



THEATRE ROYAL
WATERFORD

Child Welfare Statement

Contents	Page No.
Introduction	3
Child Safeguarding Statement	4
Code of Behaviour for Staff	6
Reporting Procedures	8
Confidentially Statement	9
Recruiting & Selecting Staff	9
Policy Statement on the Involvement of Primary Carers	10
Dealing with Allegations Against Staff	10
Complaint & Comment Procedure	11
APPENDIX	12
1. Definitions of Abuse	
2. Reporting to Tusla	
3. Bullying Policy	
4. Copy of Incident Report Form	
5. Key relevant organisations and resources	
6. Procedures to be adhered to by incoming Stage Schools/Companies working with children	
7. Mandated Person	

Introduction

A Child Welfare Statement is a statement of the organisation's intention to provide a safe environment for any children and young people with whom it interacts. It also describes the policies and procedures that have been put in place by the organisation to ensure this safe environment. It should take account of the individual arts organisation's activities, structure and environment.

The Theatre Royal, Waterford is committed to a child-centred approach to our work with children and young people. This work is primarily involved in the companies we host in our building. 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 Act 2015: National Guidelines for the Protection and Welfare of Children**, published by the Department of Health and Children.

We have implemented procedures covering:

- Code of behaviour for all staff
- Reporting of suspected or disclosed abuse (see Appendix 1 for categories of abuse)
- Confidentiality
- Recruitment and selecting staff
- Managing and supervising staff
- Involvement of primary carers
- Allegations of misconduct or abuse by staff
- Complaints and comments
- Incidents and accidents

The Child Care Act 1991 defines a child as a 'person under the age of 18 years other than a person who is or has been married' (S.2.1).

Note: Theatre Royal is deemed a non-relevant organisation based on the information provided by *Children First Act 2015*, its activity is deemed 'merely incidental'. *National Vetting Bureau Act 2012, Schedule 1, part 1, pg 1 of 4*.

Work that takes place inside the Theatre Royal and that includes children, young people and vulnerable persons, in the context of its years programming, is occasional and incidental.

The Theatre Royal and its team is/are not, at any stage of the organisations activity, directly engaged with children, young people and vulnerable persons but have a responsibility to ensure the best possible welfare of the child/young person while attending events at the Theatre Royal.

CHILD SAFEGUARDING STATEMENT- Theatre Royal, Waterford

- 1. Name of service being provided** Theatre venue for the purposes of performance
- 2. Nature of service and principles to safeguard children from harm**

Brief outline of the service provided by Theatre Royal, what we do and our commitment to safeguard children:

The Theatre Royal provides performance space to incoming Stage Schools and Musical/Pantomime Companies.

The Theatre Royal provides space for companies to carry out performance-based workshops on an adhoc basis, approx. 3 per year.

The theatre has a Child Welfare Statement laid out and provides necessary training to the relevant theatre team members.

The theatre team works with all incoming companies to ensure Child Welfare Statements and procedures are in place and liaises directly with each companies Child Welfare Person.

3. Risk Assessment

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

	Risk identified	Procedure in place to manage risk identified
1.	Verbal abuse	TR Child Welfare Statement & staff vetting and training
2.	Physical harm	Proof of Child Welfare Statement from all relevant incoming companies & details of companies Child Welfare Person. Relevant Training provided to TR team.
3.	Opportunistic observation	Sign in/out @ Stage Door by companies CWPerson

4. Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, the Children First: National Guidance, 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 attending the Theatre Royal:

1. Procedure for the management of allegations of abuse or misconduct against workers/ volunteers of a child availing of the service being presented at TR.
2. Procedure for the safe recruitment and selection of workers and volunteers to work with children if applicable.
3. Procedure for the reporting of child protection and welfare concerns to Tusla.

4. Procedure for appointing a relevant person.

All procedures listed are detailed in Child Welfare Statement below.

5. Implementation

We recognise that implementation is an ongoing process. The TR team is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while attending the TR. This Child Safety Statement will be reviewed on 01/06/2019, or as soon as practicable after there has been a material change in any matter to which statement refers.

Signed: MARY BOLAND, Theatre Manager

A handwritten signature in black ink, appearing to be 'Mary Boland', written over a horizontal line.

