



Child Safeguarding Policy and Procedures

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Introduction	4
Section 1: Guiding Principles	9
- Declaration of Guiding Principles	11
- Key Messages	12
Section 2: Key Safeguarding Roles	13
Section 3: Responding to and Reporting Child Protection or Welfare Concerns	17
3.1 Recognising Abuse	18
3.2 Reasonable Grounds for Concern	18
3.3 Handling a Suspicion/Disclosure of Abuse	19
3.4 Internal Reporting Procedures	21
3.5 Reporting Procedures for Mandated Persons	23
3.6 Standing Reporting Procedure	24
3.7 Dealing with Allegations against Staff/Volunteers/Young People	27
Section 4: Working Safely with Young People	30
4.1 Code of Behaviour for Staff/Volunteers	30
4.2 Sample Group Contract	32
4.3 Anti-Bullying Policy	35
4.4 Ratios	42
4.5 Communications with Young People	43
4.6 Use of Images/Video Footage of Young People	50
4.7 Health and Safety	53
4.8 Residentials	57
4.9 Approach to Working with Over 18's	59
4.10 Dealing with Disruptive Behaviour	60
4.11 Guidelines for YOUTH THEATRE IRELAND Projects involving Youth Theatre Groups/ Groups from other Youth Work Orgs	62
Section 5: Recruitment/Support/Training of Staff/Volunteers	67
Section 6: Confidentiality Policy	72
Section 7: Approach to Working with Parents	81
Section 8: Complaints Procedure	84
Section 9: Interagency Cooperation	89

LIST OF APPENDICES

Appendix 1A: Incident Reporting Form.

Appendix 1B: Accident Reporting Form

Appendix 2: Risk Assessment Template

Appendix 3: Garda Vetting Policy

Appendix 4: Volunteer Application Form

Appendix 5: Signs and Symptoms of Abuse

Appendix 6: Diagram of YOUTH THEATRE IRELAND's Internal Reporting Procedure

Appendix 7: YOUTH THEATRE IRELAND's Internal Reporting Form

Appendix 8: TUSLA Standard Reporting Form

Appendix 9: Sample Information for Parents

Appendix 10: Sample Parental Consent Form

Appendix 11: Sample Information for Young People

Appendix 12: Complaints Form

Appendix 13: Legislation

Appendix 14: Contact Details for Child and Family Agency Offices

Appendix 15: National Support Organisations

Appendix 16: Schedule of Mandated Persons under the Children First Act 2015

Appendix 17: Definitions of Abuse

Appendix 18: Link for Retrospective Abuse Report Form

Appendix 19: Relevant Legislation

INTRODUCTION

YOUTH THEATRE IRELAND's Child Protection and Welfare Policy has been created in accordance with the Children First Act (2015) and the *Children First: National Guidance for the Protection and Welfare of Children 2017*.

In addition to *Children First: National Guidance for the Protection and Welfare of Children (2017)*, the other guidelines that have been consulted in the drafting of this policy are the *Child Protection and Welfare Practice Handbook (HSE 2011)*, *Code of Good Practice: Child Protection for The Youth Work Sector (Dept of Education, 2003)*, *Our Duty to Care: the principles of good practice for the protection of children and young people (Dept. of Health and Children, 2002)*, *Protecting Our Children and Young People: An NYCI Toolkit for Youth Work Organisations to design, review and evaluate their child protection policy (National Youth Council of Ireland, 2011)*, *Guidelines for the protection and welfare of children and young people in the Arts Sector (The Arts Council, 2006)*, *Guidelines for taking and using images of children and young people in the arts sector (The Arts Council, 2009)*, *Let's Beat Bullying, (National Youth Council of Ireland, 2007)*.

About YOUTH THEATRE IRELAND

Youth Theatre Ireland is the national development organisation for youth theatre. We support a network of youth theatres who deliver year-round programmes of drama workshops and performance opportunities to young people aged 12 - 21 from cities, towns and villages across Ireland.

Established since 1980, Youth Theatre Ireland is unique in its commitment to youth-centred drama practice. At Youth Theatre Ireland, we know that youth theatre is a place to develop young artists and young citizens and we promote youth drama opportunities that focus on the artistic, personal and social development of young people

YOUTH THEATRE IRELAND Structure/Governance

YOUTH THEATRE IRELAND is a limited company registered with the Companies Office (Reg No.191785) and a registered charity (No. 20023492). The organisation is governed by a voluntary board. There are a maximum number of thirteen places on the board, of which four places are reserved for co-options. The remaining nine Board places are as follows:

Youth Theatres – Six Board Places

Education & Broad Youth Sector – One Board place

Professional Arts Organisation - Two Board places

Directors are elected at the organisation's Annual General Meeting. Co-options are for a three-year term and in considering co-options, the Board must take into account skills sets that may be missing in the existing Board with particular reference to the Theatre, Finance and Law.

The Chief Executive Officer is the Director. YOUTH THEATRE IRELAND currently employs three full-time and three part-time staff members. All staff report to the Director, who in turn reports to the Board.

Scope of this Policy

This policy applies to YOUTH THEATRE IRELAND's annual programme and its own direct provision of services. It applies to all core staff, management, volunteers, freelance contractors, and anyone else who YOUTH THEATRE IRELAND engages to work with the organisation.

When this policy refers to 'young people who access YOUTH THEATRE IRELAND's services' it means any young person who:

- Participates in an event or programme organised by YOUTH THEATRE IRELAND including the National Festival of Youth Theatres, the National Youth Theatre, the Young Critics Programme, the Youth Theatre Members' Forum.
- Accesses information provided by YOUTH THEATRE IRELAND be it via email, post, YOUTH THEATRE IRELAND's website, third party sites on which YOUTH THEATRE IRELAND has a presence or any other means of communication
- Contacts YOUTH THEATRE IRELAND seeking information or advice

This policy also details YOUTH THEATRE IRELAND's approach to parents/primary carers and clarifies what they can expect from the organisation. This policy covers all aspects of YOUTH THEATRE IRELAND's work with young people including programmes that involve one-off sessions, such as audition clinics, and programmes that include on-going contact, such as the Young Critics Programme. It also covers residential programmes such as the National Youth Theatre.

Member youth theatres are responsible for having their own policies and procedures. However, YOUTH THEATRE IRELAND does offer support and advice. YOUTH THEATRE IRELAND has revised *Welfare and Child Protection Guidelines for Youth Theatres* (2018) and an accompanying template to support youth theatres in creating or updating their own policies. Templates for Child Safeguarding Statements and Risk Assessments have also been developed for youth theatres. YOUTH THEATRE IRELAND delivers Child Protection Training for affiliated youth theatres and YOUTH THEATRE IRELAND's Designated Liaison

Person updates them on developments in terms of legislation and best practice. YOUTH THEATRE IRELAND's Designated Liaison Person is also available to advise youth theatres on specific issues that may occur.

YOUTH THEATRE IRELAND has developed this policy in order to:

- Help safeguard the wellbeing of all young people who engage with the organisation
- Help ensure YOUTH THEATRE IRELAND meets its duty of care and that the wellbeing of the young person is always of paramount importance in everything YOUTH THEATRE IRELAND does.
- Ensure that YOUTH THEATRE IRELAND's ethos is reflected throughout the organisation's work.
- Give employees/volunteers clear guidance on what is expected of them when working with young people.
- Help ensure the organisation meets its legal and moral obligations in relation to child protection
- Ensure good practice is consistently followed throughout the organisation
- Provide clear lines of responsibility and reporting in relation to child protection issues
- Support staff/volunteers in meeting the highest possible professional standards.
- Provide young people/parents with a clear understanding of what they can expect from the organisation.

Links to Other Policies

This policy references a number of other policies and procedures that YOUTH THEATRE IRELAND has developed. Staff/volunteers should refer to the YOUTH THEATRE IRELAND Staff Handbook/ YOUTH THEATRE IRELAND's Volunteer Policy as applicable. Other policies that relate to child safeguarding are referenced and included in this document.

Child Safeguarding Statement and Risk Assessment

In accordance with the Children First Act 2015, YOUTH THEATRE IRELAND has conducted a risk assessment of our services to young people. The risk assessment is included in the Youth Theatre Ireland Child Safeguarding Statement which has also been created in accordance with the act.

The Child Safeguarding Statement details how we meet our obligations under the Children First Act 2015. We circulate it to all staff and volunteers and it is displayed publicly at www.youththeatre.ie, the offices of Youth Theatre Ireland at 7, North Great Georges Street, Dublin 1 and in any venue hired for the purposes of our activities for the duration of said activities. We will review our Child Safeguarding Statement every two years or sooner if there is a material change in any of the issues to which it refers.

Promoting Best Practice

YOUTH THEATRE IRELAND promotes best practice in relation to child protection and welfare by:

- Inducting all employees and volunteers in its Code of Behaviour and Child Safeguarding policy and procedures
- Providing training in Child Safeguarding for staff/volunteers
- Providing information to young people and their parents/primary carers
- Appointing a Designated Liaison Person
- Fostering a culture of openness, whereby young people know they can approach any staff member/volunteer should they have a concern
- Encouraging young people to develop and voice their own opinions and to feedback into the organisation.
- Keeping up to date with developments in professional best practice and legislation
- Reviewing its policies and procedures regularly
- Having a whole organisation approach whereby all adults involved in the organisation are aware of their responsibilities and taking a broad approach to child welfare and protection that permeates all aspects of the organisation's work.

