



CHILD PROTECTION POLICY AND PROCEDURES

1. Document Management

Original Issue Date: 1st October 2007

Annual reviews take place.

Next Review Date: January 2012

Signed by the Chairman as agreed on behalf of the Board of Trustees:

[NAME]

Date

It is the policy of An Grianán Theatre that all members of staff be conversant with the contents of the Child Protection Policy. For new members of staff this will form part of their induction training. The document includes policies in relation to Child Protection as follows:

- Code of behaviour for all staff
- Reporting of suspected or disclosed abuse
- Confidentiality
- Recruitment and Selection of Staff
- Managing and Supervision of Staff
- Involvement of Primary carers
- Staff Allegations
- Complaints and Comments
- Incidents and accidents

The Child Protection Policy for An Grianán Theatre will be monitored and managed by the Designated Officer [NAME] in association with the Theatre Director, [NAME].

2. Guiding Principle

An Grianán Theatre is fully committed to safeguarding the welfare of children by protecting them from physical, sexual and emotional harm. An Grianán Theatre encourages in its employees positive behaviour which reflects the child centred ethos of the organisation. Specifically it encourages:

- Listening to children
- Valuing and respecting children as individuals
- Involving children in decision making, as appropriate
- Encouraging and praising children

3. Definition of a Child

For the purposes of this policy a ‘child’ is a person who is under the 18 years of age excluding a person who is or has been married.¹

4. Definitions of Child Abuse

Within the “Children First” guidelines “Harm can be defined as the ill treatment or the impairment of the health or development of a child”.² Child abuse is generally described under the following headings:

Neglect

Neglect can be defined in terms of omission, where a child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, medical care, attachment to and affection from adults. The threshold of significant harm is reached when the child’s needs are neglected to the extent that his or her well-being and/or development are severely affected.

Physical

Physical abuse is any form of non- accidental injury that results from wilful or neglectful failure to protect a child.

Sexual

Sexual abuse occurs when a child is used by another person for his/her gratification or sexual arousal or for that of others.

Emotional

Emotional abuse occurs when a child’s need for affection, approval, consistency and security are not met. Emotional abuse is normally to be found in the relationship between a caregiver and a child rather than in a specific event or pattern of events.

¹ Child Care Act 1991

² Children First National Guidelines for the Protection and Welfare of Children 1999

Other Forms of Abuse

While child abuse has been described under the four headings of Neglect, Emotional Abuse, Physical Abuse and Sexual Abuse due consideration should also be given to instances of bullying, organised Abuse and Peer Abuse.

Bullying

Bullying can be defined as repeated aggression, verbal, psychological or physical, which is conducted by an individual or group against others.³

Verbal Sectarian/racist remarks, name calling, destructive criticism, Derogatory remarks

Psychological: Exclusion, spreading rumours, favouritism

Physical: Hitting, kicking, theft

Organised Abuse

Organised abuse occurs when one person systematically entraps children for abusive purposes (mainly sexual) or when two or more adults conspire to similarly abuse children using inducements.

Peer Abuse

Peer abuse is the abuse of a young person/child by another young person/child and should be considered as serious as the other forms of abuse listed.

5. Abuse Indicators

It is important to stress that no one indicator should be seen as conclusive in itself of abuse; it may indeed indicate conditions other than child abuse. A cluster or pattern of signs is likely to be more indicative of abuse. Signs must be considered in the child's social and family context. It is important to be always open to alternative explanations for physical or behavioural signs. (See appendix two for grounds for reasonable concern)

6. Responding to Disclosures and Standard Reporting Procedures**6.1 Responsibility to report suspected or actual child abuse**

An employee who knows or suspects that a young person has been or is at risk of being harmed has a duty to convey this concern to a Designated Child Protection Officer, who will report the information to the Health Board. The Health Board will, in turn, report to the Gardai. In an emergency a report should be made directly to An Garda Síochána.

An Grianán Theatre's Designated Child Protection Officer: [NAME]

Contact Telephone:

Deputy Designated Person: [NAME]

Contact Telephone:

³ Children First National Guidelines for the Protection and Welfare of Children 1999.

