**ITW Child Safeguarding Statement**

The Independent Theatre Workshop (ITW) offers a Performing Arts Education through Drama, Dance, Singing and Musical Theatre across three locations between ages 3 to 18. The school is run by Gillian Oman who has approved the following document.

1 (Our headquarters): ITW Studios, 8 Terminus Mills, Clonskeagh Road, Dublin 6, D06R289.

2: ITW Studios, Arts and Business Campus, 40 Lower Drumcondra Road, Drumcondra Village, Dublin 9

3: Beechwood Community Centre, Mountain View Road, Ranelagh, Dublin 6

**Here at ITW we provide the following services:**

* Workshops
* Classes
* Productions
* Residential/International Trips
* Theatre visits
* Rehearsals
* Summer Camps
* Singing and Speech exam preparation
* Facilitation of exams
* Facilitation of auditions
* Audition prep

**We Believe the following:**

* Our priority to ensure the welfare and safety of every child and young person who attends our service is paramount.
* Our guiding principles and procedures to safeguard children and young people should reflect national policy and legislation and we will review our guiding principles and child safeguarding procedures every two years.
* All children and young people have an equal right to attend classes and our other services that respects them as individuals and encourages them to reach their potential, regardless of their background.
* We are committed to upholding the rights of every child and young person who attends our classes, including the rights to be kept safe and protected from harm, listened to, heard and respected.
* Our guiding principles apply to everyone in our organisation including .
* Workers/volunteers must conduct themselves in a way that reflects the principles of our organisation.

Saoirse O’Coineen is our Designated Liaison person and can be contacted at 01 260 0831 or by email at office@itwstudios.com

**Risk assessment:**

We have carried out an assessment of any potential harm to a child/ young person while availing of our services. Below is a list of the areas of risk identified and the list of procedures for managing these risks.

**Note:** Section 2 of the Children’s First Act 2015 defines harm as follows: ‘(a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child’s health, development or welfare, or (b) sexual abuse of the child’.

|  |  |
| --- | --- |
| **Risk Identified** | **Procedure in place to manage identified**  **risk** |
| **1:** Risk of young person being harmed by a member of ITW Staff or Volunteer | All staff and external guests are provided with  a child protection policy. Any breach of the  child protection policy will be reported. This Child Protection Policy is  reviewed annually and contains various child safety protocols that can be requested. |
| **2.** Risk of harm not being dealt with in a correct or timely manner. | All staff are trained and supported to ensure  they can act promptly and not delay in  contacting the Designated Liaison Person and have the support needed to make the proper report |
| **3.** Risk of young person being harmed due to lack of supervision | Policies are in place to ensure no young person is left alone or unsupervised. Staff have a code of conduct to always be focused on surroundings. In a case with larger classes, or classes with young children, there is at least one other assistant or trained adult to keep watch. |
| **4.** Risk of harm to a young person from an individual outside of the ITW organisation. | There is constant supervision and only service users are allowed in the building. We ensure that children are being collected by their appropriate guardian and we must be informed if someone else is collecting them. For older children, parents let us know in advance if they travel home by themselves. We have protocols to follow in our child protection policy that covers online risks as well as reporting procedures and an anti-bullying policy. |
| **5.** Risk of a child's disclosure to a member of staff not being handled correctly. | All staff have completed the Tusla children's first online course and are aware of who their  Designated Liaison Person who will be able to help guide them. |
| **6.** Risk of harm to a child through online means. | ITW has a privacy and data protection policy that is adhered to to help keep children's information safe as well as our own code of practice in regards to |
| **7.** Risk of young person being harmed and/or bullied by another young person | Independent Theatre Workshop has established an anti-bullying policy which can be viewed upon request as well as a code of conduct for staff and students. All our teachers are aware of this risk and keep a close eye during any activities ITW provides. |
| **8.** Risk of young people being exposed to harm on trips abroad or away from parents. | All adults attending said trip are Garda Vetted  before departure. A staff code of conduct is in  place and no adult will sleep alone in a room  with any number of children. |
| **9.** Risk of harm caused to young person through exposure to non-age appropriate content or materials within classes or other ITW activities | Procedure for provision of and access to child safeguarding training, induction and information including the identification of what is age appropriate material. Code of Behaviour for staff. |
| **10.** Risk of harm to child due to a physical accident | ITW has an accident and emergency policy that is updated, reviewed, and gone through with staff at the start of each academic term, as well as at least one member of staff with first aid response training on all premises. Staff are trained with keeping exercises safe, as well as never allowing just socks in class (Shoes or barefoot). There is a fire policy available upon request. |
| **11.** Risk of harmto a child from the use/misuse of digital images/unauthorised photography. | When enrolling, parents have the option of not having photos of their child at all. Only authorised staff are allowed to take photos and also our a privacy and data protection policy is in place to protect said photos/videos. |

**Procedures:**

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children and Tusla’s Child Safeguarding: A Guide for Policy, Procedure and Practice. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our services.

* Procedure for the reporting of child protection or welfare concerns to Tusla.
* A procedure for managing allegations of abuse against staff
* Code of conduct for staff.
* Recruiting and selecting of staff procedure
* Incident and Accident procedure.
* Procedure for appointing a relevant person
* A document detailing various neurodivergencies and additional needs for teachers to read and be aware of.
* Anti- Bullying policy
* A Complaints Policy
* Privacy and Data Protection Policy

Any of the above can be accessed by request by emailing Relevant Person (Saoirse) at [*office@itwstudios.ie*](mailto:office@itwstudios.ie)with many (Including this statement) available on our website [www.itwstudios.ie](http://www.itwstudios.com)

**Implementation:**

We recognise that implementation is an on-going process. Our service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our services. This Child Safeguarding Statement will be reviewed by 27th January 2023 or as soon as practicable after there has been a material change in any matter to which the statement refers.

Gillian Oman *Gillian@itwstudios.ie*  
*(Provider)*

For further information contact the Relevant Person (Saoirse) at *office@itwstudios.ie*