

## CORK BUTTER MUSEUM CLG

### CHILD SAFEGUARDING POLICY

#### 1.0 DECLARATION OF GUIDING PRINCIPLES

We provide the following services/activities to children and young people

The Cork Butter Museum CLG welcomes visitors of all ages and abilities.

Most children visit in school groups or with a responsible adult such as a relative or youth group leader. (We refer to this adult in this document as the child's carer). The primary carer of the child on entrance to the Museum remains the child's primary carer.

Our guiding principles are underpinned by *Children First: National Guidance for the Protection and Welfare of Children*, *Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice*, the United Nations Convention on the Rights of the Child and current legislation such as the Children First Act 2015, Child Care Act 1991, Protections for Persons Reporting Child Abuse Act 1998 and the National Vetting Bureau Act 2012.

Our guiding principles apply to all paid staff, volunteers, committee/board members and students on work placement within our organisation. All committee/board members, staff, volunteers and students 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.

Our Designated Liaison Person is Peter Foynes\_\_\_\_\_

021 4300 600 pfoynes@hotmail.com

Michelle Cashman is the Deputy Designated Person;  
michellicashman10@gmail.com

## **2.0 NAMED PERSONS**

Peter Foynes is the Designated Liaison Person

Michelle Cashman is the Deputy Designated Liaison Person

The Designated Liaison Person and the Deputy Designated Liaison Person will remain familiar with procedures and reporting lines in the case of suspected abuse.

The Relevant Persons will be those persons actually providing the tour.

There are no mandated persons employed or acting as volunteers in the Butter Museum.

## **3.0 RESPONDING TO AND REPORTING CHILD PROTECTION**

The following excerpt from *Children First: National Guidelines for the Protection and Welfare of Children* (4.3.2 - p.38) shows what would constitute reasonable grounds for concern:

- (i) specific indication from the child or young person that s/he has been abused;
- (ii) an account by a person who saw the child/young person being abused;
- (iii) evidence, such as an injury or behaviour, which is consistent with abuse and unlikely to be caused another way;
- (iv) an injury or behaviour which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse  
[an example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour];
- (v) consistent indication, over a period of time, that a child is suffering from emotional or physical neglect.

**In the event that any of the above should arise during the course of a child's visit to the Butter Museum staff will**

- Respond to the needs of the child or young person appropriately, meaning
  - Stay calm and listen to the child/young person, allow him or her enough time to say what s/he needs to say;
  - Don't use leading questions or prompt details;
  - Reassure the child/young person but do not promise to keep anything secret;
  - Don't make the child/young person repeat the details unnecessarily;
  - Explain to the child/young person what will happen next (explanation should be age-appropriate).
  
- Report concerns to the child's Primary Carer in the Museum at the time, unless that would put the child at further risk,
- Report concerns to the Designated Liaison Person
- A record is to be kept of all details, including the date, time and people involved in the concern or disclosure and the facts in a secure and confidential record.
- The Designated Liaison Person may contact TUSLA for an informal consultation prior to making a report;
- Should the informal consultation result in a formal report to TUSLA then the Designated Liaison Person is to follow appropriate procedures,
- The primary carer should be made aware of any report to the TUSLA, unless it is likely to put the child/young person at further risk;

### **Complaints against Staff or Volunteers**

- In the event of a complaint against a member of staff or volunteer, we will immediately ensure the safety of the child/young person and inform primary carers as appropriate.
- The DLP must be advised of the complaint
- The DLP must inform the chairperson of the Board of the Company promptly of any complaint against a member of staff or a volunteer

- The investigation of a complaint against a staff member or volunteer will be conducted by a member, or members, of the the Board to be appointed by the chairperson
- The investigation will take note of the recommendations of TUSLA as outlined in Child Safeguarding; A Guide for Policy, Procedure and Practice. These are listed in **Appendix 1. P 38**

## **Confidentiality**

Information, written or otherwise, is to be shared only with those who have a statutory role or a designated role in the Child Safeguarding Policy of the Company,

### **4.0 WORKING SAFELY WITH CHILDREN AND YOUNG PEOPLE**

Recruitment procedures for staff and volunteers will reflect the necessity of child safeguarding and the suitability of a person to work with children/young people.