SECTION 1: GUIDING PRINCIPLES

YOUTH THEATRE IRELAND is committed to safeguarding the wellbeing of the young people who access its services. The organisation recognises the responsibility it has as provided for under the Children First Act (2015) and outlined in Children First: National Guidance for the Protection and Welfare of Children (2017)

YOUTH THEATRE IRELAND is a young-person centred organisation. Since its foundation in 1980, the organisation has developed a practice and programmes that have evolved from the needs of young people. Youth drama is a drama practice, which engages young people as active participants by using group or ensemble drama approaches, and which encourages the development of the whole person by using drama methods which respond to the developmental needs of the participants.

YOUTH THEATRE IRELAND has a duty of care to all young people who access its services. We recognise and value the trust that parents/primary carers show in the organisation when they facilitate their young person's involvement in our programmes/events.

We are mindful that the duty to safeguard the wellbeing of young people is not just about preventing and dealing with serious situations, such as a case of abuse, it is about promoting the best ways of working with young people and ensuring the best possible environment for them.

YOUTH THEATRE IRELAND takes a whole-organisation approach to safeguarding young people. An awareness is promoted among all employees/volunteers of the importance of safeguarding the welfare of young people in all aspects of the organisation's work. There is an understanding that this goes beyond child protection concerns but permeates everything we do, from ensuring that venues we use are safe, to having a planned programme that meets the needs of young people, to ensuring that young people can feedback into the organisation.

YOUTH THEATRE IRELAND is aware of the importance of keeping informed of best practice and developments in legislation that relate to child protection and welfare.

Beliefs and Values of Youth Theatre Ireland

YOUTH THEATRE IRELAND is committed to the personal, social and artistic development of young people using drama and theatre. YOUTH THEATRE IRELAND advocates the inherent value and the unique relationships between young people and theatre as an artform and is committed to extending and enhancing young people's understanding of theatre and raising the artistic standard of youth theatre and youth drama practice across the country.

We are guided by the following core values:

- Commitment to quality in provision and experience for all young people
- Commitment to equality of participation for all young people
- We ensure our work is young person-centred and that the voice of young people is represented in all aspects of the work of the organisation
- We ensure a balance between the values of artistic quality and youth participation

Through our practice, Youth Theatre Ireland is committed to protecting and promoting the rights of children and young people, including their right to be protected, treated with respect, listened to and to have their own views taken into consideration in all decisions affecting them. We are committed to ensuring that no young person is disadvantaged in accessing our services or treated differently because of gender, social or ethnic background, family status, sexual orientation, religion or disability.

Declaration of Guiding Principles

Youth Theatre Ireland is committed to a young-person centred approach in our work. We undertake to provide a safe environment and a positive experience for all young people who engage with the organisation. The welfare of a young person is always of paramount importance.

We engage and work directly with young people through the following activities:

- Drama workshops
- Rehearsals
- Theatre production and performances
- Auditions
- Residential Programmes
- Consultations including on-line and in-person focus groups, youth participation bodies etc.
- We communicate with young people from time-to time online and via email and have procedures in place to manage this.
- International exchanges and residentials

Our guiding principles are underpinned by Children First: National Guidance for the Protection and Welfare of Children (2017), the United Nations Convention on the Rights of the Child and current legislation such as the Children First Act 2015, Protections for Persons Reporting Child Abuse Act 1998 and the National Vetting Bureau Act 2012.

The Board of YOUTH THEATRE IRELAND recognises the duty of care it has to staff, volunteers and all young people who access the organisation's services and that it is ultimately responsible for ensuring that YOUTH THEATRE IRELAND meets its legal and moral obligations to them. To this end, the organisation has appropriate policies and procedures in place.

The Child Safeguarding Policy and Procedures clearly outlines the procedures staff/volunteers should follow if they have a suspicion of abuse or receive a disclosure of abuse from a young person. YOUTH THEATRE IRELAND has appointed a Designated Liaison Person for Welfare/Child Protection. The current DLP is Cathal Thornton. They can be contacted on 01-8781301.

YOUTH THEATRE IRELAND has adopted a whole organisation approach to child safeguarding. All those involved with the organisation including staff, volunteers and board members are made aware of the role they play in safeguarding the welfare of young people. YOUTH THEATRE IRELAND takes a broad approach to welfare/child protection and hence our Child Safeguarding Policy and Procedures includes the follow elements: a Code of Behaviour for Staff/Volunteers, guidance on specific areas such as ratio's, residentials, approaches to participants aged over 18, a Communications Policy, an Anti-Bullying Policy, Complaints Procedure, a section on our approach to working with parents/primary carers and a section on Confidentiality. This approach reflects YOUTH THEATRE IRELAND's commitment to best professional practice in all areas of our work.

Our guiding principles apply to all paid staff, volunteers, board members and individuals employed on a contract for services basis. All of the above must sign up to and abide by these guiding principles and our child safeguarding procedures.

We will review our guiding principles and child safeguarding procedures every two years or sooner if necessary due to service issues or changes in legislation or national policy This policy was last reviewed in August 2020 and will be reviewed again in August 2022.

Signed* _____
 _____ *

[To be signed by Staff and Board]

KEY MESSAGES

- The welfare of a young person is always of paramount importance.
- It is the job of everyone involved in YOUTH THEATRE IRELAND to safeguard the welfare of young people including employees, volunteers, Board members and freelance contracted staff
- If you have a concern about a young person, let the Designated Liaison Person know.
Follow YOUTH THEATRE IRELAND's Internal Reporting Procedures
- If you are a Mandated person as designated under the Children First Act you have a legal obligation to report Child Protection Concerns.
- If you think a child is in immediate danger, any staff member or volunteer can contact Tusla or An Garda Síochána.
- Do not investigate alleged abuse, this is the job of Tusla/An Garda Síochána

SECTION 4: WORKING SAFELY WITH YOUNG PEOPLE

Section 4.1: Code of Behaviour for Working with Young People

YOUTH THEATRE IRELAND has developed the following Code of Behaviour for all staff/volunteers who work with young people:

Practice

- Treat all young people fairly and equitably – do not discriminate on the grounds of gender, race, religion, ethnicity, cultural background, sexual orientation, socio-economic status, family status, age or disability.
- Listen to and respect the opinions of participants.
- Act in a way that is professional and responsible.
- Work to create an environment where young people feel comfortable, accepted and able to express themselves freely.
- Ensure that the material/approach is age appropriate and suits the developmental needs of the group.
- Provide encouragement and support to all young people regardless of their ability.
- All criticism should be constructive and not focused on any one individual.
- Create and enforce the group contract/rules
- Encourage constructive feedback and discussion.
- Ensure you are adequately prepared
- It is never acceptable to use an individual's personal trauma as material for the drama process.
- Be prepared for situations whereby issues raised in the drama workshop may make a young person uncomfortable or upset. This may even happen with material that seems 'safe'.
- Be aware of your own level of competence and expertise. Don't introduce exercises or material that you don't feel comfortable in delivering especially if it is physically demanding and/or involves increased risk.
- Be aware that the work you do with the group and how you conduct yourself will have a bearing on the reputation of YOUTH THEATRE IRELAND.
- Be aware of participants' level of comfort when doing exercises that require physical contact. *(See Note on Physical Contact below)
- Evaluate and reflect on your practice. Include the opinions and feedback of young people when evaluating the work.

Welfare/Child Protection

- Familiarise yourself with YOUTH THEATRE IRELAND's policies and procedures

including its Child Protection and Welfare Policy and others as appropriate to your role. Follow YOUTH THEATRE IRELAND's reporting procedures if you have a child protection concern. (See Section on Reporting Procedures)

- Familiarise yourself with any medical or other factors that may affect a young person's participation. If you are privy to such sensitive information, follow YOUTH THEATRE IRELAND's Confidentiality Policy. (See Section 6)
- If you have a concern about the wellbeing of a young person, report it to YOUTH THEATRE IRELAND's Designated Liaison Person. (See Section on Reporting Procedures).
- Respect a young person's personal space and privacy.
- Be aware of how you behave around young people. Never behave in a way that could be interpreted as inappropriate. Be aware of the language you are using and its context. Avoid jokes or comments that could be interpreted as inappropriate.
- Never let a situation get out of control. Often the worst action to take is no action.
- Avoid taking a session on your own.
- Be sensitive to instances of bullying and familiarise yourself with YOUTH THEATRE IRELAND's policy on dealing with situations of bullying.
- Try to avoid giving lifts to young people if at all possible. However, you should never leave a young person in a potentially dangerous situation. Use your common sense if a scenario arises where you feel it is necessary to bring a young person home and inform the YOUTH THEATRE IRELAND Designated Liaison Person and parent/primary carer of the young person in question.
- Avoid spending excessive amounts of time alone with participants and don't socialise inappropriately with them.
- If you do have to talk to a young person in private, make sure you inform another adult. If possible, the meeting should take place in view of other adults. Do not meet with a young person outside of organised group activities.
- Be mindful of the danger of creating "dependent" relationships with specific young people. Such relationships can be problematic for both leader and young person and often if a young person needs support with a particular issue or situation, you should refer them to a third party with specific expertise. Let the Designated Liaison Person know should an issue arise.
- Recognise the importance and weight of personal promises to young people. Never make promises you cannot keep e.g., if a young person makes a disclosure of abuse to you, you cannot promise confidentiality.
- Report any health and safety concerns to the appropriate person. (See Section 3.7 on Health and Safety)

- Check that any equipment/set/props etc. you use are safe and suitable for your purpose.
- Follow YOUTH THEATRE IRELAND's guidance on communicating with young people through mobile phone, email etc. and use any images/footage in line with YOUTH THEATRE IRELAND's policy. (See Section on Communications with Young People)

***Note on Physical Contact**

There can be confusion around the whole area of physical contact with young people. Sometimes in the drama space, physical contact can be necessary to an exercise or scene. It is important that staff/volunteers use their common sense. Ask a young person if it is ok to make physical contact with them, for example, if demonstrating an exercise. After a performance, it should be ok for the director to congratulate a young person with a hug. A good guideline in these kinds of situations is that the contact is acceptable when it is initiated by the young person.