Provider's name and contact details Mary Boland

Theatre Royal

The Mall

Waterford

For queries, please contact manager@theatroyal.ie, 051 853626 extn. 4

Relevant Person under the Children First Act 2015

05/11/2018

Code of Behaviour for Staff

A code of behaviour for staff is an essential element of this organisation's Child Welfare Policy. This will help to create a supportive environment for staff to provide a child-centred approach for children and young people.

Our **Code of Behaviour** is categorised under the following headings:

- Child-centred approach
- Good practice
- Inappropriate behaviour
- Physical contact
- Health and safety

Child Centred Approach

- Treat all children and young people equally
- Listen to and respect children and young people, ask their opinion when relevant
- 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
- Encourage feedback from group, following an event. For backstage Technical Coordinator. For FOH Venue Manager/Box Office Supervisor
- Lead by example
- Be cognisant of a child's or young person's limitations, due to a medical condition for example
- Create an atmosphere of trust when necessary and in the short time they are attending the theatre
- Respect differences of ability, culture, religion, race and sexual orientation

Good Practice

- In the case of an incoming production company/stage school:
It is a production company's/stage school's responsibility to sign in each child/young person (name, address, phone, special requirements, attendance, emergency contact) at the stage door (for those attending for the purposes of a performance). Theatre Manager discusses this requirement in advance of the company's attendance with the company's Child Welfare Person. Technical Coordinator ensures this practice is carried out.
- The Theatre Manager, in advance of the company's visit, will make Child Welfare Persons, Primary carers, and facilitators aware of the Child Protection Policy and procedures.
- In the case of an audience member:
It is a parent/teacher/guardian's responsibility to supervise children/young people on arrival to the theatre and during a performance. Children/young people will be supervised during interval/toilet breaks and when exiting the theatre by their parent/teacher/guardian. (appropriate signage in place to ensure this)

For all children/young people's safety when attending the TR for either performance purposes or as a member of the audience:

- TR will have emergency procedures in place and make all staff aware of these procedures.
- The TR team will be inclusive of children and young people with special needs and assist child/young person and their guardian when necessary.
- Plan and be sufficiently prepared, both mentally and physically
 - Report any concerns to your supervisor and follow reporting procedures.
 - Encourage children and young people to report any bullying, concerns or worries to their Child Welfare Person/Parent and to be aware of anti-bullying policy. (See appendix 3, anti-bullying policy below)
 - 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 between venue and organisations.
 - Don't be passive in relation to concerns, i.e., don't 'do nothing'.
 - Don't let a problem get out of control.
 - Never take a child on your own. Point them in the direction of where they need to go, don't take them to bathroom/back stage etc. on your own.
 - Never give a lift in your car to a child/young person.
 - 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 with another member of your team.
 - A member of the Theatre Royal team will never have exclusive, one on one, dealings with a young person.
 - A member of the Theatre Royal team will never have the opportunity over time to create a relationship with a young person as part of their time at TR.
 - The responsibility of the young person while at the Theatre Royal is that of the incoming companies Child Welfare Person and in the case of an audience member the responsibility of a parent/guardian/teacher.

Inappropriate Behaviour & contact

- Never spend 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 favoritism, criticism, ridicule, or unwelcome focus and 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.
- Avoid horseplay or inappropriate touch.

Health and Safety

- Don't leave children unattended or unsupervised – call for back up and assistance when necessary, i.e. Box Office to back stage.
- Manage any dangerous materials, ensure all is stored appropriately and out of reach – back stage/bar/kiosk/toilets.
- Provide a safe environment.
- Be aware of accident procedure and infrastructural risk assessments and follow accordingly.

Reporting Procedures

The Theatre Royal appoints Theatre Manager, Mary Boland to deal with issues related to child protection and welfare within the organisation and to respond to any concerns that may be identified. Deputies are also appointed, Technical Coordinator, Dermot Quinn, Front of House Supervisor, John Fitzpatrick and Box Office Supervisor, Anouschka Detourney, to cover this role when the Theatre Manager is unavailable or if he or she is directly involved in an incident, suspicion or accusation.

THEATRE ROYAL DESIGNATED CHILD WELFARE PERSON: Theatre Manager – Mandated Person (see appendix 7).

DEPUTY THEATRE ROYAL DESIGNATED CHILD WELFARE PERSONS: Box Office Supervisor, FOH Supervisor & Technical Coordinator

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 – report immediately to the above designated persons.
- 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.

Recording Procedures

Staff should record the following information in relation to children and young people: (Incident Report Form, Appendix 4 below)

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

Dealing with a Disclosure – with another member of the team

- 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 and easy to understand).

