any person to fail to disclose to An Garda Síochana information in relation to certain specified offences against children and vulnerable persons.**

**Under the Act, a person shall be guilty of an offence if –**

- a) He or she knows or believes that any of the offences specified in the Act has been committed by another person against a child or vulnerable person, and
- b) He or she has information which he or she knows or believes might be of material assistance in securing the apprehension, prosecution or conviction of that other person for that offence, and
- c) Fails without reasonable excuse to disclose that information as soon as it is practicable to do so to a member of the Garda Síochána.

### **Section 3:**

#### **Reporting Procedures**

Siamsa Tíre Teo has appointed a Designated Person to deal with issues related to child protection and welfare within the organisation and to respond to any concerns that may be identified. This Designated Person is **Catriona Fallon**. A deputy has also been appointed to cover this role when the designated person is unavailable or if he or she is directly involved in an incident, suspicion or accusation. This Deputy is **Anne O'Donnell**.

It has been made very clear to all staff, primary carers and children/young people who have been designated to deal with child protection issues and how to contact him or her.

A Staff Notice is located in the Rehearsal Room, Backstage, Green Room, at Siamsa Tíre in Tralee, and in Teach Siamsa, Finuge and Teach Siamsa na Carraige.

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

**Jonathan Kelliher** has been designated as the person to contact in the event that you have an issue or concern about any aspect of a child's or young person's safety and welfare. It is the responsibility of this person to support and advise staff 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 Service Executive or Gardai where appropriate.

**Jonathan Kelliher** can be contacted at Siamsa Tíre on **066 7123055** or **087 6831795**.

**Anne O'Donnell** has been designated as Deputy to **Jonathan Kelliher**, with particular responsibility for the National Folk Theatre and can be contacted at Siamsa Tíre on 066 7123055 or on 087 9926330

In the event of an emergency where neither of the above is immediately available, please contact the Local Duty Social Worker of the HSE:

**Tralee Social Work Department**, Kerry Community Services, Rathass, Tralee, Tel: 066) 7184500

#### **Killarney Social Work Department**

St. Margaret's Road, Killarney, Co. Kerry, Tel: 064) 6636030

**Office Hours** are 9a.m. - 5p.m. Mon - Fri and closed between 1.30pm - 2.30pm daily

Or the **Garda Síochana** in Tralee on (066) 7102300, Dingle on (066) 9151522

## Definitions and Indicators of Abuse

Child protection issues can be categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse.

Neglect can be defined in terms of an omission, 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, and/or medical care.

Emotional abuse is normally to be found in the relationship between a parent/carer and a child rather than in a specific event or pattern of events. It occurs when a child's developmental need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.

Physical abuse of a child is that which results in actual or potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.

Sexual abuse occurs when a child is used by another person for Jonathan Kelliherr his or her gratification or sexual arousal, or for that of others. A child may be subjected to one or more forms of abuse at any given time.

### **Recognising child neglect or abuse**

The ability to recognise child abuse can depend as much on a person's willingness to accept the possibility of its existence as it does on their knowledge and information. While it is important to be open to alternative explanations for physical or behavioural signs of abuse, do not remain inactive in relation to concerns and do not let a problem spiral.

Some reasonable grounds for concern may include:

Explicit indication from a child that s/he has been abused

An account by a person who saw a child being abused

Injury or injuries with no plausible explanation

If a child seems distressed without obvious reason, exhibits dysfunctional behaviour or is unusually fearful in response to parents/carers or older children

A table of further indicators of child abuse is contained in Appendix A.

## **Recording Procedures**

Siamsa Tíre Teo has set up a system and mechanism for recording concerns about the protection of children and young people. These records will be kept in the office of the Director of Siamsa Tíre and be accessible to the Designated Person and the Deputy Designated Person. They will be stored securely and confidentiality will be maintained.

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

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

## **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).

## **Reporting Procedures**

Siamsa Tíre Teo has established very clear reporting procedures for matters relating to a child/young person's safety and welfare.

- The reporting procedure will be known and accessible to all staff
- Any person who expresses concern regarding a child/young person will be involved and kept informed
- Actions and outcomes will be noted
- A staff member who has a child protection concern, based on observation, a disclosure or a third party allegation, records that concern on a Child Protection Policy Incident Form and reports the concern to the Designated Liaison Person without delay. All Child Protection Policy Incident Forms should be submitted to the Designated Liaison Person or Deputy Designated Liaison Person and will be countersigned by them.

**Inform the Designated Person or his or her Deputy, if unavailable.**

The most appropriate person will discuss the concern or consult with primary carers. 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.**

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. 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 Gardai. In situations that threaten the immediate safety of a child/young person, it may be necessary to contact the Gardai.