Section 4.2 Group Contracts

YOUTH THEATRE IRELAND develops a group contract for all events involving young people. The contract is created with the young people at the commencement of a project. This process helps ensure that participants understand what is expected of them but also

that they are informed about their rights and the support that is available to them during their participation.

Sample Group Contract

The following is a sample group contract for a YOUTH THEATRE IRELAND event. Young people and YOUTH THEATRE IRELAND staff will agree a different group contract for each programme.

Group Contract for _____ (Insert details of programme)

Rights of Participants

Participants on _____ (Insert details of programme) have the right to:

- A good experience on the programme
- Be fully informed about the programme
- Offer ideas, suggestions and opinions and have them respected by other participants and adult leaders
- Fair and equal treatment
- Offer their feedback on the programme
- Feel safe at all times
- Have their concerns addressed
- Adequate breaks and rest periods
- Feel comfortable and not be exposed to bullying or threatening behaviour
- Constructive and balanced feedback on their work on the programme

Responsibilities of Participants

- Respect other participants and adult leaders
- Abide by the Group Contract
- Be open to mixing with new people from a range of different backgrounds
- Commit to the programme in full
- Be punctual and stick to the agreed timetable
- Listen to and respect the opinions of others
- Be open to trying new exercises and new ways of working through drama
- Let a Welfare Officer know if they have a concern or a problem
- Attend Check In Meetings

- Respect the venues the group uses and help ensure they are left in good condition
- Report any Incidents or Accidents to the Welfare Officer
- Let the Welfare Officers know as early as possible if they require time off
- Never act in a manner that is disruptive to the group
- Never use language that may offend another participant or a leader
- If you are taking photos or video of other participants, be careful how you use them. There are people out there who target young people on the Internet so do not identify anyone in any images you post.
- Never post a comment, photograph or footage that could cause hurt or embarrassment to another participant.

Always remember you are representing your youth theatre!

Sample Online Group Contract

Live Chat through Zoom/ other apps

- Be kind.
- Give your fellow group members positive feedback
- Respect and include everyone including youth theatre Ireland staff
- Give everyone the chance to have their say
- Never use your full name, first names will do.
- Make sure people you are living with know you are on a live video chat. Don't include them in the chat.
- Be on time for online sessions
- If you wish to be present in the session but turn off the camera that's fine- it may restrict your participation in some parts of the workshop
- Wear appropriate clothing, even on parts of you that you think won't be seen.
- Remember it's easy to misinterpret things online.
- Refer to a group leader directly if you feel worried about anything.
- Do not record or take photos of anything without the others consent.
- If you are worried about anything message the session leader.

SUBMITTING VIDEOS

- Don't use your full name.
- Don't film things that might reveal your exact address, school or somewhere you go regularly (e.g., a sports club or activity).
- Don't film anyone else under the age of 18.

- Wear appropriate clothing.
- Keep yourself safe - don't share something that feels too personal, complicated or sad.

If you are worried or concerned about anything online or personal during this period please contact Youth Theatre Ireland staff they will listen, address your concerns and find you the right support.

Anti-Bullying Policy

I am aware that YOUTH THEATRE IRELAND has a no tolerance approach to bullying of any kind. I agree to be respectful to my fellow participants at all times. I understand that any instance of bullying will be treated very seriously.

The following sanctions have been agreed and anyone who is found to be bullying another participant will be subject to these sanctions. The sanctions used will depend on the severity of the bullying and will be decided by adult leaders after they investigate the situation:

- A verbal warning
- Missing out on a social activity such as a cinema or theatre trip
- Suspension from the programme for a specified period
- In more severe cases or in the case of persistent bullying, the participant(s) carrying out the bullying, may be sent home.

Signed

Section 4.3 Anti-Bullying Policy

YOUTH THEATRE IRELAND has a no-tolerance approach to bullying. As emphasised throughout this document, YOUTH THEATRE IRELAND is committed to safeguarding the wellbeing of all young people who access its services. It is essential that young people feel safe and comfortable during any YOUTH THEATRE IRELAND event or activity. Bullying can not only destroy a young person's experience of participation but also have an impact on their physical and psychological wellbeing.

YOUTH THEATRE IRELAND has a whole-organisation approach to the issue of bullying. Prevention of bullying is the role of everyone within the organisation from management to staff/volunteers to young people.

Anyone can be affected by bullying be they staff, management, volunteers, young people. We also recognise that any of these individuals can also be a perpetrator of bullying. The issue of bullying as it relates to staff members is covered in the Dignity at Work Section in the YOUTH THEATRE IRELAND Staff Handbook.

Children First: National guidance for the protection and welfare of children (2017) defines bullying as follows:

Bullying can be defined as repeated aggression – whether it is verbal, psychological or physical – that is conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating and occurs mainly among children in social environments such as schools. It includes behaviours such as physical aggression, cyberbullying, damage to property, intimidation, isolation/exclusion, name calling, malicious gossip and extortion. Bullying can also take the form of abuse based on gender identity, sexual preference, race, ethnicity and religious factors. With developments in modern technology, children can also be the victims of non-contact bullying, via mobile phones, the internet and other personal devices.

Types of Bullying

There are several forms or types of bullying which may take place.

These include:

- Direct bullying – where the behaviour is obvious, and bystanders are aware of it e.g., physical or verbal bullying
- Indirect bullying – where the behaviour is more difficult to recognise, e.g., intimidation or isolation
- Verbal bullying – including slandering, ridiculing, slagging, abusive telephone calls, name calling etc.
- Physical bullying- including pushing, shoving, assaults, damage to person's property
- Gesture bullying – including non-verbal gestures/ glances which can convey threatening or frightening messages/intent
- E-bullying/Cyber-bullying – using web pages, social networking sites, emails, text etc. to abuse, intimidate and attack others, either directly or indirectly, e.g., rumour mongering
- Relational bullying – behaviour which sets out to deliberately damage another person's friendship or feelings of inclusion in a friendship group, e.g., exclusion, isolation etc.
- Extortion – the deliberate extortion of money or other items of property accompanied by threats
- Homophobic bullying – bullying that is typically aimed at young people who are gay or who are perceived to be gay. It can include name-calling, isolation and violence

- Racial bullying – can be expressed physically, socially or psychologically when one is labelled negatively as being different from others according to one's race
- Mobbing – which means that the target is being bullied by a group of perpetrators and not just one perpetrator.

(Let's Beat Bullying, NYCI 2007)

Preventing Bullying

YOUTH THEATRE IRELAND has adopted the following strategy for preventing bullying and creating an anti-bullying environment:

1. Creating and implementing an Anti-Bullying Policy and procedures.
2. Encouraging an openness among staff/volunteers/young people and fostering a culture of mutual respect and cooperation.
3. A discussion around bullying takes place during the drafting of group contracts with young people. Participants on all YOUTH THEATRE IRELAND programmes are made aware of YOUTH THEATRE IRELAND's approach to bullying. At the end of the discussion there will be a clear understanding of the consequences of bullying.
4. We will also draw attention to wider considerations such as attitudes towards each other and use of language.
5. Participants on any YOUTH THEATRE IRELAND programme will be given a clear message about the importance of reporting bullying and details of how to report it.
6. Staff/volunteers receive induction in YOUTH THEATRE IRELAND's Anti-Bullying Policy.

How YOUTH THEATRE IRELAND will deal with instances of Bullying

While we have developed the following approach, we recognise that every instance of bullying will be different and have its own unique considerations.

The overriding consideration in every instance will be protecting the well-being of the young person/young people involved.

Where there is a clear observable instance of bullying:

- If a staff member/volunteer becomes aware of an instance of bullying, they should act immediately.
- If they witness bullying themselves in a group situation, they should make a clear statement that the behaviour is not acceptable and refer to the group contract and the discussion around bullying.
- They should take a record of the incident and pass this on to the Designated Liaison Person as soon as possible.
- The Designated Liaison Person and staff member will meet with the young people involved separately to discuss the incident. The victim will be asked how they want to proceed but it should be made clear that it cannot be ignored. Depending on the severity of the incident, whether there is an acknowledgement that the behaviour is wrong with a commitment not to display the behaviour again, and the views of the victim, there may be no further action. The Designated Liaison Person and the staff member who reported the incident originally will continue to monitor the situation.
- In more serious incidents or where the same young person(s) displays the behaviour again, the Designated Person will meet again with the young people involved to discuss the further incidents. The parents of all the young people involved will be informed.
- At this stage, the agreed consequences/sanctions will be initiated for the perpetrator(s)*.
- If following the agreed sanctions, the perpetrator once again displays the behaviour, suspension or permanent exclusion from the project will be considered. This action will only be taken as a last resort and full consideration will be given to the effect it may have on the perpetrator and the victim. It may be that it is felt appropriate to refer the young person to another agency with specific expertise. Any action will be discussed with the parent of the young person.
- The victim of the bullying will be supported throughout the process. The staff member in question and/or the Designated Liaison Person will continue to check in with them regularly. Advice may be sought from an organisation with specific expertise on how best to support them. It may be felt necessary to refer them to another organisation/agency.
- In the case of an expulsion, a discussion will be had with the other members of the group so that they understand the action taken and have an opportunity to air any concerns or worries they may have. The victim of the bullying will be consulted before any group discussion takes place.
- A written record will be kept at each stage of the process.

