

Chester Beatty Library

Child Protection and Welfare Policy

2016 - 2020

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1. Chester Beatty Library Child Protection Statement

The Chester Beatty Library offers a varied and popular public programme of lectures, workshops, demonstrations and live performances of music and dance 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 Library is committed to a child-centred approach to 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 Library is committed to upholding the highest possible standards in child protection and shall take all reasonable steps in relation to the safety and welfare of children, young people and vulnerable persons who may be present within its facilities.

The Library will adhere to the *Children First National Guidelines for the Protection and Welfare of Children*¹ by having and implementing child protection policies and procedures.

In order to ensure mutual protection, staff, volunteers, artists, facilitators and other organisations working in the Chester Beatty Library will be made familiar with the Chester Beatty Library's *Child Protection and Welfare Policy* 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).²

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 Library.³ 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.

¹ This policy document has been created in response to the Children First Bill 2014; any updates regarding this Bill will be reflected in the policy.

² For the purposes of this document, unless otherwise stated, 'staff' also includes facilitators and volunteers.

³ In the event of an issue of concern arising Jennifer Siung (Child Protection Liaison Officer) and Derval O'Carroll (Child Protection 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 the 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 Library to ensure adequate levels of supervision and control. The Chester Beatty Library encourages the active involvement of parents/guardians or teachers with their children when participating in activities in the Library. 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.

All Chester Beatty Library staff, volunteers and facilitators will:

- Respect all children equally; respecting differences of ability, culture, religion, ethnicity and sexual orientation.
- Register each child for Silkworm and Teen Clubs or similar events (name, address, phone, special requirements, attendance, and emergency contact).
- Make parents/guardians and teachers aware of the Chester Beatty Library *Child Protection and Welfare Policy* and procedures and keep them informed of any changes in policy.
- Ensure correct ratios are applied to children for events i.e. Silk Worm Club and Chester Beatty's Creative Lab for Teens⁴.
- Silk Worm Club facilitators will wear nametags to ensure that children know who is 'in charge' and available to them⁵.
- Avoid being alone with a child; however, it is recognised there may be unforeseen instances where staff find themselves alone with a child/children. In this case staff 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 message, personal facebook or any other form of social media. Teenage children may wish to receive communication via the Chester Beatty Library update system or emails,

⁴ Current ratios are 3 adults to 20 children (6 to 11 years of age) 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.

⁵ Chester Beatty's Creative Lab for Teens does not use badges; however, the facilitator has a list of names per workshop and encourages participants to get to know each other's names.

in which case their parent/guardian will be informed and be given the option to be cc'd in on this communication.

- Be obliged to report to the Designated Liaison Person or Deputy Designated Person any breach by a colleague of this *Child Protection and Welfare Policy*.
- Make children aware that it is ok to report any concerns and encourage them to do so.

In their communication with children, staff 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.
- Chester Beatty Library staff, facilitators and 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 Library to encourage parents/guardian/teacher to bring a child/children to the bathroom *prior* to any workshop or tour.
- If a child/children need to be accompanied to the bathroom, the accompanying adult will ensure that the relevant staff member is notified when they leave and return.
- For children with physical disabilities it is advised to ask the parent/guardian look after visits to the toilet.
- Observe appropriate dress.

Physical: Inappropriate

- There should be no unnecessary physical contact between a staff, facilitator or volunteer and a child although there are at times when, for example, placing a hand on a distressed child's shoulder to comfort him/her 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 attendant staff should be contacted immediately. In such circumstances do not physically restrain a child or isolate them 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

- Approach the child.
- Speak calmly to them and explain who you are.
- Lead (but do not touch) the child to the nearest Attendant Staff with a radio.
- The Attendant Staff will radio through to the Front Desk and Galleries in order to locate the parent/guardian.

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

The following guidelines help ensure the Chester Beatty Library uses images in ways that protect the identity of and 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 Library 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 1: Parental/Guardian Consent Form*).
- 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 (e.g., an award, performance, achievement) for which consent has been given.
- 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 Library's image server, access is restricted to the Education Staff.
- Images will only be passed to third parties following prior agreement by the parent/guardian.