**Dealing with Retrospective Disclosures**

An increasing number of adults are disclosing abuse that took place in their childhoods. The HSE National Counselling Service is in place to listen to, value and understand those who have been abused in childhood. This service is professional, confidential and free of charge in all regions of the country and can be accessed by self-referral (Freephone 1800 477477).

If it is felt by a staff member that, arising from a retrospective disclosure by an adult to the volunteer, there is any risk to a child or young person who may be in contact with an alleged abuser, the allegation must be reported to HSE Children and Family Services without delay following the procedures outlined in these Guidelines. A concern about a potential risk to children posed by a specific person, even if the children are unidentifiable, should also be communicated to the HSE Children and Family Services.

## **Section 4:**

### **Confidentiality Statement**

Siamsa Tíre Teo is 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.

## Section 5:

### Recruitment and Selection Policy Statement

Siamsa Tíre Teo 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 nationally where appropriate
- We will endeavour to select the most suitably qualified personnel
- Candidates will be required to either submit a detailed Curriculum Vitae or complete an application form
- Candidates will be asked to sign a declaration form indicating that they have read the child protection policy, agree to abide by its contents and that there is no reason why they would be considered unsuitable for working with children/young people
- Induction will include a dedicated session on Child Protection, including an awareness of how to recognise signs of child abuse or neglect.
- At least two written references that are recent, relevant, independent and verbally confirmed will be necessary in advance of selection
- Staff will be selected by a panel of at least two 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 for working with children*
- There will be a relevant probationary period
- Successful applicants will be requested to provide photo ID, such as a passport or driving licence.
- All staff will be required to consent to Garda vetting, and will not be employed to work with young people without clearance being granted.

## **Section 6:**

### **Staff Management Policy Statement**

To protect both staff (paid and voluntary) and children/young people, Siamsa Tíre Teo undertakes that:

#### **New staff will:**

- Take part in a mandatory induction training session which will include training on the company's child protection policy
- Be made aware of the organisation's code of conduct, child protection procedures, and the identity and role of the person designated to deal with issues of concern
- Undergo a probationary period

#### **All staff and volunteers will:**

- Be expected to have read and signed the Child Protection Policy Statement
- Be expected to participate in relevant training including training on the issue of child protection for those working with children/young people.
- Work in partnership or under supervision of an adult if they are under 18.

## **Section 7:**

### **Involvement of Primary Carers**

Siamsa Tíre Teo is committed to being open with all primary carers.

Siamsa Tíre Teo undertakes to:

- Advise primary carers of our child protection policy;
- Inform all 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 parent(s), carer(s) or responsible adult(s), where appropriate.

If we in Siamsa Tíre Teo 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.

As a child-centred organisation, 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 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, facilitators or volunteers**

Where an allegation of abuse is made against an employee, volunteer or facilitator of Siamsa Tíre Teo there are two procedures that Siamsa Tíre Teo will put in place;

1. In respect of the child/young person **Deputy Designated Person, Anne O'Donnell**, will deal with issues related to the child/young person
2. In respect of the person against whom the allegation is made Designated Person, **Jonathan Kelliher**, will deal with issues related to the staff member.

### **Reporting Procedure in respect of the young person**

- The first priority is to ensure that no child or young person is exposed to unnecessary risk;
- The safety of the child is the priority of Siamsa Tíre Teo and all necessary measures will be taken to ensure that the child is safe. The measures taken will be proportionate to the level of risk.
- The person who receives the allegation from the young person should record the details in writing, sign and date it and then pass it on to the Deputy Designated Person;
- Upon receipt of an allegation against staff, facilitators or volunteers, the Deputy Designated Person will:
  - Speak with the young person involved, to clarify the allegation
  - Record the allegation dated and signed
- The Deputy Designated Person will:
  - in consultation the social work department, decide whether or not to contact the HSE or the Gardaí
  - Inform the parent/carer and teacher of the young person involved
  - Record this decision dated and signed;

## **Procedure for dealing with the worker**

- The Designated Person will
  - Meet with the staff, facilitator or volunteer whom the allegation has been made against, informing them of the allegation against them and allowing them to respond to the allegation
  - Record the meeting signed and dated by both parties
- After consultation, the Designated Person should advise the person accused and agreed procedures will be followed.
- If there are reasonable grounds for concern the Designated Person will decide whether a formal report will be made to the statutory authorities. Siamsa Tíre Teo may wish to contact the HSE for advice on this issue.
- The measures which can be taken to ensure the safety of children and young people can include the following; suspensions of duties of the person accused, re-assignment of duties where the accused will not have contact with children/young people, working under increased supervision during the period of the investigation or other measures as deemed appropriate.
- If allegations are made against the Deputy Designated Person, then the Designated Person should be contacted.
- If an allegation is made against the Director or the Designated Person, the matter should be referred to the Chairperson of the Siamsa Tíre.

