

Section 4.11 Guidelines for YOUTH THEATRE IRELAND projects involving youth theatre groups and groups from other youth work organisations

YOUTH THEATRE IRELAND organises a number of projects that involve collaboration with youth theatres and other youth groups. This policy relates to those collaborative projects that involve the participation of groups of young people. In the case of these types of collaborations, it is important to have a clear understanding of the roles and the responsibilities of both YOUTH THEATRE IRELAND and the other groups involved. The policy is based on the understanding that collaborating groups have policies, such as Child Protection policies, that reflect accepted best practice.

While YOUTH THEATRE IRELAND has put the following guidelines in place as a framework for these kinds of projects, we are cognisant of the importance of having open dialogue around the particulars of each project. There are a multitude of scenarios that can occur within any particular project and it is impossible to legislate in advance for each possible scenario. As with every aspect of the work of YOUTH THEATRE IRELAND, the overriding principle to be followed in all situations is the wellbeing of the young person will always be the most important consideration.

General

1. For any YOUTH THEATRE IRELAND project that involves the participation of a group of young people from a youth theatre or other organisation, the youth theatre/organisation must provide their own leaders. These leaders are responsible for the young people in their group. Depending on the nature of the project, there may be specific requirements in relation to leaders. For example, organisations should provide 2 leaders aged over 21 for residential projects.
2. The youth theatre's/organisation's own procedures/policies should be followed in matters that affect a youth theatre's/organisation's own group and that do not affect or involve young people from other groups.
3. YOUTH THEATRE IRELAND's policy and procedures will be followed if an issue or concern arises under the following circumstances:
 - during a YOUTH THEATRE IRELAND-led activity
 - involves a YOUTH THEATRE IRELAND staff member/volunteer
 - involves a freelance practitioner whose services have been engaged by YOUTH THEATRE IRELAND
4. While each group participating can have their own rules in relation to internal matters, leaders and young people from different groups must be willing to agree shared rules on matters that affect all groups. This could be agreeing a group

contract, rules around acceptable behaviour during activities, or lights-out times in the case of a residential project.

5. A Code of Behaviour for Leaders should be agreed. Depending on the nature of the project, this may be drafted by YOUTH THEATRE IRELAND and circulated in advance or may be created in collaboration between all leaders at the start of a project.
6. Depending on the nature of the project, a Code of Conduct for young people may be circulated in advance or a Group Contract drafted with participants on commencement of the project.
7. While YOUTH THEATRE IRELAND has Public Liability Insurance in place, each group should ensure that they have adequate insurance to cover their participation in the project.

Welfare/Child Protection

8. The leaders from the youth theatre/other organisation are responsible for getting the group to and from the project location.
9. All leaders involved in a YOUTH THEATRE IRELAND project should have been recruited in line with best practice guidelines and should have completed the garda vetting process. Youth theatres/ organisations should only send leaders about whom they do not have child protection concerns. Leaders should also have completed child protection training.
10. Youth theatres/organisations should ensure that they have parental consent for the young person's participation in the project and that they have given permission for the information to be passed on to YOUTH THEATRE IRELAND. Relevant information pertaining to medical, dietary or special needs of the participants should be provided to YOUTH THEATRE IRELAND well in advance of the project beginning. Where leaders of other groups will have a supervisory role over young people from another group, relevant information pertaining to the young people will be shared on a need to know basis. Any sensitive personal data will be managed in line with YOUTH THEATRE IRELAND's Confidentiality Policy.
11. YOUTH THEATRE IRELAND has a no tolerance approach to bullying. Any instance of bullying involving young people from the same group should be managed in line with that group's policy. Any instance involving a young person from another group

will be managed in line with YOUTH THEATRE IRELAND's anti-bullying policy, in collaboration with the leaders of the groups of the young people in question.