*Due to the varied nature of YOUTH THEATRE IRELAND projects, the particular sanctions will be different for different events. The sanctions will be agreed on commencement of the project with participating young people.

Where there is a suspicion that bullying is taking place.

- If a staff member/volunteer has a suspicion that bullying is taking place, they should inform the YOUTH THEATRE IRELAND Designated Person and discuss the reasons for the suspicion and the best way to proceed.
- It may be that a decision is made to have a general group discussion on how the group are getting along and reference the group contract etc. Participants will be reminded that they can approach an adult staff member if they are having any issues.
- Depending on the nature of the suspicion, the person who is the suspected victim of the bullying may be approached for an informal chat.
- If they confirm an instance of bullying, the procedure outlined above will be followed.
- If they do not confirm an instance of bullying or do not believe there is a problem, the staff member and Designated Liaison Person will continue to monitor the situation and may take the decision that there is a case of bullying. In which case, they will talk to the victim again and then the perpetrator(s). From this point on they will carry out the procedure outlined under the previous section.
- A written record will be kept at each stage of the process

If A Young Person is Aware of Bullying:

- If a young person is a victim of bullying or is aware that bullying is taking place, they can talk to any adult involved in a YOUTH THEATRE IRELAND project be it a Welfare Officer, a member of the artistic team or the Designated Liaison Person.
- They will be reassured that they have done the right thing in telling us about the situation.
- While they will be asked how they would like to proceed, the staff member should make it clear that if there is a case of bullying, YOUTH THEATRE IRELAND cannot ignore it and will have to act.
- The staff member will discuss the situation with the Designated Liaison Person, and they will decide the best way to proceed. Depending on the specific circumstances, it may be decided that a general group discussion and a reminder of the group contract is sufficient, or it may be that the other procedures outlined above are followed.

- The identity of the young person who has reported the situation, will not be shared with the group. The staff member/DLP will continue to check-in with this young person.

Cyber-bullying

YOUTH THEATRE IRELAND is aware of the prevalence of this form of bullying and the need to take action to prevent it. YOUTH THEATRE IRELAND has taken the following steps:

- Developed a Communications Policy that outlines how YOUTH THEATRE IRELAND manages its presence on the Internet. (See Section 4.5). This policy outlines the measures YOUTH THEATRE IRELAND takes to monitor and control its presence on interactive sites such as social networking platforms and the steps it takes to protect users and in particular young people.
- YOUTH THEATRE IRELAND has developed a Use of Images Policy that describes how it gathers, uses and retains images of young people and this is in line with advised best practice. (See Section 4.6)
- YOUTH THEATRE IRELAND makes a clear statement, in the two policies referenced above, that online bullying is not acceptable and will be dealt with very seriously. Any instance of bullying will be reported to those who run the site and, if appropriate, to the Gardaí.
- YOUTH THEATRE IRELAND promotes safe and responsible use of the Internet by participants on its programmes and promotes safe-use guidelines for young people.
- Participants on its programmes are made aware of the serious nature of cyberbullying and its potential consequences.
- YOUTH THEATRE IRELAND is aware that there is legislation in Ireland that has relevance to misuse of the Internet such as the Criminal Law (Sexual Offences) (Amendment) Act 2007, the Non-Fatal Offences Against the Person Act (1997) and the Child Trafficking and Pornography Act 1998.

Guidelines for Young People

The following is taken from: *Get with It: A Guide to Cyberbullying*:

Don't Reply to messages that harass or annoy you. Even though you may really want to, this is exactly what the sender wants. They want to know that they've got you worried and upset. They are trying to mess with your head, don't give them that pleasure. If you respond with an even nastier message it makes them think that they really got to you, and that's just what

they want. They might even complain about you!

Keep the Message. You don't have to read it but keep it. Keep a record that outlines, where possible, the details, dates and times of any form of bullying that you experience. This would be useful where any investigation was to be taken by your school, youth organisation, or even the Gardaí.

Tell Someone you trust. Talking to your parents, friends, a teacher, youth leader or someone you trust is usually the first step in dealing with any issue. In the case of school related bullying messages, you should also talk to a teacher you trust or guidance counsellor about it. If you need to speak to someone in confidence straight away, you can call ChildLine on 1800 66 66 66 or get help through their online services at www.childline.ie.

Block the Sender. You don't need to put up with someone harassing you. If you are getting messages that upset, you on your Facebook profile you can block the person simply by clicking the block button. On some mobile phones, you can restrict communications to an approved list of contacts. You might need to check the manual or ask an adult to help you do this. Mobile networks can't bar numbers, but they will help you to change your phone number in the case of serious bullying.

Report Problems to the people who can do something about it. You can take control by not putting up with offensive content and by reporting it when you come across it. Responsible websites and mobile phone operators provide ways for their users to report things such as pornography, bullying content, or other offensive material.

- (From Get with It! A Guide to Cyberbullying a joint initiative from the Office for Internet Safety, O2 Communications Ltd, Barnardo's and the National Centre for Technology in Education.)

Retrospective Reports of Bullying

YOUTH THEATRE IRELAND recognises that there may be circumstances whereby knowledge of bullying only comes to our attention once the young person's participation in a YOUTH THEATRE IRELAND programme is completed. It may also be that bullying may begin once the programme is over, most likely in a case of cyberbullying. While there are limitations on the direct influence that YOUTH THEATRE IRELAND can have on a young person's behaviour at this stage, we will take whatever measures are at our disposal to stop the bullying. Here are some examples of the action that may be taken:

- Contact the parent's/primary carers of the perpetrator and inform them about their son/daughter/ward's behaviour.
- Contact the perpetrator's youth theatre and let them know what is happening

- Contact the parents of the victim and inform them about the situation.
- Provide those involved with guidance on good practice in dealing with bullying.
- Offer the support of the Designated Liaison Person to the victim
- In the case of cyberbullying, report the behaviour to those who run the service and, in serious cases, to the Gardaí.

While any instance of bullying should be taken seriously, more severe instances of bullying should be reported to Tusla and/or An Garda Síochána. If a YOUTH THEATRE IRELAND staff member/volunteer has a serious concern about the welfare of a young person, they should follow YOUTH THEATRE IRELAND's Internal Reporting Procedures. (See Section 3.4)

Section 4.4 Ratios

While YOUTH THEATRE IRELAND recognises that different groups and situations, will require different levels of supervision, we do subscribe to the following key principles that are recommended as good practice in the youth work sector:

- YOUTH THEATRE IRELAND adheres to the following advice on ratio's as outlined in the Code of Good Practice – Child Protection for The Youth Work Sector (2003): *The minimum adult/young person ratio should ideally be one adult per group of eight plus one other adult and allowing an additional adult for each group of ten thereafter. Local circumstances, the ages of the children, the experience of the volunteers and the staff should be taken into consideration.*
- When planning activities/events, one of the considerations is the most appropriate adult/young person ratio.
- YOUTH THEATRE IRELAND takes all reasonable measures to ensure that the gender of the staff/volunteers reflects the gender of the group

SECTION 4.5: Communications with Young People

YOUTH THEATRE IRELAND is committed to ensuring all communications with young people are safe, respectful, appropriate, and professional. YOUTH THEATRE IRELAND uses several media outlets to communicate with young people including:

Telephone

Mobile phone

Email

Web: Via its own website but also through use of third-party sites including social networking platforms such as Facebook, Twitter, YouTube, Instagram, Zoom

The organisation is aware of the potential for such media to be used by those who would wish to exploit and harm young people. YOUTH THEATRE IRELAND is committed to taking all reasonable measures to ensure all young people who are in receipt of communications or have access to YOUTH THEATRE IRELAND's online presence are not put at risk of any harm.

TELEPHONE/MOBILE PHONE:

- Staff/volunteers should not give out their own personal mobile phone numbers. All communications via mobile phone should be on a YOUTH THEATRE IRELAND mobile phone or if a staff member is working remotely, does not have access to the company phone but needs to contact a young person they should hide their personal number so it appears as private but notify the young person by email (cc'ing another staff member) ahead of the call informing them that this will be the procedure
- Staff/volunteers should not contact a young person or store their number on their personal phone.
- Any phone communication with young people should only be used for the effective and efficient delivery of a YOUTH THEATRE IRELAND programme and should cease upon completion of the programme.
- Access to phones that include members' contact details are controlled and restricted to those with a direct need to access them.
- YOUTH THEATRE IRELAND does not provide young people's phone numbers to any third party unless there is a legitimate reason and the young person in question gives their permission. (Parents/Primary carers must also give permission if a young person is under 18).
- If contacting young people by text message, group texts should be used instead of text messages to individuals.

