

The James Joyce Cultural Centre

Child Protection Policy Including Child Safeguarding Statement and Risk Assessment

Adopted - April 3rd 2024

INTRODUCTION

The James Joyce Cultural Centre's Child Protection Policy, including Child Safeguarding Statement and Risk Assessment, has been developed in line with the requirements under the *Children First Act 2015*, the *Children First: National Guidance*, and *Tusla's Child Safeguarding: A Guide for Policy, Procedures and Practice*.

The James Joyce Cultural Centre is dedicated to promoting the life and work of James Joyce. The Joyce Centre houses a permanent "James Joyce & Ulysses" exhibition as well as temporary exhibitions that interpret and illuminate various aspects of Joyce's life and work. The Centre runs lectures and adult education courses throughout the year. The Centre offers weekly walking tours of Joyce's Dublin. The Centre is open to the public and children are particularly welcome to visit with their parents/carers. The Centre facilitates school and student groups to visit the Centre, participate in specialised workshops and walking tours. The Centre co-ordinates the annual Bloomsday Festival.

The James Joyce Cultural Centre is committed to a child-centred approach to our work with children and young people. The Centre undertakes to provide a safe environment and experience, where the welfare of the child/young person is paramount. We endeavour to provide learning experiences in a positive environment, where the welfare and safety of the child/young person is paramount. We listen to, respect and value children and young people and will ensure that no child is treated differently because of their gender, social or ethnic background, family status, sexual orientation, religion or disability.

The Board of Directors and the staff of the James Joyce Cultural Centre are morally, ethically and legally obliged to do everything in their power to ensure the welfare and safety of the children/young persons in our care. We must ensure that nothing adverse happens to a child or young person in our care as a result of anything that we do or fail to do.

The James Joyce Cultural Centre is categorised as a Relevant Service under Schedule 1 of the Children First Act 2015. The James Joyce Centre is categorised under part 5 of schedule 1: *any work or activity which consists of the provision of - (a) educational, research, training, cultural, recreational, leisure, social or physical activities to children.*

Services/activities we provide to children and young people.

- Children visit the James Joyce Cultural Centre in a tourist capacity under the supervision of their parents, carers or guardians.
- Children aged 16 and under cannot visit the Centre unaccompanied.
- Children particularly visit the Centre for the Bloomsday Festival, Culture Night and other cultural festivals and events when we provide guided tours and special events aimed at a young audience.
- Children aged 17-18 can visit the Centre unaccompanied for a self-guided tour.
- School/Out-of-School groups/Student groups visit the James Joyce Cultural Centre to learn about James Joyce's life and works in a variety of ways, i.e. guided walking

tours, educational workshops, self-guided visits to the Centre under the supervision of their teacher/group leader.

- The typical length of a child's visit to the Centre is between 30 and 90 minutes.

National guidelines for Adult/child ratios

National guidelines for Adult/child ratios are followed by all our visiting school/Out-of-school groups

- 1 adult for every 6 pupils in school years 1 to 3 (ages 6 to 9)
- 1 adult for every 10-15 pupils in school years 4 to 6 (ages 10-12)
- 1 adult for every 15-20 pupils at secondary level (ages 13+)

RISK OF HARM ASSESSMENT

Identified Risk	Procedure to manage identified risk
Risk of child being harmed by a member of the public during their visit to the Centre.	<ul style="list-style-type: none"> • Children aged 16 and under are supervised by their own Parent/carer or teacher/group leader for the duration of their visit to the Centre. • Every visiting school or student group are made aware of the Centre's Child Protection Policy and Child Safeguarding Statement when their booking is confirmed. • At least one member of staff will supervise the Centre when children and other visitors are in the Centre at the same time. • The Centre is monitored by CCTV and is clearly visible for all visitors and staff.
Risk of harm due to inadequate supervision of children during their visit to the Centre.	<ul style="list-style-type: none"> • Children aged 16 and under are supervised by their own Parent/carer or teacher/group leader for the duration of their visit to the Centre. • At least one member of staff will supervise the Centre when children are in the Centre. • All staff must wear staff lanyards to make sure visitors and children are aware of a staff member being present and supervising. • The Centre is monitored by CCTV and is clearly visible for all visitors and staff.