Reporting Procedures

- Inform the Theatre Manager or BO Supervisor/Technical Coordinator, if TM unavailable.
- The Theatre Manager or deputies to discuss the concern or consult with primary carers.
- The Theatre Manager may contact Tusla for an informal consultation prior to making a report and in conjunction with the organisations (production company) Child Welfare Person in the case of the child being part of a performing company; or in conjunction with the parent/teacher/guardian in the case of the child being a member of the audience.
- Information will be shared on a strictly 'need to know' basis.

Confidentiality Statement

A confidentiality statement should give clear guidance about the issues of sharing information and maintaining appropriate levels of confidentiality.

Statement

We in the Theatre Royal are committed to ensuring peoples' rights to confidentiality. However, in relation to child protection and welfare we undertake that:

- Information will only be forwarded on a 'need to know' basis in order to safeguard the child/young person
- Giving such information to others for the protection of a child or young person is not a breach of confidentiality
- We cannot guarantee total confidentiality where the best interests of the child or young person are at risk
- Primary carers, children and young people have a right to know if personal information is being shared and/or a report is being made to Tusla, 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. TR FOH team will endeavour to ensure no photography is used unless permitted by the producer of the event; however, TR cannot guarantee that cameras/videos will not be used.
- In the case of an incoming stage school or production company who have children on stage as part of the performance: TR's FOH Supervisor will get the go ahead by email from an incoming producer in advance of the event that 'photography is permitted, and agreement has been given by every parent/guardian'
- Members of the theatre team who have dealt with a complaint may not at any time discuss the matter with another member of the team or member of the public unless it forms part of the reporting process

Recruiting and Selecting Staff Policy Statement

We will ensure that staff are carefully selected, trained and supervised to provide a safe environment for all children and young people, by observing the following principles:

- Roles and responsibilities will be clearly defined for every job (paid or voluntary)
- Posts will be advertised widely
- We will endeavour to select the most suitably qualified personnel
- Application for Garda vetting and 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
 - insufficient documentary evidence of identification
- There will be a relevant probationary period

Managing and Supervising Staff

New staff will:

- Apply to be Garda Vetted
- Take part in a mandatory induction training session
- Be made aware of the organisation's code of conduct, child welfare 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:

- Be Garda Vetted every 5 years
- Receive an adequate level of supervision and review of their work practices
- Be expected to have read and signed the Child Welfare Statement
- Be provided with child protection training

Policy Statement on the Involvement of Primary Carers

Each child and young person who attends the Theatre Royal is the responsibility of the production companies Child Welfare Person and in the case of attending a performance as audience member the responsibility of the teacher/parent/guardian they have arrived with.

Dealing with allegations against staff

In respect of the child/young person the Theatre Manager will deal with issues related to the child/young person; in the absence of the TM the BO Supervisor and/or FOH Supervisor and/or Technical Coordinator will deal with issues.

In respect of the person against whom the allegation is made the Theatre Manager will deal with issues related to the staff member.

The first priority is to ensure that no child or young person is exposed to unnecessary risk. If allegations are made against the Theatre Manager, then the Deputy/deputies will be responsibility.

- Once a complaint is made both the primary carers and child/young person will be informed of actions planned and taken. The child/young person will be dealt with in an age-appropriate manner.
- The staff member will be informed as soon as possible of the nature of the allegation and the staff member should be given the opportunity to respond.
- The chairperson/head of the organisation will be informed as soon as possible.
- Any action following an allegation of abuse against an employee should be taken in consultation with Tusla and Gardaí.
- After consultation, the chairperson/head of organisation should advise the person accused and agreed procedures will be followed.

Complaints and Comments Procedures

In the event of complaints or comments:

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

APPENDIX

1.

Definitions of Abuse

are intended to describe ways in which a child might experience abuse and how this abuse may be recognised.

[NEGLECT](#)

[EMOTIONAL](#)

[PHYSICAL](#)

[SEXUAL](#)

<https://www.tusla.ie/children-first/parents-and-guardians/what-are-the-types-of-abuse-and-how-do-i-recognise-them/>

2.

