

Arts Council of Ireland
Child Protection and Welfare - Quality Assurance Self-Audit

Introduction.

In line with *Children First: National Guidance for the Protection and Welfare of Children (2017)*, the Arts Council is obliged to ensure that those in receipt of funding or grant aid and whose work brings them into contact with children are also meeting their obligations under the *Children First Act 2015*. The Arts Council has developed a quality assurance framework to measure and evidence the compliance of funded or grant-aided organisations and artists.

Accordingly, the Arts Council reserves the right to request and require information from recipients to evidence:

- a. their compliance with *Children First 2015* and other relevant legal or national guidance, including the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016* and *Children First: National Guidance for the Protection and Welfare of Children (2017)*; and
- b. the truthfulness and accuracy of their replies to the questions.

Completion of this quality assurance self-audit, upon request by the Arts Council, is a condition of Arts Council funding. The information you supply will be used by the Arts Council to evidence and measure your compliance with relevant legislation and national guidance for promoting the safety and welfare of children who use the services you provide.

Please note that all relevant questions must be answered either "Yes" or "No" as indicated. A "No" answer is acceptable only for questions 1, 2 and 18 if the answer is not applicable to you. For all other questions a "Yes" answer will indicate that your policy and procedures have been developed in line with relevant legislation and national guidance.

If answering "Yes" to question 1, the self-audit should be completed as follows:

- Questions 2 to 35 apply to organisations providing services to children or young people i.e. the funding proposal is relevant to this age group.
- Questions 2 and 11 to 35 apply to individuals working alone to provide a service to children.

By answering "No" to question 1 you are indicating that you/your organisation are not a provider of a relevant service to children or young people and no part of your funding proposal is relevant to this age group.

The Arts Council reserves the right to request copies of any documents, records or other information referred to in the questions. Failure to comply with this request may affect future funding or grant aid to you/your organisation.

If you receive funding from the Arts Council, drawdown of funding will be dependent on the satisfactory completion of this Child Protection and Welfare – Quality Assurance Self-Audit questionnaire.

Resource links:

- [Children First Act 2015](#)
- [Children First National Guidance for Child Protection and Welfare 2017](#)
- [Tusla, 'Guidance on Developing a Child Safeguarding Statement'](#)
- [Tusla, Child Safeguarding; Guide for Policy, Procedure and Practice](#)
- [Tusla, 'A Guide for the Reporting of Child Protection and Welfare Concerns'](#)
- [Tusla, 'Best Practice Principles for Organisations in Developing Children First Training Programmes'](#)
- [Tusla, e-learning module, Introduction to Children First](#)
- [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012 to 2016.](#)

Name of organisation/group/artist:	VISUAL Centre for Contemporary Art & the George Bernard Shaw Theatre (3573)
Name of person completing the Quality Assurance Self-Audit on behalf of above:	Derek Blanche
Have you/your organisation previously submitted a Child Protection and Welfare Quality Assurance Self Audit form to the Arts Council (CPW Self Audit Form)?	<input checked="" type="radio"/> Yes <input type="radio"/> No If 'No' proceed to question 1. If you are unsure if the self-audit was previously submitted, please email safeguarding@artscouncil.ie
Has there been a material change to your Child Safeguarding Statement within the last 24 months?	<input checked="" type="radio"/> Yes <input type="radio"/> No If 'Yes' proceed to question 1. The Child Safeguarding Statement must be reviewed within 24 months or as soon as practicable after there has been a material change in any matter to which the statement refers.
Please enter the date your Child Safeguarding Statement was last reviewed.	01/07/2020 It is recommended best practice that the guiding principles and child safeguarding procedures be reviewed every 24 months, or sooner if necessary.
Please enter the date your guiding principles and child safeguarding procedures were last reviewed.	01/07/2020 Your guiding principles should include a commitment to review your guiding principles and child safeguarding procedures at least every two years, or sooner if necessary due to service issues or changes in legislation or national policy. Proceed to the end of the questionnaire and generate the PDF.