	<ul style="list-style-type: none"> • Every visiting school or student group are made aware of the Centre's Child Protection Policy and Child Safeguarding Statement when their booking is confirmed.
<p>Risk of child being harmed by another child in their group.</p>	<ul style="list-style-type: none"> • Children aged 16 and under are supervised by their own Parent/carer or teacher/group leader for the duration of their visit to the Centre. • Every visiting school or student group are made aware of the Centre's Child Protection Policy and Child Safeguarding Statement when their booking is confirmed. • At least one member of staff will supervise the Centre when children are in the Centre. • All staff must wear staff lanyards to make sure visitors and children are aware of a staff member being present and supervising. • The Centre is monitored by CCTV and is clearly visible for all visitors and staff.
<p>Risk of child being harmed by a member of staff during their visit to the Centre.</p>	<ul style="list-style-type: none"> • Children aged 16 and under are supervised by their own Parent/carer or teacher/group leader for the duration of their visit to the Centre. • Every visiting school or student group are made aware of the Centre's Child Protection Policy and Child Safeguarding Statement when their booking is confirmed. • Recruitment procedures and staff induction will minimise any risk of an issue occurring. • All staff will receive annual in-house training on child safeguarding and child protection procedures. • All staff are provided with a copy of the Child Protection Policy and Child Safeguarding Statement. • Members of staff are trained to avoid spending excessive amounts of time alone with children/young people. • The Centre is monitored by CCTV and is clearly visible for all visitors and staff.

<p>Risk of child being harmed by the content of walking tours / workshops during their visit to the Centre.</p>	<ul style="list-style-type: none"> • Children aged 16 and under are supervised by their own Parent/carer or teacher/group leader for the duration of their visit to the Centre. • Staff engage with parents/carers at the point of booking or at the beginning of a walking tour to advise that walking tour content is based on the life and works of James Joyce and may contain content that is unsuitable for children. • Walking tour content is professionally delivered by trained staff who tailor the content to the audience. • Every visiting school or student group are made aware of the Centre's Child Protection Policy and Child Safeguarding Statement when their booking is confirmed. • Staff engage with teachers/group leaders at the point of booking to advise that workshop content is based on the life and works of James Joyce and may contain content that is unsuitable for children. • Workshop content is professionally delivered by trained staff who tailor the content to the audience.
<p>Risk of child being harmed by the content of interpretive displays during their visit to the Centre</p>	<ul style="list-style-type: none"> • Children aged 16 and under are supervised by their own Parent/carer or teacher/group leader for the duration of their visit to the Centre. • Staff engage with parents/carers at reception to advise that the content of interpretive displays is based on the life and works of James Joyce and may contain content that is unsuitable for children. • The content of interpretive displays is professionally curated and developed in line with the Child Protection Policy and Child Safeguarding Statement.
<p>Risk of harm through inappropriate use of images via social media.</p>	<ul style="list-style-type: none"> • Children aged 16 and under are supervised by their own Parent/carer or teacher/group leader for the duration of their visit to the Centre.

	<ul style="list-style-type: none"> • At least one member of staff will supervise the Centre when children and other visitors are in the Centre at the same time. • Teachers/group leaders can take pictures of children in the Centre if they have parental consent organised through their own school/organisation. • If the Centre wishes to take photographs / images of children while visiting the Centre, for example during events, workshops or the Bloomsday Festival, a parental consent form will be required and parents/carers can state where the images can and cannot be used. If an image has been used on social media, the photograph will be deleted from the Centre's device from which it was taken.
<p>Risk of harm from an outsider provider coming into the Centre to work with a group of children.</p>	<ul style="list-style-type: none"> • Children aged 16 and under are supervised by their own Parent/carer or teacher/group leader for the duration of their visit to the Centre. • Every visiting school or student group are made aware of the Centre's Child Protection Policy and Child Safeguarding Statement when their booking is confirmed. • At least one member of staff will supervise the Centre when children and outside providers are in the Centre at the same time. • Outside providers coming into the centre to work with a group of children will be asked to declare and sign that they are garda vetted, state through which organisation they are vetted and agree to adhere to the Centre' Child Protection Policy and Child Safeguarding Statement.