The Designated Child Protection Officer and Theatre Director will ensure all staff:

- Are familiar with the Child Protection Policy.
- Aware of their obligations within the policy.
- Aware of internal line management reporting procedures.

Employees should also be aware of the appropriate authorities to which they should report outside the organisation if they are inhibited for any reason in reporting the incident internally or where they are dissatisfied with the internal response.

6.2 Reasonable Grounds for Concern

The statutory authority should always be informed when a person has reasonable grounds for concern that a child may have been abused, or is being abused, or is at risk of abuse.

The following examples would constitute reasonable grounds for concern:

- Specific indication from the child that s/he was abused
- An account by the person who saw the child being abused
- Evidence such as 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
- Consistent indication, over a period of time, that a child is suffering from emotional or physical neglect

6.3 How to respond when a young person / child makes a disclosure to you.

An Grianán Theatre provides an environment, which encourages security, confidence, and trust that thereby, enables young people to share their concerns. It is important that a child who discloses abuse feels supported and facilitated. Any negative feelings that the child may have must not be increased by the kind of response, which the disclosure elicits. A child who divulges an incident of abuse to an employee makes a profound act of trust and must be treated with respect, sensitivity and care.

When a child makes a disclosure an employee should:

- React calmly, as over-reacting may alarm the young person and compound feelings of anxiety and guilt.
- Listen carefully and attentively: take the person seriously.
- Reassure the young person that they have taken the right action in telling you about the abuse.
- Do not make false promises, particularly regarding secrecy.
- Do not ask the young person to repeat the story unnecessarily.

- Ask questions only for the purpose of clarification. Be supportive, but do not ask leading questions or seek intimate details beyond those volunteered by the child; Health Board staff or members of An Garda Síochána will if necessary, carry out detailed interviews.
- Check with the young person to ensure that what has been heard and understood by you is accurate.
- Do not express any opinions about the alleged abuser.
- Record the conversation as soon as possible and in as much detail as possible on the Incident Report Form. Sign and date the form.
- Explain and ensure that the young person understands the procedures, which will follow.
- Pass the information to the Designated Child Protection Officer, who will in turn report it to the Statutory Authorities for investigation.
- Treat the information confidentially, sharing it only with persons who have a right to hear it.

7. Importance of Confidentiality

Confidentiality is about managing sensitive information that arises in a trusting relationship and doing so in a manner that is respectful, professional and purposeful. Anyone disclosing information needs to know in advance the limits of confidentiality and the responsibilities attached.

In matters of child abuse an employee can never promise to keep secret any information that is divulged. An employee should explain to the young person disclosing why s/he intends to do with it. Every effort should be made to get the young person to understand this strategy and consent to it.

All information regarding concern or assessment of child abuse should be shared on “a need to know” basis in the best interest of the child. The giving of information to relevant others, for the protection of the child, is not a breach of confidentiality. It must be clearly understood that information, which is gathered for one purpose, must not be used for another without consulting the person who provided that information.

Parents/Carers have a right to know if personal information is being shared and/or a report is being made to the HSE (unless doing so might put the child at further risk)

Records are kept in a lockable filing cabinet in the Director’s Office, in the theatre. Access can only be attained through the Designated Officer or the Theatre Director.

8. Reporting Child Abuse

If child abuse is suspected or alleged:

An employee must report the child abuse concerns to An Grianán Theatre’s Designated Child Protection Officer.

The Designated Child Protection Officer should make a report to the Health Board in person, by telephone or in writing with out delay.

If a third person (party) makes the report (e.g. Designated Child Protection Officer), it is likely that the duty care social worker will wish to speak to the person who first witnessed the incident, received the disclosure or felt concerned.

In the event of an emergency or the non-availability of a Health Board staff member, the report should be made to the Gardai. This may be done at any Garda Station.

If it is considered that it would not put the child at further risk then the designated officer will inform the child's parent or guardian that a report has been made to the HSE.

