

Abbey Theatre Child Protection Policy

The purpose of this Child Protection Policy is to set out the organisation's commitment to providing a safe environment for any children and young people with whom it interacts.

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1. Abbey Theatre Child Protection Policy - Introduction

The Abbey Theatre's Child Protection Policy comprises of:

- A statement of policy, which expresses the organisation's commitment to providing a safe environment for any children and young people with whom it interacts;
- An undertaking to apply that policy throughout the organisation;
- Detailed procedures and steps to ensure that the Child Protection Policy is implemented across all areas of the organisation.

This Child Protection Policy Statement will be available to staff to access in the following areas

- Published on the staff Intranet
- Employee Handbook

And to the public on

- Abbey Theatre Website

All staff who work with children or young people will be required to sign a copy of the policy.

In addition, the following individuals/groups will also be issued with a copy of the policy/have a copy of the policy made available to them:-

- All actor companies where children are involved in a production
- All Stage Management
- All Primary Carers
- Minder/Chaperone

The policy will be reviewed every two years, with the next review date being clearly indicated.

In addition to the Child Protection Policy the Abbey Theatre has related detailed Policies and Procedures which are listed at the end of this document and which should be read in conjunction with this policy

2. Child Protection Policy Statement

We at the Abbey Theatre 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. This policy applies to all staff and artists that

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work in the Abbey Theatre whether they are Permanent, Temporary, Freelance or Volunteer workers. We will adhere to the recommendations of *Children First: National Guidance for the Protection and Welfare of Children 2017*, published by the Department of Children and Youth Affairs (Department of Children, Equality, Disability, Integration & Youth).

We have implemented procedures covering:

- Code of behaviour for all staff
- Reporting of suspected or disclosed 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
- Garda Vetting

This policy will be reviewed in September 2024

Signed:


Mark O'Brien (Feb 24, 2023 16:18 GMT)

Mark O'Brien (On Behalf of the Abbey Theatre)

Date:

02/24/2023

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

3. Code of Behaviour for Staff

The Abbey Theatre's code of behaviour describes how we should interact with Children and Young People to create a supportive environment for staff and volunteers in order to provide a child-centred approach for children and young people. In all matters the welfare of the child is paramount.

The code of behaviour can be categorised under the following headings:

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

1. Child-centred approach

- Respect differences of ability, culture, religion, race and sexual orientation
- 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
- Encourage feedback from group
- Use age-appropriate teaching aids and materials
- 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

2. Good practice

- Register each child/young person (name, address, phone, special requirements, attendance, and emergency contact). Where the Abbey Theatre is involved with a third party such as a school or club check that the third party has a register as outlined.
- 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 and 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
- Encourage children and young people to report any bullying, concerns or worries and to be aware of the Abbey Theatre's Bullying and Harassment 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
- Have a written agreement with any external organisation that an artist/child/ young person is working with. This may take the form of an email, letter or contract.
- Don't be passive in relation to concerns, i.e., don't 'do nothing'
- 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
- 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

3. 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
- Don't engage in social media with young people outside of the structured organisational activities they are already involved in with the Abbey Theatre (in line with our Social Media Policy)

4. 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

5. 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
- Risk assessment must be carried out taking account of the nature of work or activity

The Code of Behaviour should be followed by all staff and artists that work in the Abbey Theatre whether they are Permanent, Temporary, Freelance or Volunteer workers. This Code of Behaviour may be updated in line with best practice.

4. Reporting Procedures

4.1 Child Protection Roles

Designated Liaison Person	Shane Doherty		shane.doherty@abbeytheatre.ie
Deputy Designated Person	Vacant		
Relevant Person	Phil Kingston	Ext 223	Mobile: 086 293 9169
Mandated Persons	Phil Kingston	Ext 223	Mobile: 086 293 9169
	Con Doyle	Ext 213	Mobile: 0863849986
	James Hicks	Ext 241	
	Danny Erskine	Ext 250	Mobile: 087 9757372

The role of the Designated Person is to deal with issues related to child protection and welfare within the organisation and to respond to any concerns that may be identified.