REPORTING PROCEDURES

Role and responsibility of Designated Officer

The Designated Officer is the main point of contact where there is an issue or concern about any aspect of a child's or young person's safety and welfare. It is

their responsibility to advise staff about policy and procedures in relation to child protection and to ensure that procedures are followed.

The Designated Officer will support and advise staff in the event of a concern regarding child protection and welfare. It is also their responsibility to liaise with the Tusla or Gardaí where appropriate.

The Designated Officer in the James Joyce Cultural Centre is Darina Gallagher, the Manager, who can be contacted at 01 878 8547 or darina@jamesjoyce.ie.

Reasonable grounds for concern:

- specific indication from the child or young person that s/he has been abused while visiting the James Joyce Cultural Centre.
- an account by a person who saw the child/young person being abused while visiting the James Joyce Cultural Centre.
- evidence, such as an injury or behaviour, which is consistent with abuse and unlikely to be caused another way.
- an injury or behaviour which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour.

General Tusla guidelines:

- Record the concern, including the date, time and people involved in the concern/disclosure (for example in an incident book). Information recorded should be factual. Any opinions recorded should be supported by facts.
- Inform the Designated Officer.
- The most appropriate person should discuss the concern/consult with parents/carers/responsible adults.
- Parents/carers/responsible adults should be told of a report to Tusla unless it is likely to put the child/young person at further risk.
- The Designated Officer may contact the Tusla Social Work Department for an informal consultation prior to making a report.
- Information will be shared on a strictly 'need to know' basis (see Confidentiality Statement below).
- If there are reasonable grounds for concern as outlined above, the Designated Officer will contact the duty social worker in Tusla area using the standard reporting form (available from Tusla. See below).
- Reports to the duty social worker can be made verbally initially and then followed by the standard reporting form. Reports should be made to Tusla without delay.
- If the Designated Officer is not available then contact the local Tusla Social Worker directly (see below).
- In emergencies which are out of Tusla Social Work hours then contact the Gardaí. There may be situations which threaten the immediate safety of a child/young person where it may be necessary to contact the Gardaí.

Tusla Contacts and Notification Form:

TUSLA social work contact details - A list of Tusla social workers may be found at: <http://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/>

Notification Form - A copy of the Tusla Standard Notification Form and Guidance Note can be found at: www.tusla.ie/services/child-protection-welfare/publications-and-forms/

STAFF CODE OF BEHAVIOUR

Child-centred approach

- Treat all children and young people equally.
- Use appropriate language (physical and verbal).
- Treat all children and young people as individuals.
- Boundaries on behaviour and related sanctions, as appropriate, to be discussed with teachers/responsible adults.
- Respect differences of ability, culture, religion, race and sexual orientation
- Avoid spending excessive amounts of time alone with children/young people.

Inappropriate behaviour

- Do not use/allow offensive or sexually suggestive physical and/or verbal Language.
- Do not single out a particular child/young person (for unfair favouritism, criticism, ridicule, or unwelcome focus or attention).
- Do not allow/engage in inappropriate touching of any form.
- Do not hit or physically chastise children/young people.
- Do not 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 to support/help a child (except in an emergency if a child is in danger).
 - Avoid horseplay, inappropriate touch.

CONFIDENTIALITY STATEMENT

The James Joyce Cultural Centre is committed to ensuring people's rights to confidentiality.

However, in relation to child protection and welfare we undertake that:

- Information will only be passed on, 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.
- Parents/carers/responsible adults, 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 (however, we cannot guarantee that cameras/videos will not be used at public performances).

RECRUITMENT AND SELECTION PROCEDURES

James Joyce Cultural Centre Child Protection Policy, including Child Safeguarding Statement and Risk Assessment

We will ensure that our staff are carefully selected, trained and supervised to provide a safe environment for all children and young people.

