



Chester  
Beatty

## **Child Protection and Welfare Policy**

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## 1. Chester Beatty Child Protection Policy Statement

The Chester Beatty Library (hereinafter referred to as the Chester Beatty) offers a varied and popular public programme of lectures, workshops, demonstrations and performances based on its Collections, to illuminate cultures and traditions from around the world. The Education & Learning Programme includes services to and for children, and the museum is committed to a child-centred approach in this aspect of its work. It is central to the philosophy of the programme that children are unconditionally respected and kept safe from harm while using these services and that staff, volunteers and facilitators are provided with a safe environment in which to carry out this work.

The Chester Beatty is committed to upholding the highest possible standards in child protection and will take all reasonable steps in relation to the safety and welfare of children, young people and vulnerable adults who may be present within its facilities.

The Chester Beatty will adhere to the *Children First Act (2015)* and the *Children First National Guidelines for the Protection and Welfare of Children* by having and implementing child protection policies and procedures.

The Chester Beatty is committed to providing our customers with the highest quality of customer service and a lasting and memorable experience. In order to ensure mutual protection, staff, volunteers, artists, facilitators and other organisations working in the Chester Beatty will be made familiar with the museum's *Child Protection and Welfare Policy*, *Child Safeguarding Statement* and *Safety Statement* in relation to participation in children's activities.

## 2. Child Protection Welfare and Guidelines

### Definition of a child

The official definition of a child in Ireland is anyone under 18 years of age (Child Care Act 1991).

### Designated Liaison Person

A Designated Liaison Person and a Deputy Designated Liaison Person have been appointed to deal with issues related to child protection and welfare within the Chester Beatty.<sup>1</sup> Both have undertaken appropriate training. The Designated Liaison Person is the main point of contact where there is an issue of concern about any aspect of a child's safety and welfare. It is the responsibility of this person:

- to advise staff about policies and procedures in relation to child protection and to ensure that procedures are followed;

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<sup>1</sup> In the event of an issue of concern arising Jennifer Siung, Head of Education (Designated Liaison Officer) and Derval O'Carroll, Head of Operations & Administration (Deputy Liaison Deputy) will be contacted, using work and mobile contact details held on file.

- to support and advise staff in the event of any concerns regarding child protection and welfare;
- to liaise with Tusla (Child and Family Agency) or An Garda Síochána where appropriate.

### 3. Good practice for a child-centred approach

When on the premises, ultimate responsibility for a child/children will always remain with their parents/guardians or teachers, who are asked to work in partnership with the Chester Beatty to ensure adequate levels of supervision and control. The Chester Beatty encourages the active involvement of parents/guardians or teachers with their children when participating in activities in the museum. As appropriate, parents, guardians or teachers will be encouraged, and in specific cases required, to attend events with the children in their care, either as participants or passive observers. Parental/guardian consent is required for all those aged 12 – 17 years attending the Creative Lab for Teens (See Appendix: 1 *Parental/Guardian Consent Form*).

Chester Beatty staff, volunteers and facilitators will:

- Respect all children equally; respecting differences of ability, culture, religion, ethnicity and sexual orientation.
- Register each young person attending the Creative Lab for Teens.
- Make parents/guardians and teachers aware of the Chester Beatty *Child Protection and Welfare Policy*, *Child Safeguarding Statement* and procedures and keep them informed of any changes in policy.
- Ensure correct ratios are applied to children for events i.e. Silk Worm Family, Tiny Fingers/Little Toes and the Creative Lab for Teens.<sup>2</sup>
- Wear name tags to ensure that attendees know who is ‘in charge’ and available to them.<sup>3</sup>
- Avoid being alone with a child; however, it is recognised there may be unforeseen instances where staff/facilitators/volunteers find themselves alone with a child/children. In this case staff/facilitators/volunteers should minimise the time alone with the child/children, inform another adult of the situation, and try to stay in view of another adult or a security camera, or, if restricted to a separate room, leave the door open.
- Not spend time or socialise with children met through the workplace outside of structured organisational activities and never give a lift in a vehicle to a child.
- Not communicate with children met through the workplace using personal text messages or any form of social media.
- Be obliged to report to the Designated Liaison Person or Deputy Designated Person any breach of this *Child Protection and Welfare Policy*.

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<sup>2</sup> Current ratios are 2 adults to 20 children (under 12 years of age with guardians attending) and 2 adults to 15 children (12 – 17 years of age). These are minimum ratios and may be increased as necessary to ensure children’s specific needs are met.