The role of the Deputy Designated Person will cover this role when the Designated Person is unavailable or if they are directly involved in an incident, suspicion or accusation.

The Relevant Person is the first point of contact for the Child Safeguarding Statement

Mandated Persons are people who have contact with children and because of their training, qualifications or employment are in a key position to help protect children from harm. They are legally required to report harm of children to Tusla and to assist Tusla if requested in assessing a concern which has been the subject of a mandated report

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In addition to the above, a number of key individuals will act as points of contact for the policy in their specific areas. These key individuals are:-

General Manager	Elaine.mannion@abbeytheatre.ie
Visitor Services	con.doyle@abbeytheatre.ie
Community and Education	phil.doyle@abbeytheatre.ie
Company Manager	danny.erskine@abbeytheatre.ie
The Stage Manager on any show where a child is in	Ext 249

All staff and children/young people will be made aware of who the designated people are and their contact details as well as the reporting process.

4.2 Reasonable grounds for concern

The following would constitute a reasonable ground for concern

- Specific indication from the child or young person that they have 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 behavior)
- Consistent indication, over a period of time that a child is suffering from emotional or physical neglect.

4.3 Recording procedures

There is a system and mechanism for recording concerns about the protection of children and young people in the Abbey Theatre. There is an incident log kept by the HR Department and all records are kept in the HR Office.

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

- 4.3.1 Suspensions
- 4.3.2 Concerns
- 4.3.3 Worrying observations
- 4.3.4 Behavioural changes
- 4.3.5 Details of actions and outcomes should also be logged

4.4 Dealing with a disclosure

If a child or young person comes to you to make any kind of disclosure you should follow the advice below to assist you with responding appropriately to that.

- Stay calm and listen to the child/young person, allow him or her enough time to say what he needs to say
- Don't use leading questions
- 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)

4.5 How to report concerns/disclosures

All staff are obliged to report any concerns they have or disclosures that are made regarding child protection issues. The following principles should be followed when reporting a concern or disclosure.

- The reporting procedure should be known and accessible
- The person who expresses the concern should be involved and kept informed
- 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 log kept in the HR Office. Information recorded should be factual. Any opinions should be supported by facts
- Where possible, reports should be made in person as well

4.6 Formal Reporting Procedures

- It is the role of the designated person or deputy to formally report concerns
- All details should be recorded as above
- If either the designated person or the deputy designated person is unavailable the most appropriate person (i.e. key personnel or management) should discuss the concern or consult with primary carers. *Note: 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 (see Section 6: Confidentiality statement);
- 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 (See Appendix 2).
- 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.
- In the event that a staff member is making a formal report based on any of the grounds listed above, they must inform the Designated Person or his or her deputy.
- If there is no formal report being made by the Designated Person, the person who made the complaint will be informed of this in writing.

4.7 Retrospective Disclosures

If we have reasonable concern about past abuse from a disclosure or allegation which indicates a possible continuing risk to children we will report this to Tusla in the same manner as a concern about present abuse.

If we judge any of our work may prompt a disclosure we will inform participants in advance that if any child protection issues arise and the perpetrator is identified we must pass the information on to Tusla.

4.8 Complaint regarding a member of Staff

See Section 10

4.9 Standard Reporting Form

See Appendix 2

4.10 Contact Details

See Appendix 3

5. Confidentiality Statement

We at the Abbey Theatre 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 the Health Service Executive, unless doing so could put the child/young person at further risk;
- Images, audio or other recording of a child/young person will not be used for any reason without the consent of the parent/guardian (however, we cannot guarantee that cameras/videos will not be used at public performances for image or audio recording);
- 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. All records will be stored in the HR Office.

