



Solstice Arts Centre  
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## Child Safeguarding Statement

Solstice is a regional arts centre of excellence. Through its programme, Solstice aims to inspire, entertain, enthrall, challenge and connect. The Centre provides a hub for cultural and arts community activities. As well as presenting theatre, opera, music, dance, comedy and visual art, Solstice facilitates creative workshops and engagement opportunities for all.

Solstice is committed to a child-centred approach to our work with children and young people. Solstice staff undertakes to provide a safe environment and experience, where the welfare of the child/young person is paramount. Solstice will adhere to the recommendations of Children First: National Guidelines for Child Protection and Welfare 2017, published by the Department of Health and Children.

Our policy declaration applies to all staff, volunteers, board members and students on work placement within our organisation. All board members, staff, volunteers and students must abide by the policies, procedures and guidance encompassed by this policy declaration and our child safeguarding statement.

Solstice will review our child safeguarding statement and accompanying child safeguarding policies and procedures every 2 years or sooner if necessary, due to service issues or changes in legislation or national policy.

Designated Liaison Person: **Alison Dowling**

Deputy Designated Liaison Person: **Belinda Quirke**

## Risk Assessment

In accordance with the Children First Act 2015, Solstice Arts Centre has carried out an assessment of any potential for harm to a child while availing of our services. Below are a list of the areas of risk identified and the list of procedures for managing these risks.

Risk	Risk Group	Likelihood	Impact	Control Measures	Person(s) Responsible	Details of further actions
Risk of harm not noted by Solstice Arts Centre staff, workshop facilitators and Board of Directors	Children and young people attending Solstice Arts Centre.	Low	High	Staff induction and training in Solstice Arts Centre Child Protection & Safeguarding Policy; staff roles under the policy, reporting procedures between staff and children. Provision of child protection training by Solstice Arts Centre, MCC and Tusla. Regular staff meetings to encourage effective communication between Artistic Director/CEO and staff members regarding any concerns.	DLP & Deputy DLP	Ongoing training for DLP to ensure Solstice Policy and Procedures are in line with current Child Protection Legislation.
Risk of harm not being reported correctly or in good time by Solstice Arts Centre staff or workshop facilitators	Children and young people attending Solstice Arts Centre.	Low	High	Staff is aware of the role of the designated liaison officer and are trained in child safeguarding concerns and levels of concerns for reporting.	DLP/ deputy DLP, all Solstice Arts Centre staff and facilitators	Ongoing training for DLP, Solstice Arts Centre staff and facilitators to ensure knowledge of current policy and the need to report concerns.
Risk of child or young person being harmed by Solstice Arts Centre staff, volunteers or facilitators	Children and young people attending Solstice Arts Centre	Low	High	Child Protection & Safeguarding Policy relating to recruitment. Recruitment of all staff will be in line with the normal HR recruitment process, Solstice Arts Centre shall not permit any person to undertake <b>relevant work or activities</b> on behalf of the organisation, unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person. Training/induction is provided in relation to Solstice Arts Centre Child Protection Policy. All staff/facilitators must read the codes of behaviour for dealing with children and young people. Children and young people shall never be left alone with an adult in the building, two adult policy in place at all times when children are in the building.	Chairperson of the board of directors and Artistic Director/CEO	Ongoing training for staff and facilitators to stay updated on current policy and to be aware of any concerning behaviour to look out for. Never allow any adult to be alone with children in any space within the centre.