<sup>3</sup> Attendees of events for children under 12 wear name badges. They are not used for the Creative Lab for Teens but attendees are encouraged to get to know one another’s names.

- Make children aware that it is ok to report any concerns and encourage them to do so.

In their communication with children, staff/facilitators/volunteers will at all times use appropriate verbal and physical language (body language):

#### **Verbal: Appropriate**

- Encourage, listen to and respect the opinions of children.
- Provide encouragement, support and equal praise.
- Offer constructive criticism when needed.

#### **Verbal: Inappropriate**

- Do not use or allow language that could be deemed offensive.
- Do not verbally chastise a child in an aggressive manner; avoid shouting or using a harsh tone of voice.
- Do not single out a particular child for unfair criticism, favouritism or ridicule.

#### **Physical: Appropriate**

- Respect a child's physical space.
- Observe appropriate dress.
- Chester Beatty staff/facilitators/volunteers should not attend to any intimate care of children, such as toileting. This is the responsibility of the accompanying parent, guardian or supervisor (e.g. teacher). It is the advice of the museum to encourage parents/guardian/teacher to bring a child/children to the toilet prior to any workshop or tour.
- If a child/children need(s) to be accompanied to the toilet, the accompanying adult will ensure that the relevant staff/facilitator/volunteer is notified when they leave and return.
- For children with physical disabilities it is advised to ask the parent/guardian to look after visits to the toilet.

#### **Physical: Inappropriate**

- There should be no unnecessary physical contact between staff/facilitator/volunteer and a child although there are times when, for example, placing a hand on a distressed child's shoulder to comfort them would be appropriate.
- Physical contact should only be in response to the needs of the child and should be appropriate to the age and the level of development of the child. Generally the consent of the child should be sought in relation to physical contact (except in an emergency or a dangerous situation).
- If the behaviour of a child/children is posing a security problem, a member of visitor services staff should be contacted immediately. In such circumstances, a child should not be physically restrained or isolated from their peers if more than one child is involved.
- Do not allow children to engage in what might be termed 'horseplay'.

## If a child is lost/left unattended

Staff/facilitators/volunteers will:

- Approach the child.
- Speak calmly to them and explain who they are.
- Lead (without touching) the child to the nearest visitor services staff, who will assist with locating the parent/guardian.

## 4. Taking and using images (photography/film) of children

The following guidelines help ensure the Chester Beatty uses images in ways that protect the identity of, and prevent the exploitation of, children. They are based on the Arts Council's *Guidelines for Taking and Using Images of Children and Young People in the Arts Sector* (March 2009) in order to ensure that images of children are not misappropriated or manipulated inappropriately, and ensure that children's rights to privacy and dignity are respected. The Chester Beatty also applies these guidelines in relation to images of vulnerable adults.

- Recorded images will only be made, kept and used where there is a valid reason associated with the activity involved.
- Children and their parents/guardians will be informed in advance if and when images will be taken and their consent sought for image retention and use. This process is known as informed consent (See *Appendix 2: Consent form for Photography/Filming*).
- Children and parents/guardians will be informed as to how and where images will be used.
- Images will only be used in the intended context and will not be used out of context.
- In general, individual children will not be identified, with the exception being where they are being publicly acknowledged for which consent has been given (e.g. an award, performance, achievement).
- Where possible, group photographs are preferable to individual ones.
- It will be ensured that images do not contribute to or expose children to embarrassment, distress or upset.
- Images will not be taken of children who are considered vulnerable or whose identity may require protection.
- Refusal of consent will not in any way limit children's participation in activities.
- Where images are kept for future use, relevant names, dates and other contextual information will be kept on file along with the signed consent form for their usage.
- All images are stored in a secure location on the museum's image server and access is restricted to key members of staff.
- Images will only be passed to third parties following prior agreement by the parent/guardian.

## 5. Health and Safety

The Chester Beatty has a *Safety Statement* which includes details of staff training in first-aid and the designated Safety Officer(s). Staff, facilitators and volunteers will be made familiar with this statement, which is available to them at any time.

Staff, facilitators and volunteers should:

- Always provide a safe environment.
- Be aware of accident, emergency and fire procedures.
- Never leave a child unattended or unsupervised.
- Always ensure effective management of hazardous materials.
- Report any actions or behaviour that they believe to be unsafe.

The Chester Beatty has an effective Safety Management System (SMS) in place. All safety incidents are recorded and investigated thoroughly in line with the Health and Safety Authority requirements. All safety incidents must be recorded *on a Safety Incident Form* which is submitted to the Facilities & Security Manager for entry into the *Chester Beatty Safety Database*. *Safety Incident Forms* are available from visitor services staff.