8.1 Reporting procedures if you suspect child abuse

Internal Reporting Structures

Young person makes a disclosure



Employee/or if an employee has a concern



Designated Child Protection Officer → Theatre Director



Theatre Director



External Reporting Structures

Designated Child Protection Officer



Health Board

Or

An Garda Síochána

(See Appendix Four for contact details for Social Workers and Gardai and Appendix Five for Standard Form for Reporting Child Protection and/or Welfare Concerns to be used by Designated Child Protection Officer)

8.2 Protection for Reporting Child Abuse

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse “reasonably and in good faith” to the Health Board or An Garda Síochána. This means that even if a reported suspicion of child abuse proves unfounded, a plaintiff who took an action would have to prove that the reporter had not acted reasonably and in good faith in making the report.

This protection applies to organisations and to individuals. It is considered therefore that organisations should assume full responsibility for reporting suspected child abuse to the appropriate authorities. Designated Child Protection Officers, as per An Grianán Theatre’s Child Protection Policy should make reports to Health Boards and to the Gardai.

8.3 When a case is not reported to the Health Board or Gardai

In a situation where the organisation decides not to report concerns to the Health Board or An Garda Síochána, the Designated Child Protection Officer should give the employee who raised the concern a clear written statement of the reasons why the organisation is not taking action. The employee should be advised that, if s/he remains concerned about the situation, s/he is free to consult with, or report to, the Health Board or An Garda Síochána. The provisions of the Protections for Person Reporting Child Abuse Act, 1998 apply once they report “reasonable and in good faith”.

8.4 Incident/Accident Report Form

The Incident Report Form must be completed when a staff member witnesses or is involved in an incident with a child/young person during working hours (see Appendix Three). All incidents involving children should be documented. Something that may seem trivial at the time may prove to be important at a later date.

An incident can vary from the situation of a child not being collected by their parent/guardian on a regular basis to witnessing an adult acting inappropriately with a child/young person.

Staff should inform their direct supervisor of all incidents.

Incident Report Forms are confidential and should not be discussed in an open forum. Completed Incident Report Forms should be filed safely and should not be available for viewing by other members of staff. The forms are filed in the Director’s Office in a file left for that purpose.

In the event of continuous incidents, the supervisor/manager should follow the reporting procedures for suspected child abuse.

9. Allegations of Abuse Against Employees and Peer Abuse

9.1 Reporting procedures if a complaint or allegation is made against an employee

The following reporting procedures, should be adhered to if an allegation is made against an employee by a child or another employee.

This should be reported to the Theatre Director or the Deputy Designated Child Protection Officer, Mrs Anne Magowan who is a member of the theatre's Board of Directors.

Depending on the seriousness of the incident involved, or the manner in which the incident has come to light, eg. Direct witnessing or indirect reporting, the staff member will be informed of the complaint made against them if it does not pose any further risk to the child. Each incident will be dealt with on its own merits

Reporting Procedure

Employee who received allegation

↓

Deputy Designated Child Protection Officer
[NAME] → Health Board

↓

Theatre Director

9.2 Disciplinary Procedure and Corrective Action Process

Disciplinary and Corrective Action process and procedures are necessary in all work areas for promoting fairness and order in the treatment of individuals and in the conduct of industrial relations. They also assist the organisation to operate effectively. Rules and set standards of conduct at work aided by control procedures help to ensure that standards are adhered to and also provide a fair method of dealing with alleged failures to observe them.

The importance of Disciplinary and Corrective Action Process and procedures has also been recognised by the law relating to dismissals, since the grounds for dismissal and the way in which the dismissal has been handled can be challenged before an Industrial Tribunal.

An Grianán Theatre, Letterkenny provides the necessary training, information and procedures, and through these expects high standards of care in relation to Child

Protection issues from all staff and freelance operators. The organisation is interested in ensuring that everyone gets a fair opportunity to rectify any problems identified.

Any case of gross infringement of the Child Protection Policy or failure to observe the Codes of Behaviour will be viewed very seriously by the management and may warrant instant dismissal. In most other cases, the situation will be discussed and the employee or freelance artist will be warned of any shortcomings and given a reasonable opportunity to put them right. The following basic procedure will be used.