## **Section 9:**

### **Complaints and Comments Procedures**

Siamsa Tíre Teo is committed to ensuring the safety and welfare of all children/young people with whom we work. We also try to ensure that children/young people have a positive and enjoyable experience when working with Siamsa Tíre Teo.

This complaints' procedure aims to cover any situation which may arise, when children/young people or their parents/guardians are not happy with the way the children/young people were treated while they were in Siamsa Tíre Teo, working with Siamsa Tíre Teo or an event/activity run by Siamsa Tíre Teo or another organisation on behalf of Siamsa Tíre Teo.

#### **Who can make a complaint?**

- Children/young people involved at Siamsa Tíre Teo;
- Their parents/guardians
- Staff members working with the children/young people;
- Other advocates on behalf of children/young people.

#### **How to make a complaint**

- If the complaint is in relation to the safety and welfare of children/young people the complaint should be made to the Deputy Designated Person
- Other complaints should be made to the person with whom the child/young person dealt with. If you prefer, you can make this complaint to the head of the relevant department

#### **Information you need to provide**

Complaints can be made orally or in writing. By providing the following information you can help to speed up the investigation of your complaint;

- The name and address of the child/young person affected and the project which they were working on;
- If the complaint is being made by a parent/guardian or other adult, the name and address of the parent/guardian or other adult;
- Exactly what you are dissatisfied with;
- The name of the official(s) who dealt with you.
- If your complaint is complicated, you may find it best to put it in writing so that no important detail is overlooked.
- If you have special needs that may affect your ability to make a complaint, please let Siamsa Tíre Teo know at the earliest opportunity and every effort will be made to assist you.

## **Our standards for dealing with complaints**

- If the complaint relates to the safety and welfare of a child/young person, it will be examined in accordance with good practice in relation to the safety and welfare of children/young people;
- We will treat your complaint properly, fairly and impartially and in the best interests of the child/young person
- An official other than those involved will examine your complaint;
- We will examine and review your complaint and send a reply to you within 20 working days of the receipt of your complaint. Where it is not possible to meet this target, we will inform you and continue to do so until the matter is resolved.

## **Can you appeal?**

If you are unhappy about the outcome of the review you can appeal the matter to the Director of Siamsa Tíre Teo within a month of the review.

## **Section 10:**

### **Accidents Procedure**

Siamsa Tire Teo has a Health and Safety Statement that includes a Risk assessment of each area of operation:

- Front of house, gallery space and auditorium;
- Stage, backstage including scene dock, green room and yard outside green room, dressing rooms and laundry room;
- Rehearsal room and boiler room;
- Administration offices;
- Lighting room and stairwells.

### **ACCIDENTS PROCEDURE**

- Siamsa Tire Teo maintains an up to date register of the contact details of all children/young people involved in Siamsa Tire Teo;
- Children/young people's details will be cross-referenced between the incident book and file
- External organisations with whom we have dealings with must provide proof that they have public liability insurance;
- First aid boxes are available and re-stocked along with the incident book in each area of operation;
- The location of the first aid boxes is known to staff;
- Children and young people will be advised of risks of dangerous material;
- A record of risky equipment used is kept and we have taken steps to minimise risk;
- Siamsa Tire Teo takes responsibility for first aid on off-site trips.

## **Section 11:**

### **Touring and Overnight Stays Away from Home**

Where the activities involve touring and/or staying away from home overnight a number of additional concerns need to be taken into account.

#### **General guidelines**

- Adequate and safe transport arrangements will be made
  
- There will be adequate insurance cover for the activities being undertaken  
**Parent/guardian consent will be obtained for each participant under the age of 18, prior to trip, including information on the following;**
  - Contact details of parent/guardian and another person named by the parent/guardian in the event of the parent/guardian not being available in an emergency
  - All relevant medical information for the participant and consent for medical intervention, if necessary
  - Any special needs which the participant may have, including diet, medical needs, support needs, etc

All relevant information including contact details, allergies, medicines, dietary needs etc. for the child or young person will be kept with a designated person on the trip.

Parents/guardians will be fully informed of the itinerary for the trip and will receive a copy of the itinerary.

Parents/guardians will be given full contact details of the hotel/accommodation and also of the designated person in charge of the trip.