- In a circumstance when it is necessary to send a text to an individual young person, the text should also be sent to the young person's youth theatre leader. If this is not possible or appropriate, it should be sent to either the Designated Liaison Person or the Director of YOUTH THEATRE IRELAND.
- In the case of an emergency, where a young person cannot be located or if they are in danger of harm, a Welfare Officer can contact individual young people by telephone. A staff member, in the case of an emergency, may contact a young person on their personal phone but the number is not to be retained.
- Copies of all text messages sent to young people should be retained on the YOUTH THEATRE IRELAND mobile for at least thirty days after an activity/event.
- No images should be taken by YOUTH THEATRE IRELAND staff/volunteers with any mobile phone unless for the purposes of a YOUTH THEATRE IRELAND event/programme and only after parental consent has been received. Any such images should only be taken with a YOUTH THEATRE IRELAND mobile phone and be transferred to a YOUTH THEATRE IRELAND computer as soon as possible. They should not be retained on the mobile phone. All images should be managed in line with YOUTH THEATRE IRELAND policy. (See Section 4.6)
- Staff/volunteers should never send any communication that could be interpreted as offensive or inappropriate.
- YOUTH THEATRE IRELAND requires that staff/volunteers be aware of the possibility of bullying via mobile phone, not only among young people participating on its programme, but also the possibility that a staff/volunteer may use a mobile phone to bully a young person. There is also a possibility that a young person may use a mobile phone to harass or target a staff member/volunteer. Any such occurrences will be taken seriously and should be reported to the Designated Liaison Person. All such instances will be managed in line with YOUTH THEATRE IRELAND's Anti-Bullying Policy (See Section 4.3)
- YOUTH THEATRE IRELAND asks that staff be aware of the risk of abuse being carried out/initiated by mobile phone. Any staff member/volunteer who has any concerns about a mobile phone communication received by a young person should follow YOUTH THEATRE IRELAND's Internal Reporting Procedures (See Section 3.4)
- Staff/volunteers and participants should be aware that the sending of offensive or indecent material by mobile phone is treated very seriously under Irish Law.
- Staff/volunteers should not use a mobile phone or other device to play video/audio for young people unless the content is appropriate, and it is directly related to an event/programme.

USE OF EMAIL:

- YOUTH THEATRE IRELAND staff, who have access to a YOUTH THEATRE IRELAND email account, should not use their own personal email account to communicate with young people. All emails should be in line with YOUTH THEATRE IRELAND's Email Policy as contained in the YOUTH THEATRE IRELAND Staff Handbook.
- All email communications with young people should be professional, appropriate and respectful.
- Any email communication with young people should only be used for the effective and efficient delivery of a YOUTH THEATRE IRELAND programme and should cease upon completion of the programme. All email communication should be copied to the participant's youth theatre leader where appropriate, and this should be visibly copied e.g., cc rather than bcc. If the email is to young people involved in a YOUTH THEATRE IRELAND specific project, the email should be copied to another member of staff.
- In circumstances where an adult engaged by YOUTH THEATRE IRELAND needs to contact participants in relation to a project from an email address other than a YOUTH THEATRE IRELAND email address, they should get permission from the Director of YOUTH THEATRE IRELAND in advance and set up an email address specifically for the purpose. They should cease to use this email account once the project is completed. The Director of YOUTH THEATRE IRELAND, or Designated Liaison Person, should be included in all emails sent including those sent in reply to a response from a young person.
- Communication with young people should stop once the project ceases and their email address should not be used in the future.
- 'Joke' and 'circular' emails even if they seem innocuous should not be forwarded to young people.
- YOUTH THEATRE IRELAND requires all staff/volunteers be mindful of the possibility of email communications being used not only by a participant to bully another participant but also as a means for an adult to bully a young person. Any such occurrence should be taken seriously and reported to the Designated Liaison Person or the Director of YOUTH THEATRE IRELAND. All instances will be managed in line with YOUTH THEATRE IRELAND's Anti-Bullying Policy. (See Section 4.3)
- Email communications can be used as a means of abuse/initiating abuse. Any staff member/volunteer who becomes aware of any suspicious communication, should follow YOUTH THEATRE IRELAND's Internal Reporting Procedure. (See Section 3.4)

- Use of emails should be in line with Data Protection Legislation. (See Section 6: Confidentiality)

YOUTH THEATRE IRELAND WEBSITE

YOUTH THEATRE IRELAND's website serves many important functions in the organisation. It is a source of information both for stakeholders and the general public but also a valuable promotional tool for YOUTH THEATRE IRELAND and youth theatre in Ireland. YOUTH THEATRE IRELAND recognises the importance of having a website that is professional and does not expose users to any risks. The organisation is particularly aware of the need to ensure safe use for young people.

YOUTH THEATRE IRELAND takes the following measures

- YOUTH THEATRE IRELAND has developed a privacy policy that is contained on the YOUTH THEATRE IRELAND website. The organisation does not share any information collected via the website with any third party under any circumstances.
- YOUTH THEATRE IRELAND does not post content that could be viewed as offensive or inappropriate.
- Security measures are taken to ensure the website isn't susceptible to hackers.
- While the YOUTH THEATRE IRELAND website does link to third party sites and YOUTH THEATRE IRELAND cannot be responsible for the content on these sites, every reasonable effort is taken to ensure that these sites are appropriate and relevant to the work of YOUTH THEATRE IRELAND.
- YOUTH THEATRE IRELAND does not post contact details of other organisations/individuals on the website unless it has explicit permission to do so.
- Any comments posted to the YOUTH THEATRE IRELAND blog are moderated before they can be viewed on the website.
- Images contained on the site comply with YOUTH THEATRE IRELAND's Use of Images Policy (See Section 4.6).
- YOUTH THEATRE IRELAND's Administrative Officer monitors the site on a regular basis.
- Any content that is inappropriate or offensive will be removed as soon as we become aware of it.

Acceptable Usage Policy

YOUTH THEATRE IRELAND asks that all users of the site comply with the following:

Users should not:

- Use the site to bully, harass or target any other user
- Add content or create a link to content that could be interpreted as offensive or inappropriate
- Use inappropriate language
- Use any content including images from the site without receiving permission from YOUTH THEATRE IRELAND.
- Misuse or take out of context any content on the site including images or video footage.

THIRD PARTY SITES / SOCIAL NETWORKING SITES

YOUTH THEATRE IRELAND is a young-person focused organisation. Its approach is dynamic and forward-looking, and it recognises the need to engage with new media and technologies not only for sharing information with its stakeholders and the general public, but also the potential such platforms have as tools for the dissemination and even the creation of artistic work.

YOUTH THEATRE IRELAND has a presence on the following third-party sites:

- Facebook
- Twitter
- Instagram
- Drobox
- YouTube
- Vimeo

Due to the ever-changing nature of online technologies, there may be other sites on which it may be beneficial to have a presence in the future.

The purposes of these sites are mainly to create an online community and to encourage dialogue among those with a shared interest. Any forum that is open to a wide or even a select group of people is vulnerable to misuse including the posting of inappropriate content

or the promotion of organisations/events that do not fit with the YOUTH THEATRE IRELAND ethos. There is a danger that sites involving social networking can be used by unscrupulous individuals to defraud users or to make contact with young people with a view to 'grooming' them for abuse.

YOUTH THEATRE IRELAND takes every reasonable effort to ensure safe use of any third-party sites by adhering to the following:

- The Administrative Officer and Youth Theatre Officer supervise the moderation of all third-party sites and all such sites are checked on a regular basis.
- An assessment is made of the site and the most suitable settings for a YOUTH THEATRE IRELAND presence before any content goes live.
- Inappropriate content will be removed as soon as YOUTH THEATRE IRELAND becomes aware of it.
- YOUTH THEATRE IRELAND staff/volunteers should separate their own personal social networking presence from that of YOUTH THEATRE IRELAND.
- YOUTH THEATRE IRELAND requests that anyone who wishes to set up a social networking presence associated with YOUTH THEATRE IRELAND but not managed by it, e.g., the alumni of an NYT or for the participants of a festival, contact YOUTH THEATRE IRELAND in advance. Any content included on these sites should be appropriate and not damage the reputation of YOUTH THEATRE IRELAND.
- YOUTH THEATRE IRELAND will take bullying or harassment by anyone who uses YOUTH THEATRE IRELAND's third party sites very seriously. Any instance will be reported to those who run the website and if appropriate to the Gardaí.
- Staff/volunteers should report any suspicious behaviour by a user. If abuse is suspected, staff/volunteers should follow YOUTH THEATRE IRELAND's Internal Reporting Procedures. (See Section 3.4).
- Youth theatre leaders/members, professional theatre companies, theatre/drama practitioners, arts organisations and youth work organisations working for the benefit of young people are welcome to post content on YOUTH THEATRE IRELAND third party sites. Content from other parties is considered on an individual basis and will be removed if not in keeping with YOUTH THEATRE IRELAND ethos or if not of relevance to the interests of young people and/or theatre as an artform.
- YOUTH THEATRE IRELAND does not require any users of third-party sites to disclose personal information.
- YOUTH THEATRE IRELAND will promote safe use of social networking and other third-party sites among participants on its programme when drafting the group contract.

- In the case of a programme where use of social media is an aspect of the programme, as in the case of the Young Critics, staff will provide clear guidance to young people on safe use of the platform(s) in question.
- Use of images/video footage will be in line with YOUTH THEATRE IRELAND policy.