Stages of the Corrective Action Process

Stage1 Verbal Warning

The Director, in consultation with the Designated Officer, will warn the employee or contractor verbally of the specific incident, which infringes the in house Child Protection Policy, and advise on the required improvements and the specified time frame. The Director will clearly state that this is a first stage warning. The Director will note that the verbal warning has been given.

Stage 2 Written Warning

Where the employee does not make improvements within the agreed time frame to the required standards, the Director, in consultation with the Designated Officer, will issue a second Written Warning. The employee will be advised that a final written warning and or suspension will follow if the required standard of work or conduct is not attained within a specific time.

Stage 3 Final Written Warning and or Suspension

If no improvements are forthcoming, the employee will be issued with a final written warning by the Director, in consultation with the Designated Officer, identifying the fact that the required improvements have not taken place to the organisation's satisfaction. The written warning will make it very clear that the employee's may be terminated if his/her conduct or performance does not improve to the stated level required within a given time period.

Stage 4 Dismissal

If the conduct or performance of the employee does not improve to the required standard following Stage 3, they may then face dismissal or be suspended with pay pending further investigation. After the facts have been ascertained, the employee may be reinstated or dismissed. The Director will undertake this action, in consultation with the Department Manager.

Note 1 At all stages of the disciplinary process, an employee or contractor on being warned may request to be accompanied by a fellow employee or representative or the contractor if the employee works for the contractor.

Note 2 Any employee who wishes may appeal against any stage of the corrective action process provided it is done within one week of the warning and completed through the organisation grievance procedure.

Note 3 An Grianán Theatre Management have a sincere interest in your health and safety and in seeing that you are treated with consideration and fairness and would like to know about your safety problems in advance. They will be delighted to talk over a problem with you to prevent the need for disciplinary and corrective action process and procedures.

9.3 Procedures to be followed where an allegation is made against another young person

If an allegation is made against a young person it should be considered a child protection issue for all the children/young people involved and the child protection procedures should be adhered to for both the victim and the alleged abuser.

The standard reporting procedures should be followed, and advice sought from the statutory authorities with regard to informing the parents/carers/guardians of the young people concerned.

10. Responsibilities of Organisation and Employees

10.1 An Grianán Theatre's Responsibility

The Designated Child Protection Officer and Theatre Director will ensure all staff and freelance practitioners:

- Are familiar with the Child Protection Policy.
- Aware of their obligations within the policy.
- Aware of internal line management reporting procedures.

Employees should also be aware of the appropriate authorities to whom they should report outside the organisation if they are inhibited for any reason in reporting the incident internally or where they are dissatisfied with the internal response.

The Child Protection Policy will be managed through staff training and supervision. The Community Employment Supervisor in association with the Designated Officer will supervise staff working directly with children. All new members of staff will be trained in the Child Protection Policy as part of their induction training.

All members of staff working directly with children will undertake child protection training from an accredited organisation as appropriate.

The designated officer and the theatre director will review and amend the contents of the Child Protection Policy, Procedures and work practises at least once annually or as appropriate to current best practise and/or legislative changes.

10.2 Involvement of Primary Carers

Primary Carers are required to leave their child at the theatre in time for activities and to pick them up from the theatre promptly once the activity is ended.

The theatre will inform Primary Carer's of the Child Protection Policy by publishing the policy on the web page and through direct written communications such as consent forms. Copies of the Child Protection Policy will also be made available to primary carer at the theatre' box office/reception area.

The theatre will endeavour to give the primary carers as much information as possible about the activities which are on offer through such as dance drama, singing classes which their children may be participating in.

Parental Consent Forms are required for all children participating in An Grianán Theatre's activities.