6. Recruitment and Selection 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.

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- 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/verbal references that are recent, relevant and independent are required. Staff will be selected by a panel of at least two (or more) representatives through an interview process. Note the Casting Department and Community & Education Department processes differ to this - further details below
- 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 - i.e. Passport, driver's license etc. required
 - concealing information on one's suitability to working with children
- There will be a probationary period of at least 6 months. This does not apply in the Casting and Community & Education Departments
- All staff will be required to consent to Garda clearance, and where applicable this will be sought.

The principles above are also mirrored in our Casting Department and Community and Education Department although not all steps are required during the casting/recruitment process in these areas.

Recruitment process for Facilitators in the Community & Education Department where specifically working with Children:-

- There are is a pool of facilitators who work with the Community & Education Department
- Where a programme of work requires facilitation, the programme of work is circulated to the pool of facilitators
- We will endeavour to select the most suitably qualified facilitator from this pool In all cases, facilitators in the Community & Education pool are screened in the following way:-
- Facilitators are screened by the Head of the Community & Education department
- Facilitators will be will be asked to sign a declaration form
- At least two written/verbal references that are recent, relevant and independent are required
- No person who would be deemed to constitute a 'risk' will be employed
- All facilitators who will possibly be working with children are required to have Garda vetting carried out in advance of taking up any engagement.

7. Managing and Supervising Staff

The Abbey Theatre has procedures in place to cover training, induction, supervision and the review of work practices. All new staff receive induction training and are made aware of policies and procedures. All new staff also receive a copy of the Abbey Theatre Employee Handbook. The employee Handbook is also available from the Abbey Theatre Staff Intranet.

All Freelance staff must agree to abide by the organisation's Child Protection Policy Statement. In the event that a freelancer has his or her own policy, the Abbey Theatre will ensure that it is consistent with its own policy. All freelancers working directly with children are required to be Garda vetted in advance of taking up the piece of work.

If a child is a member of staff i.e. cast then they, along with their chaperone will be required to use the Clocking system to log in and out of the building

7.1 Staff management policy statement

To protect both staff (paid and voluntary) and children/young people, we undertake that:

- All new staff will attend Induction Training. This will be carried out by the HR Department or, in the case of Facilitators, by the Community & Education Department
- All new staff are 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
- All new staff undergo a probationary period of 6 month minimum (Excluding Cast and facilitators in the Community & Education Department)

All staff will:

- Receive an adequate level of supervision and review of their work practices;
- Be expected to have read, understood and signed the Child Protection Policy Statement;
- Be provided with child protection training during the induction

In addition to the above, should a child be cast as a member of the acting company the following additional steps will take place

- All cast will be briefed on the Child Protection Policy by the HR Department and how it relates to the particular piece of work
- All cast will be introduced to the chaperone who will be looking after the child/children during the read-through, rehearsals and the run of the production

- All cast will be informed of who will be the key person in stage management for all issues/queries regarding Child Protection (usually the Stage Manager)
- The stage management department will brief the cast on the details of the license where relevant
- The stage management will ensure, in liaison with the chaperone, that no children are exposed to inappropriate material including during the read-through of the work

8. Involvement of primary carers – Policy Statement

We are committed to being open with all primary carers. We undertake to:

- Advise primary carers of our child protection policy
- Inform 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 this policy
- Adhere to our recruitment guidelines
- Ensure as far as possible that the activities are age-appropriate
- Encourage and facilitate the involvement of parent(s), carer(s) or responsible adult(s), where appropriate.

If we 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 Gardai
- 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
- We are committed to putting the interest of the child/young person first. To that end we will contact local Health Service Executive and Gardai where there is a child protection 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
- The designated contact person is available for consultation with primary carers in the case of any concern over a child or young person's welfare

9. Dealing with Allegations against Staff

In the event of allegations being made against an employee (staff or voluntary), the protection of the child/young person is the first and paramount consideration.

The organisation has a dual responsibility in respect of both the child/young person and employee. The same person must not have responsibility for dealing with the child/young person welfare issues and the staff employment issues.