Staff or volunteers participating in the relevant service will be Garda vetted

Given the limited interaction between staff or volunteers and children, which always takes place in the presence of the children's primary carer, specialised child welfare training for staff and volunteers is not considered necessary.

Staff or volunteers interacting with children will be supplied with a copy of this statement and asked to give written acknowledgment of receipt of the document and familiarity with its contents.

### **Staff interacting with children will be expected**

- To treat children and young people equally;
- To use appropriate language (physical and verbal);
- To encourage a positive atmosphere;
- To respect a child's or young person's personal space
- Listen to and respect children and young people;
- To provide encouragement, support and praise (regardless of ability);
- Not to use or allow offensive or sexually suggestive physical and/or verbal language

- Not to single out a particular child/young person for unfair favouritism, criticism, ridicule, or unwelcome focus or attention;
- Not to allow/engage in inappropriate touching of any form;
- To encourage a positive atmosphere;
- To treat all children and young people as individuals;
- To use appropriate teaching aids and materials;
- To be aware of a child's or young person's limitations, due to a medical condition for example;
- To be inclusive of children and young people with special needs;
- To report any concerns to the Designated Person and follow reporting procedures;
- To observe appropriate dress and behaviour;
- To report and record any incidents and accidents;
- To maintain awareness around language and comments made.
- Never to hit or physically chastise children/young people;
- Not to single out a particular child/young person for unfair favouritism, criticism, ridicule, or unwelcome focus or attention;
- Not to allow/engage in inappropriate touching of any form;
- To seek consent of child/young person in relation to physical contact (except in an emergency or a dangerous situation);
- To be aware of accident procedures and follow accordingly
- Not to leave children unattended or unsupervised;

### **Taking of Images of Children**

The Museum may take photographs of school or other children's groups for publicity or other reasons

- This will not be done without the consent of the responsible adult

accompanying the children

- The images will not be used for purposes other than to which consent has been given
- Children included in an image will not be identified

## **5.0 COMMUNICATION**

A copy of this document will be supplied to staff members providing the relevant service.

A copy of this document will be supplied to member of the Board of the company.

A copy of this document will be placed on our website and its presence made known to schools or other bodies who may wish to avail of the relevant service.

A copy of this document will be kept in the Museum for viewing by those who wish to do so.

A notice will be placed in the Museum advising visitors of the existence of this document and how to access it.

## **6.0 IMPLEMENTATION**

This Child Safeguarding Policy to be considered and agreed by the Board of the Company

Staff offering school tours to be Garda Vetted

Copies of this document to be distributed to staff and volunteers

A copy of this document to be placed in the Museum

A notice of the existence of this document to be placed in the Museum.

## **APPENDIX 1**

Tusla, Child Safeguarding; A Guide for Policy, Procedure and Practice, p. 38

- In making an immediate decision about the worker's/volunteer's presence in the organisation, the CEO/employer should as a matter of urgency take any measures necessary to protect the child/young person. These should be proportionate to the level of risk to the child/young person; 'protective measures' do not presume guilt.
- The CEO/employer should privately inform the worker/volunteer that an allegation has been made against him or her and the nature of the allegation.
- The worker/volunteer should be afforded an opportunity to respond. The CEO/employer should note the response and pass on this information if making a formal report to Tusla. The worker/volunteer should be offered the option to have representation at this stage and should be informed that any response may be shared with Tusla.
- While Tusla will not provide advice on employment matters, advice and consultation with regard to risk to children/young people can be sought from the local Tusla social work office
- The CEO/employer(or equivalent head of the organisation) should ensure that actions taken by the organisation do not frustrate or undermine any investigations or assessments undertaken by Tusla or An Garda Síochána. The organisation should liaise closely with the investigating bodies to ensure this.
- The requirements of fair procedure and natural justice mean that Tusla usually will not share the detail of any assessment regarding allegations of abuse against a worker/volunteer until the worker/volunteer has had an opportunity to fully respond to the allegation and any findings and decisions of Tusla.
- Disciplinary procedures should be developed by the organisation (see also Best Practice Theme 4.8 – Disciplinary Procedures).

## References

TUSLA, *Child Safeguarding; A Guide for Policy, Procedure and Practice*

<https://www.tusla.ie/uploads/content/Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice.pdf>

London Canals Museum, *Safeguarding Policy*

<http://www.canalmuseum.org.uk/cp-policy.htm>