No	Question for Arts Organisation, Group and/or Individual Artist	Yes/No
1	Do you, or does your organisation or group provide services (e.g. cultural, recreational or educational) to children under the age of 18?	<input checked="" type="radio"/> Yes <input type="radio"/> No If yes, continue to question 2. If you answer "No", proceed to the end of the questionnaire and generate the PDF.
2	Are the services you, your organisation or group provide a 'relevant service', as defined under the <i>Children First Act 2015</i> ?	<input checked="" type="radio"/> Yes <input type="radio"/> No Refer to Schedule 1 of the <i>Children First Act 2015</i> for information on relevant services as defined by the Act. Please note: to qualify as a relevant service under the Act, the service provider must employ (whether under contract of employment or otherwise) at least one other person to provide that service. This means that types of activities and services provided by persons who work alone and do not employ another person are exempt under the Act. Therefore, individual artists who work alone can answer no and go to question 11. If yes, continue to question 3. If no, go to question 11.
3	Has your organisation or group completed a Child Safeguarding Statement, as required by the <i>Children First Act 2015</i> ?	<input checked="" type="radio"/> Yes <input type="radio"/> No Refer to Tusla, <i>Guidance on Developing a Child Safeguarding Statement</i> The <i>Children First Act 2015</i> requires organisations and groups that are providers of relevant services to prepare a Child Safeguarding Statement. Continue to question 4.
4	Has your organisation or group completed a risk assessment, as required under the <i>Children First Act 2015</i> ?	<input checked="" type="radio"/> Yes <input type="radio"/> No Refer to Tusla, <i>Guidance on Developing a Child Safeguarding Statement</i> The <i>Children First Act 2015</i> requires organisations and groups that are providers of relevant services to carry out a risk assessment to identify whether a child or young person could be harmed whilst using the service. Continue to question 5.
5	Has your organisation or group appointed a 'relevant person', as required under the Act?	<input checked="" type="radio"/> Yes <input type="radio"/> No This is a requirement for providers of relevant services. It is defined in the <i>Children First Act 2015</i> as a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the provider's Child Safeguarding Statement. Continue to question 6.
6	Is your Child Safeguarding Statement displayed for the public to see?	<input checked="" type="radio"/> Yes <input type="radio"/> No This is a requirement for providers of relevant services. Continue to question 7.
7	Has your organisation or group informed parents and guardians that a copy of your Child Safeguarding Statement can be made available to them on request?	<input checked="" type="radio"/> Yes <input type="radio"/> No This is a requirement for providers of relevant services. Continue to question 8.
8	Is the Child Safeguarding Statement available to Tusla, Child and Family Agency?	<input checked="" type="radio"/> Yes <input type="radio"/> No This is a requirement for providers of relevant services. Continue to question 9.

No	Question for Arts Organisation, Group and/or Individual Artist	Yes/No
9	Has your organisation or group appointed a Designated Liaison Person in line with <i>Children First: National Guidance for the Protection and Welfare of Children (2017)</i> ?	<input checked="" type="radio"/> Yes <input type="radio"/> No For information, refer to 'Chapter 4: Appointing a Designated Liaison Person', <i>Children First: National Guidance for the Protection and Welfare of Children (2017)</i> . Continue to question 10.
10	Does your organisation or group have a Deputy Designated Liaison Person appointed?	<input checked="" type="radio"/> Yes <input type="radio"/> No Continue to question 11.
11	Do you, your organisation or group have a Child Protection and Welfare Policy and Procedures document, which is consistent with Children First National Guidance 2017?	<input checked="" type="radio"/> Yes <input type="radio"/> No All organisations, groups and individuals providing services to children must ensure that their procedures follow best practice in child protection. If your organisation or group provides relevant services (as defined under the <i>Children First Act 2015</i>) this will be achieved by preparing and implementing your child safeguarding statement. Continue to question 12.
12	Does your Child Protection and Welfare Policy and Procedures document include information on types of abuse and how they may be recognised?	<input checked="" type="radio"/> Yes <input type="radio"/> No For information, refer to 'Chapter 2: Child Abuse – What is it? How do I recognise it? How do I report it?', <i>Children First: National Guidance for the Protection and Welfare of Children (2017)</i> . Continue to question 13.
13	Does your Child Protection and Welfare Policy and Procedures document include information on circumstances which may make children more vulnerable to harm?	<input checked="" type="radio"/> Yes <input type="radio"/> No For information, refer to 'Chapter 2: Child Abuse – What is it? How do I recognise it? How do I report it?', <i>Children First: National Guidance for the Protection and Welfare of Children (2017)</i> . Continue to question 14.
14	Does your Child Protection and Welfare Policy include the procedure for reporting child protection concerns?	<input checked="" type="radio"/> Yes <input type="radio"/> No For information, refer to 'Chapter 2: Child Abuse – What is it? How do I recognise it? How do I report it?', <i>Children First: National Guidance for the Protection and Welfare of Children (2017)</i> . Refer also to Tusla, <i>A Guide for the Reporting of Child Protection and Welfare Concerns</i> . Continue to question 15.
15	Does your Child Protection and Welfare Policy outline what is meant by reasonable grounds for concern?	<input checked="" type="radio"/> Yes <input type="radio"/> No For information, refer to 'Chapter 2: Child Abuse – What is it? How do I recognise it? How do I report it?', <i>Children First: National Guidance for the Protection and Welfare of Children (2017)</i> . Continue to question 16.
16	Does your Child Protection and Welfare Policy include procedures for dealing with retrospective disclosures and allegations?	<input checked="" type="radio"/> Yes <input type="radio"/> No For information, refer to 'Chapter 3: Mandated Persons', <i>Children First: National Guidance for the Protection and Welfare of Children (2017)</i> . Continue to question 17.
17	Does your Child Protection and Welfare Policy outline the procedure for dealing with disclosures of abuse from a child?	<input checked="" type="radio"/> Yes <input type="radio"/> No For information, refer to 'Chapter 3: Mandated Persons', <i>Children First: National Guidance for the Protection and Welfare of Children (2017)</i> . Continue to question 18.