Risk of harm due to bullying	Children and young people attending Solstice Arts Centre	Low	High	Any incidents of suspected bullying within Solstice Arts Centre to be reported to the designated liaison person. Solstice Arts Centre is committed to providing children with an environment free from bullying, harassment and sexual harassment. Our policy outlines what constitutes bullying, harassment and sexual harassment, who complaints should be directed to and what action Solstice Arts Centre will take in dealing with an offence of this nature. Solstice Arts Centre acknowledges the right of all children to be treated with fairness, dignity and respect and to work in an environment free from bullying, harassment and sexual harassment.	Health & Safety Officer, all staff and facilitators	Ongoing training for staff and facilitators on our Anti-bullying Policy
Risk of harm due to inadequate supervision	Children and young people attending Solstice Arts Centre	Low	High	It is the policy of Solstice Arts centre to ensure that children are supervised appropriately while in Solstice. This includes their attendance at workshops, school group visits and membership of any cast/performance group using the Centre. We require two adults present with any group of children numbering between 1 and 8 and one further adult for every additional 8 children. Parents/guardians must drop children to the stage door or main entrance of Solstice and see them safely into the building in order that unsupervised children are not left outside the Centre.	Technical Manager or appointed stage manager for groups using Solstice	Visiting companies, facilitators and parents must be made aware of Meath Arts Centre's Child/Adult ratio and the drop off and collection policy.
Risk of harm due to an inappropriate relationship with a member of staff	Children and young people attending Solstice Arts Centre	Low	High	All staff working with children and young people within Solstice Arts Centre must have read, understood and signed a copy of the Solstice Arts Centre's Child Protection Policy. Adults will never be alone with a child either within the building or in any other situation; e.g., lifts home	DLP/ deputy DLP, all Solstice Arts Centre staff	Ongoing training for staff on the understanding and implementation of Solstice Child Protection & Safeguarding Policy.
Risk of harm due to staff communicating in an inappropriate way via social media, text, email or in any other manner	Children and young people attending Solstice Arts Centre	Low	High	Staff will never communicate on a 1-1 basis with a child either by text, email or social media. Older teenagers may, in agreement with parents, communicate with staff using a group platform such as Facebook Messenger. Parents may be added to these message groups if they so request. Care must be taken with group platforms so that they themselves do not become a vehicle for bullying.	Marketing Manager and all Solstice staff	Ongoing training on up-to-date best practice governing group communication platforms such as Twitter, Facebook Messenger and Instagram

Risk of harm due to inappropriate use of images of a child	Children and Children and young people attending Solstice Arts Centre	Low	High	Images of any child or young person participating in activities on the premises of or organised by Solstice Arts Centre will not be used for any reason without the consent of the parent/guardian. Activities organised by Solstice will require consent forms to be distributed to parents where images are taken for use in advertising etc. While Solstice Arts Centre requests that photography and filming of children during performances not happen, we are unable to guarantee that members of the audience will not use cameras, video or camera phones for the capturing of images.	DLP/ deputy DLP, front of house staff, technical manager and maintenance.	Ongoing training on up-to-date best practice governing the risks involved in taking, keeping and using images and video for promotional or archive use.
Harm due to inappropriate use of personal data	Children and Children and young people attending Solstice Arts Centre	Low	High	Solstice Arts Centre fully supports and complies with the Data Protection Act 2018. Solstice Arts Centre respects the privacy of its patrons. Any personal data collected through our website or provided by our audience will be processed in accordance with the act and will only be used for the purpose(s) stated at the point of collection. Online data is shared between Solstice Arts Centre and Ticketsolve only and we do so to enable our customers to book tickets or workshop places online. Ticketsolve acts as a data processor on behalf of Solstice Arts Centre. No data collected by Solstice Arts Centre or Ticketsolve is disclosed to a third party and remains confidential.	DLP/ deputy DLP, GDPR Designated Person	Ongoing training for staff with regard to GDPR and the safe processing and storage of personal data.

In the context of this Risk Assessment, the risk of ‘Harm’ is as defined in the Children First Act 2015 and not general health and safety risk.

Section 2 of the Children First Act 2015 defines ‘Harm’ as follows; ‘harm means in relation to a child – (a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child’s health, development or welfare, or (b) sexual abuse of the child.’

Solstice Arts Centre has attempted, as far as possible, to identify the risks of harm that are relevant to children and young people participating in activities both on the premises of, or organised by, Solstice Arts Centre and to ensure that adequate control measures, policy and procedures are in place to manage all risks identified. While it is difficult to foresee and remove all risk of harm, Solstice Arts Centre operates with regard to the control measures, policy and procedures listed in this Risk Assessment to manage and reduce risk as far as possible.

This Risk Assessment has been conducted by Solstice Arts Centre as part of our review of our Child Protection & Safeguarding Policy.

## 1. Procedures

Our 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 maintaining a list of the persons (if any) in the relevant service who are mandated persons;
- Procedure for appointing a relevant person.
- All key staff will complete the Tulsa eLearning module – Introduction to Children First

## 2. Implementation

We recognise that implementation is an on-going process. Our Centre 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 services.

This Child Safeguarding Statement will be reviewed on 27/11/2020 or as soon as practicable after there has been a material change in any matter to which the statement refers.

Signed: \_\_\_\_\_ (Artistic Director/CEO)

For queries, please contact Louise Kirwan, Relevant Person under the Children First Act 2015.