10.3 Rights of Children and young people

Remember that employees have a responsibility to protect and promote children's/young peoples' rights by:

- Treating them with dignity, sensitivity and respect
- Making sure that children/young people knows An Grianán Theatre's code of behaviour
- Encouraging children to be safe
- Never favouring one child or children over others
- Sensitively ensuring that children know about the child protection policy
- Giving written information about the organisation to children and their parents/carers
- Knowing about the principles and practices of child protection including their legal duties
- Never engaging in sexually provocative games or making suggestive comments
- Respecting children's privacy in bathrooms or changing rooms
- Always responding to complaints or allegations
- Helping children realise the difference between confidentiality and secrecy
- Being sensitive to the fact that some children are more vulnerable and have special needs
- Never using physical punishment with children

10.4 Codes of behaviour between employees and children

An Grianán Theatre is fully committed to safeguarding the welfare of children by protecting them from physical, sexual and emotional harm. An Grianán Theatre encourages in its employees positive behaviour which reflects the child centred ethos of the organisation. Specifically it encourages:

- Listening to children
- Valuing and respecting children as individuals
- Involving children in decision making, as appropriate
- Encouraging and praising children

All An Grianán Theatre employees should adhere to a code of behaviour between employees and children, to avoid the possibility of misunderstanding, or the potential for allegations of misconduct. The Code of Behaviour should include the following:

- Employees should be sensitive to the risks involved in participating in contact sports or other activities
- While physical contact is a valid way of comforting, reassuring and showing concern for children, it should only take place when it is acceptable to all person concerned.
- Employees should never physically punish or be in any way verbally abusive to a child, nor should they tell jokes of a sexual nature in the presence of children.
- Employees should be sensitive to the possibility of developing favouritism, or becoming over involved or spending a great deal of time with any one child.
- Children should be encouraged to report cases of bullying to either a Designated Child Protection Officer, or an employee of their choice.
- Everyone involved in the organisation should respect the personal space, safety and privacy of individuals.
- It is not recommended that employees give lift in their cars to individual young people, specially for long journeys

This code of behaviour will be managed through staff training and supervision. The Community Employment Supervisor in association with the Designated Officer will supervise staff working directly with children.

11. Recruitment of Staff

An Grianán Theatre has a moral obligation to provide children and young people with the highest possible standard of care in order to promote their well – being and safeguard them from harm.

The following recruitment procedures will be adhered to:

11.1 Contract of Employment

A commitment to adhere to the organisation’s Child Protection Policy must form part of employees’ written contract of employment.

11.2 Declaration:

All applicants are required to sign a declaration stating that they have no convictions or cases pending against them relating to child protection or alternatively, all applicants must sign a declaration stating any convictions or cases pending against them relating to child protection. No candidate who would be deemed to be a risk to children will be employed. Any candidate with previous convictions involving violent or sex crime would be deemed ineligible for employment

11.3 References:

An applicant should be expected to supply the names of two referees (not family members) who will testify as to their character and their suitability to the role. At least one referee should have first hand knowledge of the applicant’s previous work with children/young people. All references should be requested in writing using a reference check form. They should also be verbally confirmed with referee.

11.4 Employment of Facilitators

All such persons engaged by the theatre to provide arts/theatre services to children/young people should be provided with a copy of the Child Protection Policy in advance and made aware of the sections specifically relevant to them. Each contract of employment would be subject to a six-month probationary period and review.

11. Garda Vetting

All staff will be required to consent to Garda vetting. When this is available to arts organisations, An Grianán Theatre will implement this policy.

12. Complaints Procedure

Complaints procedures for issues in relation to children, primary cares and staff are as follows:

Complainant



Duty Manager or relevant member of staff eg. Box office



Theatre Director

The Theatre Director [NAME - TEL] has responsibility for dealing with all serious complaints. When the complaint is made to a member of staff on duty, they will endeavour to deal with the complaint as swiftly as possible. All complainants will be invited to make their complaint in writing to the Theatre Director if the Duty Manager in situ does not give them satisfaction.

All complaints will be relayed as soon as possible to the Theatre Director by telephone or via email. All complaints will be responded to within 14 days.

Depending on the nature of the complaint the Theatre Director will deal with the complainant directly or through liaison with the Theatre's Board of Director's or any statutory body as appropriate.

13. Accidents Procedure

There are four reasons why every accident should be investigated and reported, no matter how minor the injury, even where in a situation there is no injury but a near miss or property damage.