Two separate procedures must be followed:

- In respect of the child/young person the Designated Person will deal with issues related to the child/young person
- In respect of the person against whom the allegation is made the Deputy Designated Person 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 Designated Person, then the Deputy Designated Person should be contacted
- The reporting procedures outlined in Section 3 of these guidelines should be followed. Both the primary carers and child/young person should be informed of actions planned and taken. The child/young person should be dealt with in an age-appropriate manner
- The staff member will be informed as soon as possible in line with the Abbey Theatre's Dignity at Work policy
 - of the nature of the allegation
 - the staff member should be given the opportunity to respond
- The Director of the Theatre should be informed as soon as possible
- Any action following an allegation of abuse against an employee should be taken in consultation with Health Service Executive and Gardai
- After consultation, the chairperson/head of organisation should advise the person accused and agreed procedures will be followed
- The Abbey Theatre may take protective measures if it is deemed appropriate which may include but are not limited to
 - increased supervision of the staff member
 - assignment to different duties
 - suspension with pay of the staff member

10. Complaints and Comments Procedures

In the event of complaints or comments:

- The Designated Person has responsibility for directing complaints/ comments to the appropriate person
- Verbal complaints will be logged and responded to complaints or comments will be logged and responded to within 2 weeks

11. Accidents procedure

- The organisation maintains an up-to-date register of the contact details of all children/young people involved in the organisation
- Children/young people's details are cross-referenced between the incident book and file if the child is involved
- External organisations with whom the Abbey has dealings will provide proof that they have public liability insurance
- First-aid boxes are available and regularly re-stocked
- The location of the first-aid boxes is available on the Intranet
- Availability of first-aid is in accordance with the organisation's Health and Safety guidelines. The location of accident/incident books forms are on the Intranet
- Relevant risk assessments are made available to children and young people

EMERGENCY FIRST AID PRACTITIONERS

Name	Cert Date	Expiry Date
Grace Healy	24/6/2021	24/6/2023
James Hickson	24/6/2021	24/6/2023
Donna Murphy	5/7/2021	8/7/2023
Laura Doyle	4/9/2022	4/9/2024
Ciaran McGlynn	4/9/2022	4/9/2024
Dean reidy	4/9/2022	4/9/2024
Lily Conlon	4/9/2022	4/9/2024
Austin Holt	4/9/2022	4/9/2024
Sean Roper Nolan	4/9/2022	4/9/2024
Faith Akinwande	4/9/2022	4/9/2024
Colin O'Connor	4/9/2022	4/9/2024

12. Garda Vetting

Under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016 it is mandatory for anyone who works or volunteers with children and vulnerable adults to be vetted through the Garda National Vetting Bureau.

This vetting must be done through organisations which are registered with the Unit. In our case the Abbey is affiliated with **Create** through whom we channel all our prospective employees.

Steps

- When a prospective employee is vetted by the Gardai the details of all convictions and pending prosecutions are disclosed to the authorised liaison person in the registered organisation. The details will include all completed prosecutions whether or not they were successful and will also include any pending prosecutions.
- By completing a Garda Vetting Application Form, you are giving written consent to An Garda to certify the information you are providing to the employer, in this case via Create.
- The information you are asked to provide is sensitive and personal and you can expect it to be treated in accordance with Data Protection law. The Authorised Signatory is the only person within Create entitled to access any forms, records or correspondence.
- Applications can take 6 to 8 weeks to process depending on the level of demand. If you had any periods of residence in the UK or NI it can take longer.
- A Vetting Disclosure will be issued to the employer on satisfactory completion of the process. If there are any disclosures they will be sent to the Abbey.
- The fact of past conviction is not necessarily a bar to employment if it is felt the offense has no connection with the person's competency in working with young people.

Procedure

The HR department is the point of contact. They will issue all the relevant prospective employees with a **Garda Vetting Application Form** which, on return, will be reviewed and then sent on to be processed by **Create**. The HR department keeps records of when forms are sent as well as storing the Letters of Certification when they are issued.

All questions relating to this procedure should be directed to the HR department in the first instance.

