



## **Skerries Traditional Weekend Child Safeguarding Statement**

### **Guiding Principles:**

The *Skerries Traditional Weekend* Committee is dedicated to providing all children and young people who take part in our activities with the highest level of education, enjoyment and safety. *Skerries Traditional Weekend* is committed to comply with national legislation and best practice guidance for safeguarding children.

The health, safety and well-being of all our children and vulnerable adults are of paramount importance to all teachers, committee members and volunteers who are a part of *Skerries Traditional Weekend*. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe as participants in all our activities.

This policy document applies to all *Skerries Traditional Weekend* activities and has been designed to protect our children in line with current legislative requirements. We will ensure that policy documents are updated appropriately to reflect experiences, changes in circumstances and future changes in the regulatory and legislative environment..

### **Child Protection Responsibilities**

The Children First Act 2015 sets out the responsibilities placed on all organisations to keep children and vulnerable adults safe while availing of their services and activities.

- Have a Child Protection Policy formally adopted and noted in the branch minutes
- Have appointed a Designated Liaison Person (DLP), who is responsible to liaise on child protection issues/concerns (if required) with both TUSLA & An Garda Síochána.
- Have all persons, including teachers, mentors and volunteers, who have regular access to children/vulnerable adults, vetted with the National Vetting Bureau (NVB). This has been mandatory since April 2016.

Under the Children First Act 2015 two further legislative requirements now apply. The Act states:

“The Act requires providers of relevant organisations to keep children safe from harm while availing of their services, to undertake a risk assessment to identify the potential for harm to a child who is availing of their service, and to prepare a child safeguarding statement which sets out the policies and procedures which are in place to mitigate the risks identified. The legislation makes provision for a Register of Non-compliance for those providers who fail, on request, to provide a copy of the Child Safeguarding Statement to the Child and Family Agency”.

### **Nature of service and principles to safeguard children from harm:**

*Skerries Traditional Weekend* is an annual traditional music festival that includes educational workshops in traditional Irish music, song, dance, and other cultural activity which are open to children and adults.

*Skerries Traditional Weekend* has an appointed Designated Liaison Person (DLP) for matters in relation to Child Protection and Guidelines and Procedures in respect of Involvement with Children/Young persons and Vulnerable Adults.

All teachers and volunteers with regular access to children or vulnerable adults are required to apply for Garda Vetting.

Tutors and other relevant volunteers are fully aware of their role and responsibilities in respect of appropriate supervision of children while in their care and the general supervision practices of the organisation. The class register/attendance sheet is maintained by the teachers and is an important element of Child Protection Policy implementation.

Parents and guardians of children attending *Skerries Traditional Weekend* workshops are at all times notified of appropriate schedules, locations of activities.

## Risk Assessment

We have carried out an assessment of any potential for harm to a child while availing of our services including the area of online safety when accessing the internet. Below is a list of the areas of risk identified and the list of procedures for managing these risks.

	Risk identified	Procedure in place to manage identified risk
1	<b>Workshop Teaching Practices</b> Inappropriate tutors Supervision issues	<ul style="list-style-type: none"> <li>– Recruitment Policy</li> <li>– Code of Practice</li> </ul>
2	<b>Complaints &amp; Discipline</b> Lack of awareness of ability and procedure to complain or raise issues	<ul style="list-style-type: none"> <li>– Complaints Procedure &amp; awareness of policies</li> </ul>
3	<b>Use of Facilities</b> Unauthorised access Health and safety concerns and knowledge of venue procedures	<ul style="list-style-type: none"> <li>– Detailed venue Risk Assessment, adequate supervision</li> <li>– Detailed venue Risk Assessment, Volunteer awareness</li> </ul>
4	<b>Recruitment</b> Recruitment of inappropriate people	<ul style="list-style-type: none"> <li>– Recruitment Policy</li> </ul>
5	<b>Communications</b> Lack of awareness when sharing images	<ul style="list-style-type: none"> <li>– Images of under 18s not to be shared without consent</li> </ul>
6	<b>Conduct of Tutors / Pupils</b> Inappropriate conduct from tutors or students. Inappropriate conduct peer to peer	<ul style="list-style-type: none"> <li>– Code of Practice</li> <li>– Code of Practice</li> </ul>

The Risk Assessment was undertaken on (29/05/2025).

## Policies and Procedures Statement:

We have implemented policies and procedures according to *Children First, The National Guidelines for Child Protection and Welfare* covering:

1. Code of Behaviour
2. Reporting Procedures
3. Confidentiality Statement
4. Recruitment and Selection of Staff
5. Managing and Supervising Staff
6. Involvement of Primary Carers
7. Procedures for Dealing with Allegations Against Staff
8. Complaints Procedure
9. Accidents Procedure

### 1. Code of Behaviour

We believe all children and young people taking part must;

- Be treated with respect,
- Be praised and encouraged regardless of ability,

- Be treated and spoken to in an appropriate manner at all times.
- Any physical contact must be appropriate to the instruction or activity taking place.

## 2. Reporting Procedures

Our Designated Person with respect to the protection of children and young persons is **Carol Byrne**

Our Deputy Designated Person with respect to the protection of children and young persons is **Alastair Kay**

### ***Reasonable Grounds for concern might include:***

- Specific indications from a child,
- Account by a witness,
- Observed evidence.

### ***Procedures for Dealing with a Disclosure***

Anyone who has concerns with respect to the welfare of any child or young person should:

1. Note their concerns in a sensitive and professional manner
2. Report them to (a) **Carol Byrne** (087 950 6083) or  
(b) **Alastair Kay** (087 413 2822) or  
(c) Any other committee member as soon as possible. That committee member should then contact either of the two designated persons named above.
3. Information will only be shared on a 'need to know' basis and not discussed by the committee.
4. Designated person is equipped to decide if a report to the HSE is necessary or any action is needed.

