

# Arts Council of Ireland

## Self-Audit of Child Protection and Welfare Policies and Procedures Individual Artists

### Who this audit is for

This audit is for all individual artists who:

- work with children
- provide activities and services to children

This audit will confirm that your policies and procedures comply with legislation such as the [Children First Act 2015](#) and guidelines such as the [Children First National Guidance for Child Protection and Welfare 2017](#).

You must review your documents until you are providing a compliant self-audit. Access to your funding or grant aid from the Arts Council depends on this.

### How to fill it out

Answering with a 'No' is only acceptable for question 1, if you do not work with or provide cultural, recreational or educational services to children under the age of 18. For all other questions, answering with a 'Yes' means that your policies and procedures follow relevant legislation and guidelines.

If there is an instance where you cannot comply with a certain question you should contact the Arts Council by emailing [safeguarding@artscouncil.ie](mailto:safeguarding@artscouncil.ie).

**How to include it:** the audit has advice on what to include in your documents and in what section to include it. This can assist you if you are creating new policies and procedures.

If you already have policies and procedures, you may have the information in a different place in your own documentation. If you do not have the information in your documents, you will need to add it in so that you can complete the self-audit.

### The rights of the Arts Council

The Arts Council has the right to ask for copies of any documents, records or other information referred to in the questions. If you do not provide this information to the Arts Council it may affect your funding in the future.

Any information that the Arts Council asks for should prove that:

- you are complying with legal and national guidance
- the answers to the questions in this self-audit are true.

Arts Council funding requires a fully compliant self-audit questionnaire to be submitted every two years, unless an important change has been made to legislation or national guidance during that time.

### Resources

Links to resources can be found on the Arts Council's website here: [Child protection and welfare | The Arts Council | An Chomhairle Ealaíon](#).

Name of artist:

AB CD (56298)

Name of person completing the Quality Assurance Self-Audit on behalf of above:

Question	
1	<p>Are you working with or providing cultural, recreational or educational services or activities to children under the age of 18?</p> <p><b>Important note</b> This <b>does not apply</b> to artists who are presenting work to a general audience. For example, if a child and their parents are members of the audience.</p>
	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>If your answer is 'Yes', go to question 2.</p> <p>If your answer is 'No', go to the end of the questionnaire and create the PDF.</p>

## Introduction

Question	How to include it
2	<p>Does your document include:</p> <ul style="list-style-type: none"><li>• an introduction to you?</li><li>• a description of the services that you provide?</li></ul>
	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in <b>section 1</b> of your Child Protection and Welfare Policy and Procedures document:</p> <p><b>Introduction</b></p> <p>It should include:</p> <ul style="list-style-type: none"><li>• your name</li><li>• the name of your company (if this applies to you)</li><li>• a description of your services</li></ul>

## Guiding principles

Question	How to include it
3	<p>Does your document include a declaration of guiding principles?</p>
	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in <b>section 2</b> of your Child Protection and Welfare Policy and Procedures document:</p> <p><b>Guiding Principles</b></p> <p>It should include:</p> <ul style="list-style-type: none"><li>• your commitment to comply with legislation and best practice guidance</li><li>• who the declaration of guiding principles is for. An example of this would be the children, parents and guardians who avail of your service</li><li>• your commitment to review your procedures so they work and are up-to-date</li></ul> <p>You can find a <b>sample declaration of guiding principles</b> in Section 1.4 of <a href="#">Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice.pdf</a></p>