Acceptable Usage Policy for YOUTH THEATRE IRELAND Third-Party Sites:

YOUTH THEATRE IRELAND requires that those who use/access YOUTH THEATRE IRELAND's presence on a third-party site:

- Follow the code of conduct/terms of use provided by the site's creators.
- Do not post content/comments that could be interpreted as inappropriate or offensive
- Do not attempt to defraud or target any other user.
- Do not bully or harass any other user
- Do not copy content, images or footage without receiving prior permission from YOUTH THEATRE IRELAND.
- Do not misuse or take out of context any content, images, or footage posted.
- Do not post links to potentially inappropriate or offensive content
- Do not tag photos/videos posted by YOUTH THEATRE IRELAND
- Do not add comments to photos/videos that may identify individual young people.
- Do not identify individual young people when utilising the 'check-in' function on Facebook.

Legislation and the Internet

YOUTH THEATRE IRELAND is aware that there is legislation in Ireland that has relevance to misuse of the Internet such as the Criminal Law (Sexual Offences) (Amendment) Act 2007, the Non-Fatal Offences Against the Person Act (1997) and the Child Trafficking and Pornography Act 1998. We will make a report to the Statutory Authorities if there is a criminal dimension to any misuse that relates to YOUTH THEATRE IRELAND's Internet presence.

Section 4.6: Use of Images/Video Footage of Young People

YOUTH THEATRE IRELAND is conscious of the responsibility it has for ensuring any images/video footage of young people are used in a safe and responsible manner that does not put any young person at risk. Photographs and visual images are regarded as personal data under the Data Protection Acts 1998/2003. Therefore, all images must be obtained fairly and used only for one or more specified legal purposes.

YOUTH THEATRE IRELAND has developed the following policy on use of images/footage, informed by the Arts Council's *Guidelines for taking and using images of children and young people in the arts sector (2009)*:

- Images/footage of young people will only be recorded if there is a valid reason relating to the YOUTH THEATRE IRELAND programme.
- Consent for the use of images/footage is sought from young people participating on YOUTH THEATRE IRELAND events, and from the parents/guardians where a participant is under 18.
- A refusal of permission will not restrict the participation of a young person on a YOUTH THEATRE IRELAND programme.
- No images should be taken by YOUTH THEATRE IRELAND staff/volunteers with any mobile phone unless for the purposes of a YOUTH THEATRE IRELAND event/programme and only after parental consent has been received. Any such images should be transferred to a YOUTH THEATRE IRELAND computer as soon as possible and should not be retained on the mobile phone.
- Participants and primary carers are informed in advance as to the specific uses of any images/footage and as to whether they will be provided to third parties.
- YOUTH THEATRE IRELAND will only use images/footage for the reasons specified.
- Care will be taken that young people whose images are captured are dressed in a way that is appropriate to their age.
- Every precaution will be taken to ensure no image/footage used may expose any participant to embarrassment or distress.
- YOUTH THEATRE IRELAND only provides images/footage to third parties when there is a legitimate reason for doing so e.g., distributing images to the media when promoting a National Youth Theatre production or in the case of a YOUTH THEATRE IRELAND event being featured as part of a wider event as in the case of the Young Critics panel and the Dublin Theatre Festival. We may share images with funders for non-commercial purposes where the funder has adequate policies in place.
- YOUTH THEATRE IRELAND will only identify/provide names of individual young

people to third parties in a situation where they are being publicly acknowledged e.g., if a youth theatre member has been cast in a National Youth Theatre and a local newspaper wants to run a feature on him/her. Parental consent will be sought before providing any details of a young person aged under 18.

- When using images/footage YOUTH THEATRE IRELAND will not provide information that could be used to contact a young person.
- Images/footage will only be used in the context in which they were captured.
- Information such as date taken, names, context of images, and whether consent was provided will be stored with images that are retained.
- While in the vast majority of cases images of groups will be used rather than images of individual participants there are exceptions e.g., if a participant's local newspaper was seeking an image of them for a feature. Another exception might be in the case where a publicity image is taken of an individual young person and it is agreed that this is the best way to represent a production or event. If the image of a single young person is used, YOUTH THEATRE IRELAND will be especially careful that the image is appropriate, and that tight control is maintained over how the image is used and distributed.
- It is important that images are reflective of the diversity of young people participating on any YOUTH THEATRE IRELAND programme.
- We will be particularly sensitive when using images of young people whom we are aware are particularly vulnerable.
- Any misuse of YOUTH THEATRE IRELAND images/footage should be reported to the YOUTH THEATRE IRELAND Director or Designated Liaison Person.
- If any individual is unhappy with the manner an image/footage is obtained, used or retained by YOUTH THEATRE IRELAND, they should follow YOUTH THEATRE IRELAND's Complaints Procedure. Any such complaint will be taken very seriously, and procedures will be followed in full.
- While YOUTH THEATRE IRELAND cannot completely control and regulate the taking of photos or video footage at its events by participants or members of the public, we request that any such images/footage are not made available in the public sphere, are used in a way that is appropriate and are kept within the context in which they were captured.
- It should be made clear to participants that there are situations when it is inappropriate to capture photos/footage of each other. For example, while participants are getting dressed or undressed. During the drafting of the group contract, young people should be made aware of good practice on capturing and distributing images. It should be made clear to them that they need to think carefully before they post an image where it can be viewed by others and should not take images out of context. They should be

made aware that there are unscrupulous individuals who might use images to identify young people and may seek to contact them.

- Staff/volunteers should be alert to the possibility of participants capturing and distributing images with a view to causing another young person embarrassment or upset. Participants should be informed that any such occurrence will be taken extremely seriously and will be treated as an instance of bullying. Depending on the circumstances, it may be treated as a child protection issue and a report may be made to the statutory authorities.

Use of images/footage on the Internet.

The posting of images/footage on the Internet is an area of particular risk and YOUTH THEATRE IRELAND is cognizant of the possibility of images and footage being used and manipulated by those who seek to harm children and young people and the danger of any information provided being used to contact a young person with a view to grooming them for abuse.

YOUTH THEATRE IRELAND takes the following steps for the use of images/footage on the Internet:

- Particular care should be taken when posting such content on the Internet that it is appropriate, does not provide any information that could be used to contact or locate a young person and does not put a young person at risk in any other way.
- While it is impossible to completely control use of images once they are posted to the internet, YOUTH THEATRE IRELAND requests that all users of its own website and any third-party sites on which it has a presence adhere to the following, taken from YOUTH THEATRE IRELAND's Acceptable Usage Policy:
 - Do not use any content including images from the site without receiving permission from YOUTH THEATRE IRELAND.
 - Do not misuse or take out of context any content on the site including images or video footage.
 - Do not tag photos posted by YOUTH THEATRE IRELAND.
 - Any comments added should be respectful and not targeted at any particular young person.
 - Do not add comments to photos that may identify individual young people in the photo.

Approach to working online with young people and use of digital programmes

This policy should be referenced and referred to alongside the above Communications and Use of Images Policy

- **Permissions and Consent-** The digital age of consent is 16 so if the young person is under that age, permission will be sought by Youth Theatre Ireland staff members in

either email/ online form or hard copy format from a parent or guardian for use of each individual app / social media site or their involvement in the online project/ activity. Adhering to Youth Theatre Ireland's best practice permissions should be sought for any young person 18 and younger. Clear guidance should be given on levels of engagement, dates and times of online sessions or workshops, content and requirements of the young person participating for example how they will receive zoom / app invitations

- **Investigate any barriers in advance**, Youth Theatre Ireland staff will consult with participants and their parents / guardians that they are comfortable using the app/ online platform and whether they are experiencing any barriers to participation such as weak broadband access, limited access to equipment or if there is any limitation that impacts their ability to interact via screen such as visual impairment/ insecurity around using the camera. All efforts will and should be made by Youth Theatre Ireland staff to extend methods of inclusion.
- **Encouraging open communication-** if any young person or a parent/ guardian of a young person participating in a Youth Theatre Ireland online project or activity has an issue or concern regarding their involvement, Youth Theatre Ireland staff should ensure they have access to the projects lead contacts work email or the welfare phone number so that the matter can be addressed as soon as is possible. With regard to the festival of youth theatres, an issue can be brought to the attention of the facilitator, assistant facilitator or youth theatre leader which will then be passed on to the welfare officer/ DLP or relevant staff member.
- **By Invitation Only** Youth Theatre Ireland staff members should not require young people to have an account to participate in video meetings such as ZOOM, instead participants should be invited by email with a link from a Youth Theatre Ireland staff member or via their youth theatre leader on the organisation's behalf.
- **Official accounts only** Video Meetings should be hosted from an account held and managed by Youth Theatre Ireland, not from a staff members personal account.
- **Check settings and functionality** More than one Youth Theatre Ireland staff member should have access to the video app account details and act as a co-host. Youth Theatre Ireland staff will ensure that meetings are password protected and can only be joined by invitees adhering to the video platform rules and regulations
- **Recording** If recording a meeting is necessary, staff should store the recording securely on Youth Theatre Ireland equipment for a specified period of time in line with the projects retention policy. It is essential that permission is sought from the young person and their parent/ guardian as this is classified as data processing.
- **Prepare participants in advance** Youth Theatre Ireland staff should make themselves familiar with the features of the chosen app in advance, and provide clear guidance for young people, their parents/ guardians and youth theatre leaders where relevant on the safe use of the app prior to working online.
- **Working Together-** Youth Theatre Ireland staff will create an online group contract with the young people participating in the online activity in the same way they would do in the physical space this should include any expectations around rules/ codes of conduct, how the group will treat other, inclusion, dressing appropriately, positive feedback- see section 4.2 on Group Contracts for an example. This can be a working document and can be updated accordingly as the project continues by the staff members in consultation with the group

- **Ratios- staff to group-** The same Youth Theatre Ireland staff to young people ratios and procedures apply online as they would in the physical space - see section 4.4 on Ratios
- **Vetting-** Any person employed by Youth Theatre Ireland to carry out relevant work and engage with young people online is required to be fully vetted prior to commencing work. See section 5 on Recruitment
- **Reporting Child Protection Concerns-** If a Youth Theatre Ireland staff member has a child protection or welfare concern whilst working online with a group, they should follow this policies procedures and report to the DLP in the usual way- see section 1.3 and 1.4 of this policy.
- **Apps and Safeguarding** Popular video-conferencing apps such as Zoom, Skype, House party and Google Hangouts have various pros and cons in terms of their suitability for working with groups online, including the number of people who can participate at once etc.