13. Appendices

Appendix 1: Definitions of Abuse

There are four main categories of abuse as outlined in *Children First: National Guidelines for the Protection and Welfare of Children*. The following is a synopsis of the information contained in that document. For the full definitions please refer to *Children First: National Guidelines for the Protection and Welfare of Children* 1993 (pp.32-34).

Neglect

Child neglect is the most frequently reported category of abuse, both in Ireland and internationally.

Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care

In this Guidance, 'a child' means a person under the age of 18 years, who is not or has not been married.

Emotional neglect may also lead to the child having attachment difficulties.

The following are features of child neglect:

- Children being left alone without adequate care and supervision
- Malnourishment, lacking food, unsuitable food or erratic feeding
- Non-organic failure to thrive, i.e. a child not gaining weight due not only
- to malnutrition but also emotional deprivation
- Failure to provide adequate care for the child's medical and
- developmental needs, including intellectual stimulation
- Inadequate living conditions - unhygienic conditions, environmental
- issues, including lack of adequate heating and furniture

- Lack of adequate clothing
- Inattention to basic hygiene
- Lack of protection and exposure to danger, including moral danger,
- Lack of supervision appropriate to the child's age
- Persistent failure to attend school
- Abandonment or desertion

Emotional abuse

Emotional abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child.

Once-off and occasional difficulties between a parent/ carer and child are not considered emotional abuse. Emotional abuse is not easy to recognise because the effects are not easily seen. Emotional abuse may be seen in some of the following ways:

- Rejection
- Lack of comfort and love
- Lack of attachment
- Lack of proper stimulation (e.g. fun and play)
- Lack of continuity of care (e.g. frequent moves, particularly unplanned)
- Continuous lack of praise and encouragement
- Persistent criticism, sarcasm, hostility or blaming of the child
- Bullying
- Conditional parenting in which care or affection of a child depends on his or her behaviours or actions
- Extreme overprotectiveness
- Inappropriate non-physical punishment (e.g. locking child in bedroom)
- Ongoing family conflicts and family violence
- Seriously inappropriate expectations of a child relative to his/her age and stage of development

There may be no physical signs of emotional abuse unless it occurs with another type of abuse.

A child may show signs of emotional abuse through their actions or emotions in several ways.

These include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, risk taking and aggressive behaviour.

Emotional abuse is more likely to impact negatively on a child where it is persistent over time and where there is a lack of other protective factors.

Physical abuse

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt.

Physical abuse can include the following:

- Physical punishment
- Beating, slapping, hitting or kicking
- Pushing, shaking or throwing
- Pinching, biting, choking or hair-pulling
- Use of excessive force in handling
- Deliberate poisoning
- Suffocation
- Fabricated/induced illness
- Female genital mutilation

Sexual abuse

Sexual abuse occurs when a child is used by another person for their gratification or arousal, or for that of others. It includes the child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography.

Child sexual abuse may cover a wide spectrum of abusive activities. It rarely involves just a single incident and in some instances occurs over a number of years. Child sexual abuse most commonly happens within the family, including older siblings and extended family members.

Examples of child sexual abuse include the following:

- Any sexual act intentionally performed in the presence of a child
- An invitation to sexual touching or intentional touching or molesting of a child's body whether by a person or object for the purpose of sexual arousal or gratification
- Masturbation in the presence of a child or the involvement of a child in an act of masturbation
- Sexual intercourse with a child, whether oral, vaginal or anal
- Sexual exploitation of a child, which includes:
 - Inviting, inducing or coercing a child to engage in prostitution or the production of child pornography [for example, exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, videotape or other media) or the manipulation, for those purposes, of an image by computer or other means]
 - Inviting, coercing or inducing a child to participate in, or to observe, any sexual, indecent or obscene act
 - Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse
- Exposing a child to inappropriate or abusive material through information and communication technology
- Consensual sexual activity involving an adult and an underage person

It should be remembered that sexual activity involving a young person may be sexual abuse even if the young person concerned does not themselves recognise it as abusive.