## Responding to and reporting concerns

Question	How to include it
<p>4 Does your document contain information on:</p> <ul style="list-style-type: none"> <li>• types of abuse?</li> <li>• how abuse may be recognised?</li> </ul>	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in <b>section 3</b> of your Child Protection and Welfare Procedures document:</p> <p><b>Types of Abuse and How They May Be Recognised</b></p> <p>It should include information on:</p> <ul style="list-style-type: none"> <li>• the four categories of abuse</li> <li>• how abuse may be recognised</li> </ul> <p>This information can be found in chapter 2 of the <a href="#">Children First National Guidance for the Protection and Welfare of Children 2017</a>.</p>
<p>5 Does your document include information on circumstances that may make children more vulnerable to harm?</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in <b>section 4</b> of your Child Protection and Welfare Policy and Procedures document:</p> <p><b>Circumstances That May Make Children More Vulnerable to Harm</b></p> <p>It should refer to factors that may involve:</p> <ul style="list-style-type: none"> <li>• a parent or carer</li> <li>• a child</li> <li>• the community</li> <li>• the environment</li> <li>• poor motivation or willingness of parents or guardians to engage</li> </ul> <p>Guidance on how to include this can be found in chapter 2 of the <a href="#">Children First National Guidance for the Protection and Welfare of Children 2017</a>.</p>
<p>6 Does your document include information on how you will report concerns you have for a child?</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in <b>section 5</b> of your Child Protection and Welfare Policy and Procedures document:</p> <p><b>Procedure for Reporting Child Protection and Welfare Concerns</b></p> <p>It should include information on how you are going to report any concerns you have for a child.</p> <p>Guidance on how to include this can be found in:</p> <ul style="list-style-type: none"> <li>• chapter 2 of the <a href="#">Children First National Guidance for the Protection and Welfare of Children 2017</a></li> <li>• <a href="#">Tusla, 'A Guide for the Reporting of Child Protection and Welfare Concerns'</a></li> </ul>
<p>7 Does your document describe what is meant by 'reasonable grounds for concern'?</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in <b>section 6</b> of your Child Protection and Welfare Policy and Procedures document:</p> <p><b>Reasonable Grounds for Concern</b></p> <p>Guidance on how to include this can be found in chapter 2 of the <a href="#">Children First National Guidance for the Protection and Welfare of Children 2017</a></p>
<p>8 Does your document explain what you should do if you think a child is at risk of harm?</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in <b>section 7</b> of your Child Protection and Welfare Policy and Procedures document:</p> <p><b>Immediate Risk of Harm to a Child</b></p> <p>If you think a child is at risk of harm you must contact the statutory agencies.</p> <p>Your document should include:</p> <ul style="list-style-type: none"> <li>• who to contact</li> <li>• what information to include</li> <li>• contact details for Tusla</li> <li>• contact details for An Garda Síochána</li> </ul>

Question		How to include it
9	Does your document explain how you will talk to parents about concerns you have about their child?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in <b>section 8</b> of your Child Protection and Welfare Policy and Procedures document:</p> <p><b>Talking to Parents about Concerns You May Have About Their Child</b></p> <p>Your document should set out how you will talk to parents about any concerns you have about their child.</p> <p>Refer to the tip box in <a href="#">Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice</a></p>
10	Does your document include information on how you will deal with allegations of abuse from an adult who may have been abused as a child?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in <b>section 9</b> of your Child Protection and Welfare Policy and Procedures document:</p> <p><b>Managing Retrospective Disclosures</b></p> <p>Guidance on how to include this can be found in chapter 3 of the <a href="#">Children First National Guidance for the Protection and Welfare of Children 2017</a></p>
11	Does your document describe how you will respond to and support a child who tells you that they have been abused?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in <b>section 10</b> of your Child Protection and Welfare Policy and Procedures document:</p> <p><b>Dealing with Disclosures of Abuse from a Child</b></p> <p>This section should outline the best way to respond to and support a child who tells you that they have been abused. It should also explain your duty to report it to the statutory agencies.</p> <p>The procedures you need to outline can be found in chapter 3 of the <a href="#">Children First National Guidance for the Protection and Welfare of Children 2017</a></p>
12	Does your document outline how you will record information around concerns?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in <b>section 11</b> of your Child Protection and Welfare Policy and Procedures document:</p> <p><b>Record Keeping</b></p> <p>Your document should set out</p> <ul style="list-style-type: none"> <li>● the need for good quality information</li> <li>● the quality of your record keeping. For example: is it based on facts or true? Easy to read and clear? Dated and signed?</li> <li>● your position on information sharing and confidentiality</li> <li>● how records will be stored, used and retained</li> <li>● how records will be accessed and who has access to the records</li> </ul> <p>Guidance on how to include this can be found in <a href="#">Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice</a></p>