12. Photographs/video footage of young people aged under-18 should only be taken if parental consent has been received in advance. If images/footage involve young people from one youth theatre/organisation and are being used by that youth theatre/organisation, they should be managed in line with that their own policy and procedures. If a youth theatre/organisation is using images/footage of young people from other groups or a mix of groups, they should follow YOUTH THEATRE IRELAND's policy. If young people from more than one group are represented in images/footage, they should be managed in line with YOUTH THEATRE IRELAND's policy.
13. Should any leader have a child protection concern or receive a disclosure of abuse during an YOUTH THEATRE IRELAND event in relation to a young person in their own group, they should follow their own organisations reporting procedures. There may be circumstances when the YOUTH THEATRE IRELAND Designated Liaison Person should also be informed. For example, if the concern relates to a leader from another group or YOUTH THEATRE IRELAND representative or in any circumstance where other young people involved in the project may be at risk. If the concern/disclosure relates to a young person from another group, they should inform YOUTH THEATRE IRELAND's Designated Liaison Person and YOUTH THEATRE IRELAND's policy and procedures will be followed.
14. YOUTH THEATRE IRELAND's Designated Liaison Person or the Director of YOUTH THEATRE IRELAND should be informed of any allegation made that relates to an YOUTH THEATRE IRELAND project. If an allegation of abuse is made against a leader from any group during a YOUTH THEATRE IRELAND event, YOUTH THEATRE IRELAND's reporting procedures in relation to the alleged victim should be followed. While the youth theatre's/organisation's own policy should be followed in regard to any employment/disciplinary issues with regard to the leader, YOUTH THEATRE IRELAND and the alleged perpetrator's own youth theatre/organisation should collaborate on liaising with the statutory authorities. The criminal dimension of any allegation will not be ignored. YOUTH THEATRE IRELAND recognises the necessity of cooperation between itself, the statutory authorities and any other groups involved in such circumstances. Guidance may be sought from Tusla /An Gardaí Síochána about the best way to proceed.

15. YOUTH THEATRE IRELAND recognises the extremely sensitive nature of allegations of peer abuse and will seek advice from the statutory authorities should this kind of allegation arise during a project. The need for cooperation and sensitivity from group leaders of the young people involved is essential. YOUTH THEATRE IRELAND will seek advice from the statutory authorities on the best way to manage an allegation of this type and will consider it a child protection issue for all young people under 18 involved.
16. Any phone, email or online communications between a leader and a young person involved in a YOUTH THEATRE IRELAND project should be safe and responsible. Leaders when communicating with young people from their own group should follow their own policy and procedures. Otherwise YOUTH THEATRE IRELAND's policy and procedures should be followed. There should be no reason for a leader to be in contact with a young person from another group before or after a project.
17. YOUTH THEATRE IRELAND staff on duty will have copies of YOUTH THEATRE IRELAND's Internal Reporting Form, YOUTH THEATRE IRELAND's Incident and Accident Reporting Form and the Tusla Standard Reporting Form. They will also have details of local Garda Stations and the local Tusla Office.

Confidentiality

18. YOUTH THEATRE IRELAND requires that any adult who has access to sensitive personal data through their involvement with a YOUTH THEATRE IRELAND project, treats it with the utmost confidentiality and only shares it on a need to know basis. Information should only be shared in the interests of the young person as in the case of a medical emergency or should a child protection issue arise. We wish to emphasise that sharing concerns in relation to a child protection issue is not a breach of confidentiality.

Complaints

19. If any participant, leader, parent or other stakeholder has a complaint in relation to a YOUTH THEATRE IRELAND project they should follow YOUTH THEATRE IRELAND's Complaints Procedure. While complaints can be communicated verbally in person or by phone and email, there is a Complaints Form that the person making the complaint will be asked to complete. For more information contact YOUTH THEATRE IRELAND's Director Michelle Carew on 01-8781301 or by email on michelle@youththeatre.ie If the complaint relates to a leader or young person from another organisation, YOUTH THEATRE IRELAND's Director will communicate the

information to the other organisation and discussion will take place on the best way to handle the complaint.

Contacting YOUTH THEATRE IRELAND's Designated Person

YOUTH THEATRE IRELAND's Designated Liaison Person is Louise Holian and she can be contacted through the YOUTH THEATRE IRELAND Office on 01-8781301 or by email on louise@youththeatre.ie.

5 June 2020

PLEASE NOTE: This above policy has been officially adopted by Youth Theatre Ireland's Board of Directors and cannot be changed without Board approval. Due to COVID-19, it is important to note, though, that Louise Holian can only be contacted via email at louise@youththeatre.ie, and that she works Mondays to Wednesdays only.