It is good practice that staff are recruited along the following lines:

- There are clearly defined roles and responsibilities for every member of staff.
- We will endeavour to select the most suitably qualified personnel.
- James Joyce Cultural Centre staff will be required to go through an application and interview process.
- James Joyce Centre staff must provide at least one references which is recent, relevant, independent and verbally confirmed.
- All relevant staff will be required to consent to Gardaí vetting, and where appropriate and available, this will be sought.
- Induction for new staff will include training on child safeguarding and child protection procedures.
- New staff will be provided with a copy of the Child Protection Policy and Child Safeguarding Statement.
- There will be a relevant probationary period for James Joyce Cultural Centre staff.
- No person who would be deemed to constitute a 'risk' will be employed. Some of the exclusions would include:
 - any child related conviction.
 - refusal to sign application form and declaration form.
 - insufficient documentary evidence of identification.
 - concealing information on one's suitability to working with children.

STAFF MANAGEMENT

To protect staff and young people

Outsider Providers coming into the Centre to work with a group of children will:

- be asked to declare and sign that they are garda vetted, state through which organisation they are vetted and agree to adhere to the Centre's Child Protection Policy and Child Safeguarding Statement.
- be provided with a copy of the Child Protection Policy and Child Safeguarding Statement.
- be made aware of the organisation's Designated Officer and their role.

All James Joyce Cultural Centre staff will:

- be provided with an adequate level of supervision support and review of work practice.
- receive annual in-house training on child safeguarding and child protection procedures.
- be provided with a copy of the Child Protection Policy and Child Safeguarding Statement.
- be trained to avoid spending excessive amounts of time alone with children/young people.
- All relevant staff will be required to consent to Gardaí vetting, and where appropriate and available, this will be sought.

RESPONSIBLE ADULT INVOLVEMENT AND INFORMATION SHARING

As we are a child-centred organisation we are committed to putting the interest of the child/young person first.

We will:

- Work with the parent/carer or teacher/group leader or responsible adult or contact Tusla/Gardaí where there is a child protection welfare concern.
- Work in partnership with parent/carer or teacher/group leader or responsible adult under the guidelines of the James Joyce Centre Child Protection Policy to ensure the safety of their children.
- Have a Designated Officer.

We undertake to:

- Advise the parent/carer or teacher/group leader or responsible adult of our Child Protection Policy.
- Inform parent/carer or teacher/group leader or responsible adult of all activities and potential activities.
- Issue contact/consent forms where relevant.
- Operate child-centred policies in accordance with best practice.
- Ensure as far as possible that the activities are age appropriate.
- Encourage and facilitate parent/carer or teacher/group leader or responsible adult involvement 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 parent/carer or teacher/group leader or responsible adult 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 Tusla 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 follow the procedures outlined in 'Allegations Against Staff' below.

ALLEGATIONS AGAINST STAFF

In the event that the allegation is being directly dealt with by The James Joyce Cultural Centre:

- The Designated Officer will deal with issues related to the child/young person.
- The Designated Officer will deal with issues related to the worker in liaison with the Chairperson of the Board of The James Joyce Cultural Centre.
- The first priority is to ensure that no child or young person is exposed to unnecessary risk.
- If allegations are made against the Designated Officer then contact the Chair of the Board of Directors of the James Joyce Cultural Centre.
- The reporting procedures such as outlined in this Child Protection Policy and Child Safeguarding Statement will be followed. parent/carer or teacher/group leader or

responsible adult and child/young person (age appropriate) should be informed of actions planned and taken.

- The staff member will be informed as soon as possible
 - (i) that an allegation has been made against him/her.
 - (ii) the nature of the allegation.
- The staff member will be given the opportunity to respond.
- The Chair of the Board of The James Joyce Cultural Centre will be informed as soon as possible.
- Any action following an allegation of abuse against an employee will be taken in consultation with Tusla and Gardaí.
- After consultation, chairperson/head of organisation will advise person accused and agreed procedures will be followed.
- The James Joyce Cultural Centre will also follow good practice and contact the Tusla team involved, acknowledging and ensuring that the concern has been received.
- The Designated Officer will act in accordance with their role with the person against whom the allegation was received and advise the parent/carer or teacher/group leader or responsible adult that these procedures are being followed.