## 6. Safe Recruitment and selection of Staff, Facilitators and Volunteers for the Chester Beatty

The Chester Beatty will ensure that staff, facilitators and volunteers are carefully selected, trained and supervised to provide a safe learning and creative environment for all children. The museum's recruitment and selection policy procedures ensure, as much as possible, the safety and protection of children. As defined by An Garda Síochána, all staff, facilitators and volunteers 'who carry out work or activity, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable persons' are required to consent to Garda/Police vetting in compliance with the *Children and Vulnerable Persons Act, 2012*. The Chester Beatty has an equal opportunities policy.

## 7. Garda Vetting

The Chester Beatty will ensure that all staff, facilitators and volunteers who work mainly with children and vulnerable adults, as defined above, will be Garda Vetted in compliance with the *Children and Vulnerable Persons Act, 2012* and renewed every 3-5 years. This is coordinated by the Human Resources Manager.

## 8. Training and safe management of Staff, Facilitators and Volunteers

To ensure awareness and understanding of *Child Protection and Welfare Policy*, the Chester Beatty provides a number of different levels of training for staff, facilitators and volunteers,

as part of their induction and on a regular basis during employment. Work practices are evaluated on a regular basis and the guidelines and training are updated as appropriate. All staff, facilitators and volunteers are required to sign a Child Protection and Welfare Agreement form (See *Appendix 3*).

## 9. Recognising, recording and reporting child protection issues

All allegations of abuse including circumstances which may make children more vulnerable to harm and bullying will be taken seriously and will be acted on as soon as possible, following Chester Beatty's *Guidelines on recognising, recording and reporting child protection issues*.

Child protection issues can be categorised into five different types:

- Neglect
- Emotional abuse
- Physical abuse
- Sexual abuse
- Bullying

A suspicion, which is not supported by any objective signs of abuse, does not constitute reasonable grounds for concern. If in doubt, concerns should be discussed with the Designated Liaison Person, who in turn may liaise with Tusla (Child and Family Agency) and/or An Garda Síochána.

## 10. Confidentiality

The Chester Beatty is committed to ensuring the right to confidentiality and all staff, facilitators and volunteers have a responsibility in this regard.

In relation to child protection:

- Information will only be shared on a 'need to know' basis in order to safeguard the rights of the child and others involved.
- We cannot guarantee total confidentiality where the best interests or the safety of the child are at risk.
- Giving such information to others for the protection of a child is not a breach of confidentiality.
- Parents/guardians and children 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 at further risk.

## 11. Key Reference Documents

This policy should be read in conjunction with the museum's *Child Safeguarding Statement, Guidelines on Recognising, Recording and Reporting Child Protection issues, Customer Service and Action Plan, Safety Statement and Data Protection Policies and Procedures.*

### 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/children-first/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/Child-protection-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](http://www.artscouncil.ie/uploadedFiles/wwwartscouncilie/Content/Arts%20in%20Ireland/Young%20people,%20children%20and%20education/Child%20protection%20and%20welfare/Guidelines.pdf)

### List of Appendices:

**Appendix 1: Parental/Guardian Consent Form (for 12 – 17 years)**

**Appendix 2: Consent form for Photography/Filming**

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# PARENTAL CONSENT FORM 2019



The Chester Beatty Creative Lab is obliged to keep records of the young people who attend the club. Such records may include Registration Forms, Programme Records, participation in specific programmes and any individual work undertaken with a young person.

## 1. DETAILS OF YOUNG PERSON

Name of Young Person	<input type="text"/>																			
Date of Birth	<input type="text"/>	Current Age	<input type="text"/>	<input type="text"/>																
Phone: H	<input type="text"/>	M	<input type="text"/>																	
Parent/Guardian Name	<input type="text"/>																			
Relationship to Young Person	<input type="text"/>																			
Address	<input type="text"/>																			
Address	<input type="text"/>																			
Phone: H	<input type="text"/>	M	<input type="text"/>																	
Email	<input type="text"/>																			
Please supply details of a second contact person																				
Second Contact Name	<input type="text"/>																			
Relationship to Young Person	<input type="text"/>																			
Address	<input type="text"/>																			
Address	<input type="text"/>																			
Phone: H	<input type="text"/>	M	<input type="text"/>																	

## 2. CONSENT TO PARTICIPATE IN THE CHESTER BEATTY CREATIVE LAB

The Chester Beatty Creative Lab provides a range of educational programmes and activities, for example:

- Weekly/ Bi-weekly/ Monthly Project based programmes
- 1 Day/ Weekend Programmes
- Summer Programmes
- Trips

I give my permission for  to participate in a range of these programmes where appropriate, provided by the Chester Beatty Creative Lab from 1 January 2019 to 31 December 2019. I understand that I will receive written notification of the days and times of programmes and where activities / programmes take place outside the Chester Beatty I will receive written notification in advance.