No	Question for Arts Organisation, Group and/or Individual Artist	Yes/No
18	Are you, or any members of your organisation or group a mandated person under the <i>Children First Act 2015</i> ?	<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Refer to Schedule 2 of the <i>Children First Act 2015</i>, to establish if you and/or members of your organisation or group are mandated persons.</p> <p>The <i>Children First Act 2015</i> places legal obligations on certain people to report child protection concerns at or above a defined threshold to Tusla, and to assist Tusla in assessing a concern which has been subject of a mandated report.</p> <p>Mandated persons are people who have contact with children and/or families and who, because of their qualifications, training and/or employment role are in key positions to protect children from harm</p> <p>If yes, continue to question 19. If no, go to question 21.</p>
19	Does your Child Protection and Welfare Policy list the names and contact details of any mandated persons within your organisation or group?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Continue to question 20.</p>
20	Does your Child Protection and Welfare Policy clearly explain the role and legal obligations of a mandated person?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Refer to Children First National Guidance for the Protection and Welfare of Children 2017, Chapter 3 for information.</p> <p>Continue to question 21.</p>
21	Does your Child Protection and Welfare Policy list key relevant legislation?	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>For information, refer to 'Chapter 2: Child Abuse – What is it? How do I recognise it? How do I report it?', <i>Children First: National Guidance for the Protection and Welfare of Children (2017)</i>.</p> <p>Continue to question 22.</p>
22	Does your Child Protection and Welfare Policy set out procedures on record keeping?	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>For information, refer to Tusla, <i>A Guide for the Reporting of Child Protection and Welfare Concerns</i>.</p> <p>Refer also to 'Best Practice Theme 3: Responding to and reporting child protection or welfare concerns', Tusla, <i>Child Safeguarding: A Guide for Policy, Procedure and Practice</i>.</p> <p>Continue to question 23.</p>
23	Does your Child Protection and Welfare Policy include procedures for the safe recruitment of staff and volunteers?	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>For information, refer to 'Best Practice Theme 4: Working Safely with Children and Young People', Tusla, <i>Child Safeguarding: A Guide for Policy, Procedure and Practice</i>.</p> <p>Refer also to 'Chapter 4: Appointing a Designated Liaison Person', <i>Children First: National Guidance for the Protection and Welfare of Children (2017)</i>.</p> <p>Please note: Individual artists in receipt of Arts Council funding who do not engage others to work on their behalf or to collaborate with them when providing services to children, should state this in this section of their policy document. Artists who consider that they may at some time in the future engage others to work with them or on their behalf, should ensure their policy includes their commitment to best practice principles for safe recruitment; including their commitment to garda vetting.</p> <p>Continue to question 24.</p>