### ***Procedures for Reporting***

1. If appropriate the child may be reassured or removed from the situation in a calm manner if immediate danger is suspected.
2. Record the conversation/incident as soon as possible in as much detail as possible, sign and date the record.
3. The designated person will report to the committee as soon as possible and recommend if whether it is necessary to send the report to the Duty Social Worker at the HSE or if any action is needed. This contact can be treated in an informal, verbal manner prior to making a report.
4. Contact will be made with parent/carer in the event that a report is made, if it would not put the child at any further risk, impair Tusla's ability to carry out a risk assessment, or put the reporter a risk of harm..

In an emergency or in out of hours situation contact may be made with:

- An Garda Síochána, Skerries: 01 8491211
- Duty Social Worker, Health Centre, Cromcastle Road, Coolock, Dublin 5: 01 8164200

All concerns will be dealt with speedily and thoroughly within two weeks of the event and in accordance with the procedures as outlined in the *Children First, The National Guidelines for Child Protection and Welfare*.

## 3. Confidentiality Statement

The committee is committed to protecting all persons rights to confidentiality. No personal information will be disseminated to third parties unless deemed necessary by the designated member or committee and then only in the interests of child protection. Sharing information in relation to a child protection concern is not a breach of confidentiality. Parents/Carers have a right to know if personal information is being shared and /or a report is being made to the HSE (unless doing so might put the child at further risk). The information will only be shared on a 'need to know' basis.

All records are kept in a safe and confidential manner at 72 Strand Street, Skerries, Co Dublin and access to same is restricted to the Designated Persons named above.

## 4. Recruitment and Selection of Staff

Recruitment of volunteers and paid participants is carried out by the committee based on proven ability and with due concerns for the welfare of all participants. Any person deemed to be 'a risk' to children will not be used. We will provide a copy of this Child Protection Statement to all volunteers and paid participants and same will be signed by them. Volunteers and paid participants are required to have written references that will be verbally confirmed. All volunteers and paid participants will be required to consent to Garda vetting. A probationary period of 1 year will apply.

A person would not be eligible to work with children where any of the following are applicable:

- Any child related convictions
- Refusal to sign application form and declaration form
- Insufficient documentary evidence of identification
- Concealing information on one's suitability to working with children

## 5. Managing and Supervising Staff

To protect both staff (paid and voluntary) and children/young people we undertake that:

New staff will:

- be made aware of the organisation's code of conduct, Child Protection Procedures and the identity and role of who has been designated to deal with issues of concern.
- Undergo a trial probationary period of 1 year.

All staff will:

- Receive an adequate level of supervision and review of their work practice.
- Be expected to have read and signed the Child Protection Policy Statement.

## 6. Involvement of Primary Carers

We will register and hold securely the following details for all those taking part;

- Name and address,
- Signed consent with Emergency contact number
- Any special requirements.

We are committed to being open with all primary carers and we will involve and share information with primary carers, (parents, carers, or responsible adults) in the case of any concern over a child or young person's welfare.

The committee will not use images of young people without the permission of their parents or guardians.

## 7. Procedures for Dealing with Allegations Against Staff

If an allegation is made against any volunteer or participant:

1. The first priority is to ensure that no child or young person is exposed to unnecessary risk.
2. The allegation will be assessed promptly and carefully and reported to:
  - (a) **Carol Byrne** (087 950 6083) *Designated Person (to the child/young person)*
  - (b) **Alastair Kay** (087 413 2822) *Deputy Designated Person (to the volunteer/paid participant)*
3. Both the primary carers and child/young person should be informed of actions planned and taken. The child/young person should be dealt with in an age-appropriate manner.
4. The volunteer/paid participant will be informed as soon as possible of the nature of the allegation and will be given the opportunity to respond. Simultaneously the volunteer/paid participant will be temporarily replaced until the matter is resolved.
5. The matter will then be followed up by **Kevin O'Keeffe** (087 6371930) *Designated Person for Staffing*.
6. All rights of the staff member will be adhered to.
7. The committee will then proceed based on the recommendations received from the Designated Person who is equipped to decide if a report is necessary to the HSE and/or An Garda Síochána or if any action is needed.
8. After consultation the Chairperson should advise the person accused and agreed procedures will be followed.

## 8. Complaints Procedure

- Complaints/comments will be responded to within two weeks.
- Carol Byrne (087 950 6083) has responsibility for directing complaints/comments to the appropriate person.
- Verbal complaints will be logged and responded to.

## 9. Accidents Procedure

In the event of an accident the person nominated at registration will be contacted. If the situation requires further attention, appropriate measures will be taken. First aid boxes are located at each venue. Our accident/incident book is safely stored at 72 Strand Street, Skerries, Co. Dublin. Annual insurance cover is in place and is renewed in May each year.

The following forms will be made available (see Appendix F and G):

- F. Incident /Accident Report form
- G. Accident Report Form to HSE

The following appendices outline relevant additional information and procedures as part of our child protection policy.

- Appendix A - Types Of Child Abuse And How They May Be Recognised
- Appendix B - Circumstances Which May Make Children More Vulnerable To Harm
- Appendix C - Reasonable Grounds For Concern

- Appendix D – Code of Practice
- Appendix E – Anti Bullying Policy
- Appendix F - Incident /Accident Report Form
- Appendix G - Accident Report Form To HSE
- Appendix H – Children First National Guidance

We will review this policy again by the end of November 2025.

Signed:.....  
Carol Byrne - Designated Person

Date:.....

Signed: ..... Date: ..... Name (in Block Capitals) .....  
Volunteer / Paid Participant

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