When choosing the App(s) that work best for the group and the specific activity, it is important to also consider the appropriateness of each platform from a safeguarding point of view. In particular, it is important to consider whether use of these apps comply with Youth Theatre Irelands Data Protection Policy and the General Data Protection Regulation (GDPR). As images and video of people is considered personal data, any app used by Youth Theatre Ireland staff members to host activities is processing data on the organisations behalf and is therefore a Third-Party Data Processor. Youth Theatre Ireland therefore should carefully consider the Terms and Conditions when opening an account to ensure compliance with GDPR.

Section 4.7: Health and Safety

YOUTH THEATRE IRELAND is aware of the duty of care it has to staff, volunteers, young people and all those who access its services. The organisation is cognisant of its responsibilities under the Health and Safety at Work Acts and has developed a Safety Statement as required. In terms of its responsibility to safeguard the physical wellbeing of young people YOUTH THEATRE IRELAND has taken the following steps:

- YOUTH THEATRE IRELAND uses venues for its events/activities that are fit for purpose and well maintained
- Follows the safety instructions and fire regulations provided by venues it uses.
- If staff/volunteers identify a hazard in a venue, they should inform the appropriate person in the venue immediately.
- Risk Assessments are carried out. (See Section Below)
- Fire Drills are organised in cooperation with the venue.
- YOUTH THEATRE IRELAND takes a register of all who are present at its events/activities
- Ensures appropriate levels of supervision are provided for all activities/events. YOUTH

THEATRE IRELAND engages the services of Welfare Officers for events involving young people that involve overnight stays.

- Has measures in place should an emergency arise. (See Section Below)
- All activities are led by practitioners who have a high level of expertise in the particular practice. We recognise that this is particularly important in activities where there is an increased level of physical risk. Participants should be informed when they carry out exercises with increased risk, that should only be attempted under expert supervision.
- Checks are made to ensure equipment/materials used are safe and fit for purpose.
- Activities are age appropriate and developed with the specific abilities and needs of the participants in mind.
- YOUTH THEATRE IRELAND assesses proposed activities in advance at team meetings. Health and Safety is always a factor that is considered when programming events and activities.
- The Director is responsible for the implementation of Health and Safety policy within the organisation. It is the responsibility of all staff to familiarise themselves with Health and Safety policy and procedures and observe them in their work.

Risk Assessments

Risk assessments are conducted as part of YOUTH THEATRE IRELAND's programme planning.

YOUTH THEATRE IRELAND has developed a Risk Assessment Template that it uses when planning activities and events such as the National Youth Theatre and National Festival of Youth Theatres. There are seven aspects to YOUTH THEATRE IRELAND Risk Assessment:

1. Identify Risk
2. Identify people who might be harmed and how
3. Potential Outcomes
4. Likelihood of these Outcomes
5. Potential Severity of these Outcomes
6. Action Required to Reduce Risk
7. Details of when and how the Action will be taken.

(See Appendix 2: Risk Assessment Template)

Emergency Procedures

The following measures have been put in place should an emergency occur during a YOUTH THEATRE IRELAND event/activity:

- A well-stocked First Aid Kit is available at all events and an individual with training in First Aid is present.
- Staff are provided with details of local doctors and hospitals, other local emergency services such as the Gardaí
- Staff are provided with emergency contact details for parents and details of any dietary/medical requirements a participant may have. (This information is to be managed as outlined in YOUTH THEATRE IRELAND's Confidentiality Policy see Section 6).

If an emergency occurs during a YOUTH THEATRE IRELAND event/activity

In any emergency situation, the wellbeing of the young person(s) should always be the overriding concern and any action taken should reflect this. Although every emergency situation will be different and will have its own unique factors, the following is an outline of the procedures that should be followed by staff/volunteers.

If a participant becomes ill/receives an injury:

- The person with First Aid training will make an initial assessment.
- Depending on the severity of the illness/injury, the following steps may be taken:
 - it may be decided that it is sufficient for the participant to sit out the session
 - it may be decided that the best course of action is for the young person to return to the accommodation. If the young person is under 18, they must be accompanied by a Welfare Officer and another adult. *See Note Below
 - It may be decided that the young person requires the attention of a medical professional. The young person should be brought to the nearest doctor by a Welfare Officer and another adult. *See Note Below
 - If the illness/injury is thought to be serious and/or life threatening, an ambulance should be requested immediately. A Welfare Officer should accompany the young person to the hospital.
 - In any case of illness/injury, the parents/primary carers should be informed as soon as possible.
 - If YOUTH THEATRE IRELAND's Designated Liaison Person is not present, he/she should be informed also.
 - An Accident/Incident Report Form (See Appendix One) should be completed by the appropriate person as soon as possible. The best person to complete this will usually be the First Aid person who made the initial assessment, but it may be that they are not aware of all the relevant information e.g., if someone else goes to the hospital with the young person. In this case, they should complete the report together. Staff should contact the Designated

Liaison Person if they are unsure how to proceed with this.

*Note: If additional adults are needed to supervise the remaining group or to travel with the Welfare Officer, the YOUTH THEATRE IRELAND Office should be contacted. The Welfare Officer should not leave until the relief person arrives.

In the case of hospitalisation

- If it is feasible, the Designated Liaison Person should travel to the hospital as soon as possible to support the Welfare Officer or to relieve them if appropriate. If this is not feasible, as in the case of a trip abroad, the DLP should remain in regular phone contact with the Welfare Officer and consideration will be given to the best way to support him/her.
- If the parents/primary carers do not state their intention to travel to the hospital, the Designated Liaison Person can request that they do so.

If a young person has to travel home due to an illness/injury.

If the young person is unable to continue with the project due to the illness or injury, and is aged under 18, YOUTH THEATRE IRELAND's Designated Liaison Person can request that the parents travel to the location of the project to bring the young person home.

Maintenance of Records/Review

There is currently no legislation in Ireland that defines the retention period for Health and Safety records. However, the 2005 Health and Safety at Work Act, requires an employer to keep a record of any accident or dangerous occurrence that is reportable to the Health and Safety Authority for a period of ten years.

YOUTH THEATRE IRELAND retention periods:

Safety Statements: Holds until superseded

Risk Assessments: 10 years

Accident/Incident Reports: 10 years

YOUTH THEATRE IRELAND reviews its Health and Safety policy and procedures on an annual basis.

Insurance

YOUTH THEATRE IRELAND has Insurance Cover that is tailored to its needs. This cover includes Public Liability Insurance, Employer Liability Insurance and Directors and Officers Insurance. At the time of renewal of policy, YOUTH THEATRE IRELAND's General Manager meets with the insurance company to discuss the specifics of the YOUTH THEATRE IRELAND programme in the year ahead. If there are adjustments to the programme, the Administrative Officer contacts the Insurance Company to inform them and the insurance cover is adjusted accordingly.

Section 4.8: Residentials

YOUTH THEATRE IRELAND organises a number of programmes that involve overnight stays for young people. This can be for a single night or for a period of a number of weeks as in the case of the National Youth Theatre. We adhere to the following procedures for residentials:

- Welfare Officers are engaged for any project that involves overnight stays.
- Welfare Officers are provided with a clear role description. All Welfare Officers are subject to garda vetting. Welfare Officers are inducted in YOUTH THEATRE IRELAND's Code of Behaviour for Staff/Volunteers.
- All Welfare Officers receive induction in YOUTH THEATRE IRELAND's Child Protection and Welfare Policy and procedures
- Welfare Officers are provided with Accident/Incident Report Forms, YOUTH THEATRE IRELAND Internal Reporting Forms and the Tusla Standard Reporting Form.
- They are provided with contact details for YOUTH THEATRE IRELAND's Designated Liaison Person and are instructed to contact her should an accident occur or if a child protection concern arises. They are also instructed that in the case of a child protection emergency they can report a concern directly to Tusla /An Garda Síochána and are given contact details for these authorities.
- Clear information about the programme and the overnight element of it is provided to parents/primary carers. Parental consent and contact details are requested for all members aged under 18. Dietary and medical requirements are requested for all participants. Parents are requested to ensure that young people have an adequate supply of any necessary medication with them. If members will be doing additional activities that involve a higher level or risk than usual activities, permission will be sought. Personal information will be treated in line with YOUTH THEATRE IRELAND's Confidentiality Policy. (See Section 6)
- Parents/primary carers are informed that in the event of an emergency that renders the young person unable to travel home by themselves or if a young person is hospitalised, they will have to travel to the location of the event.