No	Question for Arts Organisation, Group and/or Individual Artist	Yes/No
24	<p>Are you and/or all staff/volunteers in your organisation or group who work with children Garda-vetted?</p> <p>Note: The time period for re-vetting of employees and others who work with children has not yet been set out in regulations. Until then best practice suggests that re-vetting should be carried out every 5 years.</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Refer to the <i>National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016</i>.</p> <p>All those who work with or provide services to children are required to be vetted by the National Vetting Bureau of An Garda Síochána.</p> <p>Applications for vetting of self-employed individual artists can only be submitted through a "relevant organisation" i.e. one that employs or permits a person to carry out work or activities which mainly consist of them having access to, or contact with, children.</p> <p>Continue to question 25.</p>
25	<p>Have you retained on your files a vetting disclosure for you and/or all staff/volunteers in your organisation who work with children?</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Self-employed individual artists should request a copy of their vetting disclosure from a relevant organisation which has permitted them to work with or have access to children. See guidance note at question 24 above.</p> <p>Continue to question 26.</p>
26	<p>Does your Child Protection and Welfare Policy document include a section that outlines the specific factors which would exclude a person from working or volunteering in your organisation or group?</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>For information, refer to 'Chapter 4: Appointing a Designated Liaison Person', <i>Children First: National Guidance for the Protection and Welfare of Children (2017)</i>.</p> <p>For individual artists, please see note for Q. 23 above.</p> <p>Continue to question 27.</p>
27	<p>Does your Child Protection and Welfare Policy outline the procedure for the safe management of staff and volunteers?</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Refer to 'Best Practice Theme 4: Working safely with children and young people', Tusla, <i>Child Safeguarding: A Guide for Policy, Procedure and Practice</i>.</p> <p>Please note: For individual artists, please see note for Q. 23 above. This section should include a commitment to best practice principles for safe management of staff and volunteers.</p> <p>Continue to question 28.</p>
28	<p>Do you, staff and volunteers working with you, your organisation or group receive induction information on your Child Protection and Welfare Policy and procedures?</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>For information, refer to 'Chapter 4: Appointing a Designated Liaison Person', <i>Children First: National Guidance for the Protection and Welfare of Children (2017)</i>.</p> <p>Refer also to 'Best Practice Theme 4: Working safely with children and young people', Tusla, <i>Child Safeguarding: A Guide for Policy, Procedure and Practice</i>.</p> <p>Please note: It is the responsibility of individual artists to ensure they are knowledgeable and confident on the implementation of their own policy, and that of the organisations or settings in which they work.</p> <p>Continue to question 29.</p>
29	<p>Do you and/or all staff/volunteers working with your organisation or group, and come in contact with children, have access to training on Child Protection and Welfare?</p> <p>Note: Tusla provide an e-learning training module, Introduction to Children First - If you complete this module please ensure that you print off and keep the certificate as proof of programme completion.</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>For information, refer to 'Chapter 4: Appointing a Designated Liaison Person', <i>Children First: National Guidance for the Protection and Welfare of Children (2017)</i>.</p> <p>Refer also to Tusla, <i>Best Practice Principles for Organisations in Developing Children First Training Programmes</i>.</p> <p>Continue to question 30.</p>

No	Question for Arts Organisation, Group and/or Individual Artist	Yes/No
30	Does your Child Protection and Welfare policy include procedures for responding to allegations of abuse against staff and volunteers?	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Refer to 'Best Practice Theme 3' and 'Theme 4', Tusla, <i>Child Safeguarding; A Guide for Policy, Procedure and Practice</i>.</p> <p>For relevant services this will be covered within your child safeguarding statement.</p> <p>Please note: For individual artists, please see note for Q. 23 above. This section should include a commitment to best practice principles when responding to allegations of abuse against staff and volunteers.</p> <p>Continue to question 31.</p>
31	Does your Child Protection and Welfare Policy set out a Code of Behaviour for you and/or staff/volunteers when working with children?	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Refer to 'Best Practice Theme 4: Working safely with children and young people', Tusla, <i>Child Safeguarding; A Guide for Policy, Procedure and Practice</i>.</p> <p>Continue to question 32.</p>
32	Does your Child Protection and Welfare Policy outline the procedure for involving children, parents and guardians in your service?	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Refer to 'Best Practice Theme 5: Procedures for sharing your guiding principles and child safeguarding procedures and involving parents, guardians, families, children and young people', Tusla, <i>Child Safeguarding; A Guide for Policy, Procedure and Practice</i>.</p> <p>Continue to question 33.</p>
33	Do you, your organisation or group have a complaints policy and procedure?	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Refer to 'Best Practice Theme 5: Procedures for sharing your guiding principles and child safeguarding procedures and involving parents, guardians, families, children and young people', Tusla, <i>Child Safeguarding; A Guide for Policy, Procedure and Practice</i>.</p> <p>Continue to question 34.</p>
34	Do you, your organisation or group have an Incidents/Accidents policy and procedure?	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Refer to 'Best Practice Theme 4: Working safely with children and young people', Tusla, <i>Child Safeguarding; A Guide for Policy, Procedure and Practice</i>.</p> <p>Continue to question 35.</p>
35	Please confirm that your policy and procedure will be reviewed every two years (at minimum) or more frequently should there be any material change?	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>

I/we hereby confirm that the information which I/we have provided above is true and correct, and agree to providing copies of any documents and/or information (referred to above) to the Arts Council upon request. I/we understand that the information provided above will be assessed by the Arts Council to evidence and measure compliance with relevant legislation and national guidance for safeguarding children who use the services I/we provide.

Signature of person who completed Quality Assurance Self-Audit

Derek Blanche

Date: 27 April 2021