- A claim for compensation and possible litigation might ensue, in particular, where an apparently minor injury deteriorates.
- A prosecution by the Health and Safety Authority might ensue if the organisation or individual within the organisation fails to report a lost time injury (3 days or more absence from work after the day of the accident)
- Every accident affords an opportunity to improve safety by correcting some deficiency, eliminate the hazard and prevent a recurrence.
- By analysing accident trends, we can identify our weakness and put priority corrective action in place and improve safety awareness by training. This can be completed on a systematic basis.

Definition of Injury Classes

Level 1 Incident/ Accident

Any situation which causes a near miss incident with no human injury, which may or may not cause property damage.

Level 2 Minor First Aid Accident (In House)

Any injury reported to management, not major in nature and on completion of the First Aid treatment, the employee returns to his or her regular job or the customer leaves with no additional loss of time or function.

Level 3 Medical Treatment Accident (External)

Any injury requiring medical attention beyond that of a First Aider, which will be administered outside the site i.e. hospital visit or doctor surgical treatment and the employee returns to his or her regular job with no additional loss of time or function, or the customer returns home.

Level 4 Reportable Lost Time Accident

Any incident or injury which causes the employee to miss his or her regular shift for 3 consecutive days or more after the day of the injury and where there is a total recovery in time, with no long term effects.

This is a H.S.A. reportable accident

Level 5 Serious Loss Time Accident

Any accident or injury which causes the employee to miss his or her regular shift for long periods and in which there is a loss of limb, eye, permanent disability or fatality.

This is a H.S.A. reportable accident

An Grianán Theatre Staff with First Aid Training

| | | |
|--------------|-----------------------|--------------|
| First Aider | [NAME] | [TEL] |
| First Aider | [NAME] | [TEL] |
| First Aider | [NAME] | [TEL] |
| H.S.A Office | Hogan Place, Dublin 2 | 1890 289 389 |

Position of First Aid Kits

1. Box Office - Ground Floor
2. Kitchen Store – Ground Floor
3. Upstage Left – First Floor
4. Green Room – First Floor

Reporting and Investigation Procedure

All accidents/incidents to persons, whether or not in the immediate employment of the organisation, however slight, must be reported to the Technical Manager or The Director and recorded on the appropriate accident form. Appendix 3.

All notification of accidents or dangerous occurrences to the enforcement authority (Health and Safety Authority) will be completed by the Technical Manager on Form IR1 or IR3 (or through www.hsa.ie). This is a legal requirement if a person is away from their place of work for 3 consecutive days or more after the day of the accident.

Upon notification of an accident, the Technical Manager or Director must go immediately to the scene of the accident, bringing an injury and accident form to record details.

Ensure that first aid treatment has been given and that outside medical assistance has been summoned (doctor or ambulance), where necessary, or if in any doubt.

Liaise with the medical persons in determining the extent of the injury and the treatment administered. Determine whether a camera is necessary – if so, send a member of staff to get one and photograph the scene from several angles and get both close-up and general shots to give a full picture of the scene. Record and number the photographs.

Get brief details of the incident down on paper, keeping in mind the questions, WHEN, WHERE, HOW (the accident happened), WHO (was involved), WHAT (equipment, goods, work were involved), WHAT (conditions prevailed underfoot, weather, lighting etc.), HOW (did the accident occur), WHY (did the accident occur).

Interview any witnesses to the accident including, where appropriate the injured person him or herself to assist in the investigation. At this point, it is not vital to take written statements, these can be completed later.

When the preliminary investigation is completed, do whatever is necessary to restore the conditions to normal. However, if the injury is serious, it may be advisable to leave the area undisturbed, until the Health and Safety Inspector visits. This is a legal requirement in fatal injury cases. This may call for a cordon to be thrown around the immediate area – use traffic cones, barrier tape or similar.

Complete the accident form by determining the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence.