Parent/Guardian Signature

Date

### 3. CODE OF PARTICIPATION

Chester Beatty Creative Lab for Teens has a Code of Participation. A copy is available upon request from the Teen Lab Coordinator.

Parent/Guardian. Please tick

I agree to the Chester Beatty Code of Participation.

Parent/Guardian Signature

Date

### 4. INTERNET ACCESS

The Chester Beatty Creative Lab may provide young people with access to computer technology and the internet. This access is provided only for educational purposes.

I understand that every reasonable precaution will be taken by the Chester Beatty Creative Lab to provide for online safety. Please tick

YES for internet access

NO for internet access

Parent/Guardian Signature

Date

### 7. PRIVACY POLICY

We respect your privacy and protect all personal information you provide when completing this form. The information you provide will be used only by the Chester Beatty to deliver services. We do not forward our database to outside companies involved in marketing. If at any point, you wish to be removed from our database, please do not hesitate to contact us.

Please tick if you would like to receive emails to stay up to date with exhibitions and events at the Chester Beatty (optional)

Parent/Guardian Signature

Date

### RECEIVED BY FACILITATOR/STAFF

Signature \_\_\_\_\_

Date \_\_\_\_\_

### 5. ADDITIONAL INFORMATION

Is there anything else we need to know to assist us in facilitating your child?

### 6. CHILD PROTECTION

In compliance with Children First Guidelines and the Children First Act 2015, the Chester Beatty has a Child Protection Policy and a Child Safeguarding Statement in place. Please see [www.chesterbeatty.ie](http://www.chesterbeatty.ie) under Resources/Reports and Policy documents.

I agree to comply with above policy and statement.

Parent/Guardian Signature

Date

Event #:

Event Title:

## Consent form for photography/filming

Please tick all that apply:

- A) Consent for Adult(s) (over 18)**  please complete section **A** below IN BLOCK CAPITALS
- B) Consent of Adult/Legal Guardian(s) for Child/Children (under 18)**  please complete section **B** below IN BLOCK CAPITALS

\*If you have ticked boxes A and B, please complete all sections below

I consent to me and/or my child/children/charge(s) under my legal guardianship being filmed/photographed by the Chester Beatty and I understand that these photographs and/or video recordings may be used by the Chester Beatty to support the promotion of the museum and its associated events. I understand that these images and/or video recordings may be used in print and digital media formats including print publications, websites, e-marketing, posters, banners, advertising, film, social media, and for teaching or research purposes.

- I understand that images/video footage published online can be viewed throughout the world and that some countries may not provide the same level of protection to the rights of individuals as EU/Irish legislation provides.
- I understand that some images or recordings may be kept permanently as an archive of the Chester Beatty.

**I have read and understand the conditions and consent to my and/or my child's/charges under my legal guardianship's images/video recordings being used as described.**

<b>A</b>	<b>Print Name (over 18)</b> (adult consent only, no under 18s)	
	<b>Signature (over 18)</b> (adult consent only, no under 18s)	DATE:
<b>B</b>	<b>Print Name &amp; age of child/children/charge(s) under my legal guardianship</b>	1. Age:
		2. Age:
		3. Age:
		4. Age:
	<b>Print Name of Parent or Legal Guardian</b>	
<b>Signature of Parent or Legal Guardian</b>	DATE:	

The Chester Beatty is committed to processing information in accordance with the General Data Protection Regulation (GDPR). The personal data collected on this form will be held securely and will only be used for administrative purposes.

### Your rights

- You have the right to request to see a copy of the information we hold about you and to request corrections or deletions of information that is no longer required.
- At any time, you can ask the Chester Beatty to stop using images or recordings of you or your child/charge(s) under your legal guardianship (the museum will cease to use the images in any future publications and will remove images from online publications where possible, however these images/video recordings may continue to appear in publications already in circulation).

If you have any questions relating to data protection please contact the Chester Beatty's Data Protection Officer, tel: 01 407 0750, email:

[dataprotection@cbl.ie](mailto:dataprotection@cbl.ie).

For further information please see the Irish Data Protection Commissioner's office at <https://www.dataprotection.ie/>