An Garda Siochana will deal with any criminal aspects of a sexual abuse case under the relevant criminal justice legislation.

In relation to child sexual abuse, it should be noted that in criminal law the age of consent to sexual intercourse is 17 years for both boys and girls. Any sexual relationship where one or both parties are under the age of 17 is illegal. However, it may not necessarily be regarded as child sexual abuse.

(Child First, Chapter 2)

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Appendix 2

PRIVATE AND CONFIDENTIAL

STANDARD FORM FOR REPORTING CHILD PROTECTION AND/OR WELFARE CONCERNS

In case of Emergency or outside Health Service Executive office hours, contact should be made with An Garda Siochana

A. To Principal Social Worker or Duty Social Worker:

1. Details of Child:

Name: _____

Male: Female:

Address: _____

Age/D.O.B.: _____

School: _____

Name of Mother: _____

Name of Father: _____

Address of Mother if different to Child: Address of Father if different to Child:

Telephone Number: _____ Telephone Number: _____

ABBAY THEATRE CHILD PROTECTION POLICY

b. Care and Custody arrangements regarding child, if known:

c. Household Composition:

Name: Relationship to Child: Date of Birth: Additional Information e.g. School/Occupation:

ABBAY THEATRE CHILD PROTECTION POLICY

Note: A separate report form must be completed in respect of each child being reported.

2. Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) (if known).

3. Details of person(s) allegedly causing concern in relation to the child:

Name: _____

Age:

Male: Female:

Address:

Appendix 3:

Important Contacts

List of Tusla Child Protection centres in the Dublin and surrounding area

Dublin North City

Child and Family Agency,
Wellmount Health Centre,
Wellmount Park,
Finglas,
Dublin 11
01 8567704

Dublin South Central

Child and Family Agency,
Carnegie Centre,
21-25 Lord Edward Street,
Dublin 2
01 6486555

Dublin North

Child and Family Agency,
180-189 Lakeshore
Drive, Airside Business
Park, Swords,
Co. Dublin
01 8708000

Dublin South West, Kildare, West Wicklow

Child and Family Agency,
Suite 7-8
Vista Primary Care
Naas,
Co Kildare
(045) 839312

Dublin South East/Wicklow

Child and Family Agency
Carysfort House
Carysfort Avenue
Blackrock
Co Dublin
01 2155758

Louth Meath

Child and Family Agency,
Meath Enterprise Centre,
Trim Road,
Navan, Co
Meath
046 9098500

Outside office hours all child protection concerns should be referred to the Gardai. The HSE operates an out of hours Crisis Intervention Service in the Dublin area, which can be accessed by emergency services like Hospitals and the Garda Siochana outside of office hours.

Garda:

Pearse Street Garda Station,
1 - 6, Pearse Street,
Dublin 2.

Tel: +353 1 666 9000

Fax: +353 1 666 9040 (Public Office)

+353 1 666 9041 (District Office)

Hospitals:

St. James Hospital (01)4103000

Mater Misericordiae (01) 8032000

14. Control Sheet

Title:	Child Protection Policy
Author (Responsible):	HR Department
Owner (Accountable):	HR
Department:	HR
Contact:	HR
Version No.	1.0
Status:	Draft
Reviewed by (Consulted):	Senior Management Team
Approved by:	Senior Management Team
Date of approval:	TBC
Applicable to (Informed):	The Board and staff of the Abbey Theatre
Communicated on:	TBC
Last reviewed:	September 2022
Frequency of review:	Yearly
Date of next review:	September 2023
Related policies & procedures:	<ul style="list-style-type: none"> • Code of Business Conduct for all staff • Confidentiality Policy • Recruitment Policy • Communications Policy • Health and Safety Policy • Disciplinary Policy • Grievance Policy • Data Protection Policy • Acceptable Usage Policy • Equal Opportunities Policy • Speak Up Policy • Work Experience & Internship Policy • Dignity at work Policy