The following persons should sign off the accident form:

- Investigating staff member: Technical Manager or Director
- First Aider (if one is available)
- Injured Person unless significant injury has occurred

Appendix One

Recognising child abuse: Possible indicators of child abuse

Physical

Frequent bruising, fractures, cuts, burns and other injuries
Torn clothing
Signs of neglect e.g. dirty, underfed
Failure to thrive
Genital injuries or soreness
Haemorrhages (retinal, subdural)
Sexually transmitted diseases
Pregnancy

Emotional

Unreasonable mood and/or behaviour changes
Aggression, withdrawal or an 'I don't care attitude'
Lack of attachment
Depression or suicide attempts
Persistent nightmares, disturbed sleep, bedwetting, reluctance to go to bed
Fear of or the idealisation of a parent, family member, baby sitter
Fear of the dark
Panic attacks

Behavioural

Over affectionate or inappropriate sexual behaviour or knowledge given the child's age - often demonstrated in language, play or drawings
Fondling or exposure of genital areas, open masturbation
Sexually aggressive behaviour with others
Hints about sexual activity
Unusual reluctance to join in normal activities which involve undressing, e.g. games/swimming
Strong dislike of physical contact
Prostitution – giving sexual favours in return for gifts or money
Changes in normal behaviour for the person in question
Unwillingness to participate in certain activities or go to particular places (that once may have been linked) e.g. school, youth groups, and swimming pool
Running away from home or avoiding school
Separation anxiety
Isolation
Tiredness and poor concentration
Unexplained display of wealth or gifts (bribes) or a constant shortage of money and loss of good equipment/cloths/shoes (taken by bullies)

Illness

Eating disorders such as overeating or anorexia

Skin disorders

Obsessive washing

Psychosomatic disorders

Some signs are more indicative of abuse than others. These include:

Disclosure of abuse and neglect by a child or young person:

Age-inappropriate or abnormal sexual play or knowledge

Specific injuries or patterns of injuries:

Running away from home or a care situation

Attempted suicide

Under-age pregnancy or sexually transmitted disease

Appendix Two**Reasonable Grounds for Concern**

The statutory authority should always be informed when a person has reasonable grounds for concern that a child may have been abused, or is being abused, or is at risk of abuse.

The following examples would constitute reasonable grounds for concern:

- Specific indication from the child that s/he was abused
- An account by the person who saw the child being abused
- Evidence such as 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
- Consistent indication, over a period of time, that a child is suffering from emotional or physical neglect

Appendix 3**Accident/ Incident Report**

All Incident forms must be printed and returned to The Designated Officer or The Technical Manager as appropriate.

Name of person involved:

Person who reported the Incident :

Location where the incident occurred:

Date of Incident:

Show/Event Name:

Date incident was reported:

Person to whom incident was reported :

Details of incident (please be as detailed as possible)

Signed

Appendix 4**Contact Telephone Numbers****NORTH WESTERN HEALTH BOARD****AREA CHILD CARE MANAGER**

| Area | Address | Phone | Fax |
|----------------|--------------------|--------------|------------|
| Donegal | Bally Bofey | | |

AREA SOCIAL WORK MANAGER

| Area | Address | Phone | Fax |
|----------------|--------------------------------------|--------------|------------|
| Donegal | County Clinic Letterkenny | | |

Appendix 5**An Grianán Theatre Form
For Reporting Child Protection and Welfare Concerns to a Health
Board**

1. Date of Report:
2. Name of person reporting:
3. Address of person reporting:
4. Relationship of reporting person with the child concerned:
5. Method of Report (telephone call, personal call to office):
6. FAMILY DETAILS
Details of child concerned

Surname:

Forename:

D.O.B.:

Male/Female:

Alias (known as):

Address:

Correspondence address (if different):

Telephone number:

7. State whether you consider your report to indicate (a) suspected or actual child abuse or (b) need for family support, giving reasons.

| | Physical abuse | Sexual abuse | Emotional abuse | Neglect |
|-----------|-----------------------|---------------------|------------------------|----------------|
| Suspected | | | | |
| Actual | | | | |

8. Details of other family members/household members.

| NAME | AGE | RELATIONSHIP TO CHILD | EMPLOYMENT/ SCHOOL | LOCATION |
|------|-----|--------------------------|-----------------------|----------|
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In cases of emergency, or outside health board hours, reports should be made to An Garda Síochána.