Reporting to Tusla

Reasonable grounds for a child protection or welfare concern include:

- Evidence, for example an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way
- Any concern about possible sexual abuse
- Consistent signs that a child is suffering from emotional or physical neglect
- A child saying or indicating by other means that he or she has been abused
- Admission or indication by an adult or a child of an alleged abuse they committed
- An account from a person who saw the child being abused

If you are concerned about a child but unsure whether you should report it to Tusla, you may find it useful to contact Tusla to informally discuss your concern. This provides an opportunity to discuss the query in general and to decide whether a formal report of the concern to Tusla is appropriate at this stage. If the concern is below the threshold for reporting, Tusla may be able to provide advice in terms of keeping an eye on the child and other services that may be more suitable to meeting the needs of the child and/or family.

3.

Bullying POLICY

The Company acknowledges the right of all employees to a workplace and environment free from any form of bullying. Every member of staff has an obligation to be aware of the effects of their own behaviour on others.

Any instances of bullying will be dealt with in an effective and efficient manner. In cases where the behaviour is proved to be repeated and consistent, causing unnecessary stress

and anxiety, this will be considered gross misconduct. The Company reserves the right to use the disciplinary procedure up to and including summary dismissal. As part of this Company's code of conduct, it is imperative that all staff and suppliers respect the dignity of every colleague. Please consider the multi-cultural beliefs of all of your colleagues regarding your code of conduct, with particular reference to remarks, dress code, posters, e-mails and anything which may cause offence on the grounds of a person's gender, marital/civil status, race, religion, family status, age, sexual orientation or disability or to a member of the traveller community.

4.

Incident Report Form



REPORT OF INCIDENT INVOLVING CHILD/YOUNG PERSON

Date of Report: _____

Report filled out by:

Name: _____

Address: _____

The following incident was reported in the Theatre Royal.

Young persons name: _____

Young persons address: _____

Persons present: _____

Date of incident: _____ Time of incident: _____

Exact part of the building/place where incident occurred:

Description of incident and injury if any:

Signature of injured party: _____

Signature of Theatre Royal Representative: _____

This report will be kept on file by Theatre Royal for reference in case of further investigation needed.

5.

Key relevant organisations and resources

Tusla, Child & Family Agency – Waterford/Wexford Branch
Ely House
Ferrybank
Co. Wexford
Phone: 053 9185680
Email: info@tusla.ie

Resource Link: www.tusla.ie/a guide for the reporting of child protection and welfare concerns

An Garda Síochána
Ballybricken
Waterford
Phone: 051 305300

Resource Link: Children First Act 2015

6.

Procedures To Be Adhered To By Incoming Stage Schools

- A full cast/crew list to be provided to the Technical Coordinator at least 2 days prior to event.
- Any cast/crew who are under the age of 16 must be indicated on said list.
- Entry to and from the Theatre will be by the stage door at the back/side of the venue only.
- The Theatre Royal will provide a door man for security purposes only.
- The school/company MUST provide a responsible adult (from cast call to show start and again at curtain) to also man the door to sign in and out all cast under the age of 16.
- The school/company must provide an adequate amount of suitable/mature child liaison supervisors for side stage, dressing rooms and when moving between the two.
- Eating food in the auditorium is not permitted
- Any rubbish/items left in the auditorium by cast/crew MUST be removed by cast/crew before the house opens.
- Any issue regarding the condition of backstage/dressing room areas must be immediately reported to duty technician and FOH Supervisor on duty.
- Technical/FOH must have access to ALL AREAS of the theatre/backstage at all times. A supervisor from the school/company may accompany FOH/Technical during any necessary backstage checks.
- If cast/crew must use the box office area as a holding area. They must be supervised and volume kept to an appropriate level out of consideration for staff and patrons.

7.

Mandated Person – Mary Boland, Theatre Manager, 051 853626, extn 4

As outlined in <https://www.tusla.ie/children-first/mandated-persons/am-i-a-mandated-person/>

A safeguarding officer, child protection officer or other person (howsoever described) who is employed for the purpose of performing the child welfare and protection function of religious, sporting, recreational, cultural, educational and other bodies and organisations offering services to children;

What are the legal obligations of a Mandated Person?

Mandated persons have two main legal obligations under the Children First Act 2015

- To report harm of children, above a defined threshold, to Tusla
- To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report

As a mandated person, under the legislation you are required to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed.

The Act defines harm as assault, ill-treatment, neglect or sexual abuse, and covers single and multiple instances.

The reporting requirements under the Children First Act 2015 apply only to information that you as a mandated person, received or became aware of since the Act came into force. However, if you have reasonable concern about past abuse, where the information came to your attention before the Act and there is possible continuing risk to children, you should report it to Tusla under the Children First Guidance 2017.