COMPLAINTS AND COMMENTS PROCEDURES

- Complaints/comments will be responded to within three weeks.
- The Manager will have responsibility for directing complaints/comments to the appropriate person.
- Verbal complaints will be logged and responded to within three weeks.

IMPLEMENTATION

We recognise that implementation is an ongoing process. The James Joyce Cultural Centre is committed to the implementation of this Child Protection Policy, including the Child Safeguarding Statement and risk assessment, and the procedures that support our intention to keep children safe from harm while visiting the Centre and availing of our services.

DECLARATION

Child Protection Policy, including the Child Safeguarding Statement and risk assessment, will be amended as necessary in line with update *Children First: National Guidance for the Protection and Welfare of Children* Department of Children & Youth Affairs, and any other necessary changes required to keep in line with Legislation.

The Child Protection Policy, including the Child Safeguarding Statement and risk assessment, will be reviewed annually.

APPENDIX ONE

***Children First: National Guidance for the Protection and Welfare of Children*
Department of Children & Youth Affairs (2017)**

Definitions and Reporting of Abuse

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

The definitions of neglect and abuse presented in *Children First* (2017) are not legal definitions. They are intended to describe ways in which a child might experience abuse and how this abuse may be recognised.

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, where a child's health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety.

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. Abuse occurs when a child's basic need for, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver.

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child's health and/ or development is, may be, or has been damaged as a result of suspected physical abuse.

Sexual abuse occurs when a child is used by another person for his or her 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.

Criteria for reporting: definitions and thresholds

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 four types of abuse are described in Chapter 2. The threshold of harm for each category of abuse at which mandated persons have a legal obligation to report concerns is outlined below.

If you are in doubt about whether your concern reaches the legal definition of harm for making a mandated report, Tusla can provide advice in this regard. You can find details of who to contact to discuss your concern on the Tusla website (www.tusla.ie). If your concern does not reach the threshold for mandated reporting, but you feel it is a reasonable concern about the welfare or protection of a child, you should report it to Tusla under this *Guidance*.

NEGLECT

Neglect is defined as 'to deprive a child of adequate food, warmth, clothing, hygiene, supervision, safety or medical care'. The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child's needs have been neglected, are being neglected, or are at risk of being neglected to the point where the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

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EMOTIONAL ABUSE/ILL-TREATMENT

Ill-treatment is defined as ‘to abandon or cruelly treat the child, or to cause or procure or allow the child to be abandoned or cruelly treated’. Emotional abuse is covered in the definition of ill treatment used in the Children First Act 2015.

The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being ill-treated to the point where the child’s health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

PHYSICAL ABUSE

Physical abuse is covered in the references to assault in the Children First Act 2015. The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being assaulted and that as a result the child’s health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

SEXUAL ABUSE

If, as a mandated person, you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being sexually abused, then you must report this to Tusla the Children First Act 2015.

Sexual abuse to be reported under the Children First Act 2015 [as amended by section 55 of the Criminal Law (Sexual Offences) Act 2017] is defined as an offence against the child, as listed in Schedule 3 of the Children First Act 2015. A full list of relevant offences against the child which are considered sexual abuse is set out in Appendix 3 of *Children First* (2017).

Other Resources

TUSLA, Child and Family Agency Publications <https://www.tusla.ie/publications/> Children First: National Guidance for the Protection and Welfare of Children (Dublin: Department of Children and Youth Affairs, 2017). Available at <https://www.tusla.ie/childrenfirst/publications-and-forms/> The Arts Council, Ireland Guidelines for the Protection and Welfare of Children and Young People in the Arts Sector <http://www.artscouncil.ie/Arts-in-Ireland/Young-people--children-and-education/Childprotection-and-welfare/> Guidelines for taking and using images of young people in the arts sector http://www.artscouncil.ie/uploadedFiles/wwwartscouncilie/Content/Arts_in_Ireland/Young_people,_children_and_education/Child_protection_and_welfare/Guidelines.pdf