There will be an appropriate ratio of adults to young people on the trip

There will be appropriate gender based supervision for the trip

There will be single-sexed rooms provided in accommodation and dormitories will not be shared with non-members.

There will be a system in place for recording any accidents or incidents on the trip

One staff person will be named designated person for the trip and parents and participants will be given contact details of this person. All complaints, concerns, etc should be directed to this person.

### **Code of behaviour for events**

- All staff/leaders will show respect and understanding for the children/young people involved
- Inappropriate behaviour/language will not go unchallenged
- A list of 'ground rules' will be drawn up for each trip, these will be distributed to all participants and will be signed up to, prior to the trip.
- The privacy of the participants will be respected at all times and particularly in bedrooms, changing rooms, showers and toilets
- Participants should be encouraged to report to the designated person in case of bullying
- Staff/leaders should avoid showing favouritism towards any one participant and should ensure that the relationship is constructive and aims to build the independence and autonomy of the participants.

## **Section 12:**

### **Anti Bullying Policy when working with children/young people**

#### **What is bullying?**

Bullying behaviour can be defined as repeated aggression be it verbal, psychological or physical which is conducted by an individual or group against others.

Examples of bullying include:

- Teasing
- Taunting
- Threatening
- Hitting
- Extortion
- Exclusion

#### **Siamsa Tíre Teo's Policy on Bullying when working with children/young people**

Siamsa Tíre Teo will not tolerate any bullying behaviour by children/young people or adults and will deal with any incidents immediately in accordance with this policy. This policy covers:

- Children/young people bullying other children/young people;
- Adults bullying children/young people;
- Children/young people bullying adults.

#### **The policy is as follows:**

- All children/young people and adults who participate in activities run by Siamsa Tíre Teo will be treated with dignity and respect by adults and by other children/young people and will not be subject to bullying.
- All children/young people and adults who participate in activities run by Siamsa Tíre Teo have a responsibility to treat other children/young people and adults with dignity and respect and refrain from bullying behaviour.
- It will be made clear to all children/young people and adults participating in Siamsa Tíre Teo events/activities that bullying is not acceptable and that other children/young people and adults should be treated with dignity and respect.
- There will be adequate supervision by Siamsa Tíre Teo at all events/activities involving children/young people. This will help to prevent bullying.

- Siamsa Tíre Teo will monitor all events/activities run by Siamsa Tíre Teo involving children/young people to ensure that no bullying is taking place.
- If any member of staff witnesses bullying or suspects that bullying is taking place he/she will follow the procedure outlined below.
- If a child/young person witnesses bullying or suspects that bullying is taking place he/she should report it to the Designated or Deputy Designated person. The Designated or Deputy Designated person will follow the procedure outlined below.
- If a child/young person is the victim of bullying he/she should report it to the Designated person or Deputy Designated person who will follow the procedure outlined below.

### **Procedure for dealing with bullying**

- All reports of bullying will be recorded, investigated and dealt with by the Designated or Deputy Designated person.
- A record of the alleged bullying incident/s and the investigation and action taken will be kept.
- The Designated person or Deputy Designated person dealing with the complaint will speak separately to all involved in order to get all sides of the story. They should also speak to others who may have witnessed the incident/s, if appropriate
- If the victim of the alleged bullying is a child their parent/guardian will be informed of the complaint and the outcome of the investigation.
- If the perpetrator of the alleged bullying is a child their parent/guardian will be informed of the complaint and the outcome of the investigation.
- If the perpetrator of the alleged bullying is an adult, the CEO will be contacted.
- If the Designated person or Deputy Designated person dealing with the complaint concludes that bullying has not taken place, the following action will be taken:
  - The complainant, alleged victim and alleged perpetrator/s will be informed of the outcome of the investigation and the reasons why it was concluded that bullying did not take place;
  - Support will be given to the complainant, alleged victim and alleged perpetrator/s if necessary
  - A meeting will be arranged between the alleged victim and alleged perpetrator to discuss the issues involved if both are agreeable and it is deemed appropriate.

- If the Designated person or Deputy Designated person dealing with the complaint concludes that bullying has taken place, the following action will be taken:
  - The complainant, alleged victim and alleged perpetrator/s will be informed of the outcome of the investigation and the reasons why it was concluded that bullying took place;
  - Support will be given to the victim;
  - A meeting will be arranged between the alleged victim and alleged perpetrator to discuss the issues involved if both are agreeable and it is deemed appropriate;
  - A meeting will be held with the perpetrator to discuss the bullying behaviour. They will be informed of the disciplinary action, which will be taken as a result of this bullying behaviour.