5. Health and Safety

The Chester Beatty Library has developed a *Safety Statement* (see *Appendix 2*). Staff, facilitators and volunteers should be familiar with this and with the Chester Beatty Library's First Aid procedures,⁶ and should also be aware of the designated Safety Officers.

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.

The Chester Beatty Library has an effective and established accident investigation procedure and complies with the Health and Safety Authority requirements.

Accidents/incidents must be recorded in the *Accident Book*, located in the Security Control Room.

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

The Chester Beatty Library will ensure that Library staff, facilitators and volunteers are carefully selected, trained and supervised to provide a safe learning and creative environment for all children. The Library's recruitment and selection policy procedures ensure, as much as possible, the safety and protection of children. All staff, facilitators and volunteers are required to consent to Garda/Police vetting as part of the Child Protection and Welfare Policy and no person who would be deemed to constitute a 'risk' will be employed.⁷ The Chester Beatty Library has an equal opportunities policy.

⁶ The Front Desk is the main first aid point, where possible only staff members trained in first aid should administer first aid.

⁷ Ref: Childcare Act, 1991 - Some of the exclusions would include: any child-related convictions, refusal to sign application/declaration form, insufficient documentary evidence of identification, concealing information of one's suitability for working with children.

7. Garda Vetting

The Chester Beatty Library will ensure that all staff, facilitators and volunteers who work with children and vulnerable adults will be Garda Vetted in compliance with the *Children and Vulnerable Persons Act, 2012* and renewed every 3-5 years.⁸ This is managed by the Designated Liaison Person. All new staff, facilitators and volunteers working with children are required to complete a *Declaration Form* (see *Appendix 3*).

8. Training and safe management of staff, facilitators and volunteers

To ensure awareness and understanding of *Child Protection and Welfare Policy*, the Chester Beatty Library provides training for all staff, facilitators and volunteers at all levels of the organisation, as part of the 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

9. Recognising, recording and reporting child protection issues

All allegations of abuse will be taken seriously and will be acted on as soon as possible, following the guidelines on recognising, recording and reporting child protection issues (Please refer to *Appendix 4*).

Child protection issues can be categorised into four different types:

- Neglect
- Emotional abuse
- Physical abuse
- Sexual abuse

A suspicion, which is not supported by any objective signs or abuse, would not constitute reasonable grounds for concern. If in doubt, discuss with the Designated Liaison Person, who in turn may liaise with the Child and Family Agency and/or An Garda Síochána.

10. How to Deal with a Disclosure of Abuse by a Child/Young Person

- Stay calm and listen to the child/young person, allow them enough time to say what s/he needs to say.
- Don't use leading questions or prompt details.
- Reassure the child/young person but do not promise to keep anything secret.

⁸ Please note: staff, facilitators and volunteers originating from outside the Republic of Ireland cannot be Garda vetted under the current Act.

- 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).
- Follow procedure for recording and reporting a concern (See *Appendix 4*).

11. Confidentiality

The Chester Beatty Library is committed to ensuring the rights to confidentiality and all staff members, 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 the Child and Family Agency, unless doing so could put the child at further risk.

List of Appendices:

- Appendix 1: Parental/Guardian Consent Form
- Appendix 2: Safety Statement
- Appendix 3: Declaration Form Child Protection
- Appendix 4: Recognising, recording and reporting a concern
- Appendix 5: Incident report form for incidents/allegations/suspicious involving children
- Appendix 5a: Child and Family Agency Standard Report Form
- Appendix 6: Useful Contact Details
- Appendix 7: Key Reference Documents

Approval/Revision History

This Child Protection and Welfare Policy is version 1, issued in April 2015 and formally approved by the Trustees on 11 November 2015. This policy will be reviewed on an annual basis by the Head of Education and a full revision will take place every three years.

Date	Revision Description	Rev. Change
11/11/2015	Formal approval given by Trustees, following full review of the policy by the Trustees Working Group.	1.0