- All YOUTH THEATRE IRELAND events involving the participation of young people are alcohol and drug free for all participants regardless of age.
- YOUTH THEATRE IRELAND has developed a Health and Safety procedures (see Section 4.7). All Welfare Officers are provided with a copy and discuss it with the Designated Person during induction.
- Welfare Officers will have access to money in cash form in case of an emergency.
- If there is an issue in relation to the accommodation/venues used, Welfare Officers should inform the accommodation/venue manager. They should also inform the Designated Liaison Person as soon as possible.
- Ongoing dialogue should take place between welfare and artistic teams on an event so that the relevant people are aware of any difficulties that a young person is experiencing and can offer them the necessary support. Any discussions should be conducted in the strictest confidentiality and any written records should be treated in line with YOUTH THEATRE IRELAND's Confidentiality Policy (see Section 6)
- There needs to a balance struck between the members' privacy and the necessity of supervision especially when they are in the accommodation. All staff need to be mindful of this. They should avoid being alone with a young person. If they need to talk to young people individually, they should do so in a public place where they are visible to other adults. Any supervisory rounds while young people are in bedrooms should be done in pairs. Staff should always knock before entering a young person's bedroom.

There are more specific considerations that need to be applied to participation in International events, YOUTH THEATRE IRELAND has developed guidelines to planning/participating in trips abroad. *Go Happy, Come Back Safely*. These guidelines will be followed for international projects.

Section 4.9 Approach to Working with Participants aged 18 or over

YOUTH THEATRE IRELAND works with young people aged 12-25. Individual programmes are developed with the needs and abilities of the target age group in mind. There are events such as the National Festival where all young people within the age spectrum participate. YOUTH THEATRE IRELAND values the contribution that young people over 18 make to the organisation and to youth theatre in general. YOUTH THEATRE IRELAND takes the following approach to those over 18 who participate in its programme:

- The same Group Contract applies to everyone who participants on a YOUTH THEATRE IRELAND programme, regardless of age. All participants have the same rights and responsibilities.

- YOUTH THEATRE IRELAND has a no-alcohol/drugs rule, regardless of the age of the participant
- While YOUTH THEATRE IRELAND doesn't request parental consent for those aged over 18, we do request details of someone to contact in the case of an emergency
- Seeks consent from those over 18 for use of images
- A disclosure of abuse by a participant over 18, should be treated with the same sensitivity as that of a disclosure by a young person who is under 18. The consent of the participant should be sought before making a report to Tusla. However, regardless of whether consent is given, if the alleged abuser still poses a risk to a child/young person, a report will need to be made to the Statutory Authorities. Staff/volunteers should follow the reporting procedures outlined in Section 3.4. Details of the HSE National Counselling Service will be provided to the participant in question.

SECTION 4.10: Dealing with Disruptive Behaviour

In its work with young people, YOUTH THEATRE IRELAND emphasises the benefits and rewards for positive behaviour. However, there may be occasions when the behaviour of a young person or a group of young people disrupts work on the programme and impacts on other participants. YOUTH THEATRE IRELAND promotes positive behaviour and creates an environment where disruptive behaviour is not acceptable by:

- Creating a Group Contract with the participants that outlines not only the rights of participants but also their responsibilities and the kind of behaviour that is unacceptable.
- Emphasising on an ongoing basis, the necessity of teamwork and cooperation, not only to ensure that the objectives of a particular programme are met, but also to ensure that everyone involved has a positive experience.
- Promoting awareness of the benefits to be gained from giving full commitment and focus to a programme and the goals that can be achieved by doing so.
- Participants on YOUTH THEATRE IRELAND programmes are there as representatives of their youth theatre and are reminded of the importance of being good ambassadors for their group.

Dealing with Instances of Disruptive Behaviour

There are a whole range of behaviours that could be termed 'disruptive'. It is impossible to offer appropriate responses for the full range of behaviours. The following are general pointers. If a staff member/volunteer is unsure about how to handle a specific situation, they should contact the Designated Liaison Person.

- Staff/volunteers should always react calmly, regardless of the level of frustration involved. They should never act in a way that intimidates, ridicules or humiliates any young person. Any response should be in line with YOUTH THEATRE IRELAND's Code of Behaviour for Staff/Volunteers.
- The response to any instance of disruptive behaviour should always be proportionate.
- The response should be initiated as soon as possible and should be explained in full to the participant.
- More than one staff member/volunteer should be present when dealing with disruptive behaviour.
- A written record should be kept of the behaviour and the response to it. This should be given to the Designated Liaison Person as soon as possible.
- The staff member/volunteer should contact the Designated Liaison Person to discuss involvement of the parents and the best way to go about this.

Possible Responses to Disruptive Behaviour

As indicated above, each scenario will be different, and responses should always be proportionate. The nature of the YOUTH THEATRE IRELAND programme will also have an impact on the kind of responses available. For example, a very short-term programme may not allow a time-out as a possible response. Below are some possible responses:

1. Depending on the seriousness of the behaviour, it may be sufficient for the disruptive nature of the behaviour to be explained to the young person and the Group Contract referenced.
2. Some way of making amends/restitution – e.g., if something is broken, it is replaced or if a possession is taken, it is returned
3. Time-out from a programme
4. Increased supervision

5. Sanctions such as missing out on a social activity or a theatre trip.
6. An individual 'contract' or agreement could be developed setting out the behavioural improvements required and the rewards for their attainment.
7. Temporary or Permanent Exclusion. Permanent exclusion will only be considered when other possible options have been exhausted and/or when it is felt that the behaviour is putting other young people at risk. Full consideration will be given to the possible consequences on the young person in question and the rest of the group.

Additional Support/Referral

To ensure that a young person's needs are being met and that they are getting the best possible support, additional or specialist advice may be sought from other agencies or organisations. It may be felt that it is necessary to refer a young person to another agency.

If it is felt that the behaviour is the result of some trauma or that the young person who is displaying disruptive behaviour is at risk in any way, a decision may be taken to make a report to Tusla. YOUTH THEATRE IRELAND's Internal Reporting Procedures should be followed. (See Section 3.4)

Working with Parents/Primary Carers

YOUTH THEATRE IRELAND recognises the importance of informing parents/primary carers about their young person's participation on the YOUTH THEATRE IRELAND programme and any issues pertaining to it. In terms of disruptive behaviour, parents/primary carers will be informed about any instance of disruptive behaviour that elicits a response beyond the more informal one outlined in Possible Response 1 above. If it is felt that informing a parent/primary carer of a young person will put them at risk, they will not be informed. YOUTH THEATRE IRELAND's Designated Liaison Person may seek advice from Tusla if they have a concern about informing parents/primary carers.

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

YOUTH THEATRE IRELAND organises several 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 regarding any employment/disciplinary issues about 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 Eoghan Doyle on 01-8781301 or by email on eoghan@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 Cathal Thornton and they can be contacted through the YOUTH THEATRE IRELAND Office on 01-8781301 or by email on cathal@youththeatre.ie

Appendix 19 – Sample report forms

https://www.tusla.ie/uploads/content/Retrospective_Abuse_Report_Form_FINAL.pdf

<https://www.tusla.ie/children-first/publications-and-forms/>

Appendix 19 – Child Safeguarding: Relevant Legislation

There are a number of pieces of legislation relevant to the safeguarding of children. The following indicative list is not intended to be comprehensive but rather to give a sense of the breadth and wide array of relevant legislation.

Child and Family Agency Act 2013

<http://www.oireachtas.ie/documents/bills28/acts/2013/a4013.pdf>

Child Care Act 1991

<http://www.irishstatutebook.ie/eli/1991/act/17/enacted/en/print.html>

Children Act 2001

<http://www.irishstatutebook.ie/eli/2001/act/24/enacted/en/pdf>

Children First Act 2015

<http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf>

Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012 <http://www.irishstatutebook.ie/eli/2012/act/24/enacted/en/pdf>

Criminal Justice Act 2006, Section 176: Reckless Endangerment of Children

<http://www.irishstatutebook.ie/eli/2006/act/26/enacted/en/pdf>

Data Protection Acts 1988 and 2003

<http://www.irishstatutebook.ie/eli/1988/act/25/enacted/en/html>

<http://www.irishstatutebook.ie/eli/2003/act/6/enacted/en/pdf>

Domestic Violence Act 1996

<http://www.irishstatutebook.ie/eli/1996/act/1/enacted/en/pdf>

Education (Welfare) Act 2000

<https://www.oireachtas.ie/documents/bills28/acts/2000/a2200.pdf>

Education Act 1998

<http://www.irishstatutebook.ie/eli/1998/act/51/enacted/en/pdf>

Freedom of Information Act 2014

<http://www.irishstatutebook.ie/eli/2014/act/30/enacted/en/pdf>

National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2106

<http://www.irishstatutebook.ie/eli/2012/act/47/enacted/en/pdf>

Non-Fatal Offences against the Person Act 1997

<http://www.irishstatutebook.ie/eli/1997/act/26/enacted/en/pdf>

Protected Disclosures Act 2014

<http://www.irishstatutebook.ie/eli/2014/act/14/enacted/en/pdf>

Protections for Persons Reporting Child Abuse Act 1998

<http://www.irishstatutebook.ie/eli/1998/act/49/enacted/en/pdf>