## Working Safely with Children

Question	How to include it
13 Are you Garda vetted?	<input type="radio"/> Yes <input type="radio"/> No Information on Garda vetting can be found at <a href="http://vetting.garda.ie">vetting.garda.ie</a>
14 If you have answered 'No' to question 14, are you willing to be Garda vetted where you will be working with children?	<input type="radio"/> Yes <input type="radio"/> No Information on Garda vetting can be found at <a href="http://vetting.garda.ie">vetting.garda.ie</a>
15 Do you have access to training?	<input type="radio"/> Yes <input type="radio"/> No This can be in <b>section 12</b> of your Child Protection and Welfare Policy and Procedures document: <b>Training</b> You should keep a record of any safeguarding training that you, or anyone you work with, has done. For example, Tusla provides an e-learning module which is ' <a href="#">Introduction to Children First</a> ' which is available on their website.
16 Does your document describe your code of behaviour? A Code of Behaviour can also be known as a Code of Conduct.	<input type="radio"/> Yes <input type="radio"/> No This can be in <b>section 13</b> of your Child Protection and Welfare Policy and Procedures document: <b>Code of Behaviour</b> This should outline: <ul style="list-style-type: none"> <li>• information on acceptable and unacceptable behaviour</li> <li>• how to communicate appropriately, including the use of social media</li> <li>• boundaries (acceptable physical contact with children)</li> <li>• rules for safe supervision of children</li> <li>• how you ensure a positive environment for children</li> </ul> If this information is in another document (for example, in another code of behaviour or code of conduct policy document), you can say 'Yes' to this question, but let people or the reader of your Child Protection and Welfare Policy and Procedures know that you have one, and where that policy is. Things to consider in developing a Code of behaviour is available in <a href="#">Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice</a>
17 Does your document describe how activities will be managed safely?	<input type="radio"/> Yes <input type="radio"/> No This can be in <b>section 14</b> of your Child Protection and Welfare Procedures document: <b>Management of Activities with Children</b> This section should explain how your services are planned, managed and delivered. Here are some examples: <ul style="list-style-type: none"> <li>• providing a suitable and accessible venue</li> <li>• providing resources and materials needed for the activity</li> <li>• getting parental or guardian consent for their child to participate</li> <li>• providing an adult to child ratio that ensures safe levels of supervision</li> <li>• ensuring that you have the necessary knowledge and skills to deliver the activity</li> <li>• accessing first aid equipment</li> <li>• managing incidents and accidents</li> <li>• having contact details of parents or guardians in case of an emergency</li> </ul> If this information is in another document (for example, in an incident or accident procedure), you can say 'Yes' to this question, but let people or the reader of your Child Protection and Welfare Policy and Procedures know that you have one, and where that policy is. Guidance can be found in <a href="#">Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice</a>

Question		How to include it
18	Do you have a written procedure for dealing with complaints?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in <b>section 15</b> of your Child Protection and Welfare Procedures document:</p> <p><b>Complaints</b></p> <p>This section of your document should give children and their parents or guardians information about:</p> <ul style="list-style-type: none"> <li>• how to make a complaint if they are not happy with your services</li> <li>• how you will manage complaints</li> </ul> <p>If this information is in another document (for example a complaints procedure), you can say 'Yes' to this question, but let people or the reader of your Child Protection and Welfare Policy and Procedures know that you have one, and where that policy is.</p> <p>Guidance can be found in <a href="#">Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice</a></p>
19	Do you have a written anti-bullying policy?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in <b>section 16</b> of your Child Protection and Welfare Policy and Procedures document:</p> <p><b>Anti-bullying</b></p> <p>Your anti-bullying policy should include:</p> <ul style="list-style-type: none"> <li>• a definition of bullying</li> <li>• the types of bullying, including cyberbullying</li> <li>• the signs and symptoms</li> <li>• how you will respond to bullying concerns</li> <li>• education, training and support</li> </ul> <p>If this information is in another document (for example an anti-bullying procedure), you can say 'Yes' to this question, but let people or the reader of your Child Protection and Welfare Policy and Procedures know that you have one, and where that policy is.</p> <p>Guidance can be found in <a href="#">Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice</a></p>

## Involving Children and Families

Question		How to include it
20	Does your document explain how you share procedures with children and their parents or guardians?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in <b>section 17</b> of your Child Protection and Welfare Policy and Procedures document:</p> <p><b>Communicating with Children and Parents or Guardians</b></p> <p>You must make sure that children and their parents or guardians have access to your policies and procedures.</p> <p>For example, you could provide a copy of your procedures document or display them on your website.</p> <p>Guidance can be found in <a href="#">Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice</a></p>
21	Does your document explain to children that they have a right to be protected from harm while they use your services?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in <b>section 18</b> of your Child Protection and Welfare Policy and Procedures document:</p> <p><b>Information for Children About Their Right to be Protected From Harm</b></p> <p>This section should outline:</p> <ul style="list-style-type: none"> <li>• how you will make sure that children know their rights</li> <li>• how a child can let you know if they feel unhappy or unsafe</li> </ul> <p>For example, you could provide children with an information leaflet or display information on your website.</p> <p>Guidance can be found in <a href="#">Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice</a></p>
22	Does your document say how often you will review your procedures?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in <b>section 19</b> of your Child Protection and Welfare Policy and Procedures document:</p> <p><b>Review</b></p> <p>This section should outline that you will review your procedures</p> <ul style="list-style-type: none"> <li>• every 2 years (at a minimum)</li> <li>• more often if there is any change in the services that you provide</li> </ul>
23	Does your document include appendices?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in <b>section 20</b> of your Child Protection and Welfare Policy and Procedures document:</p> <p><b>Appendices</b></p> <p>Appendices can include extra information such as:</p> <ul style="list-style-type: none"> <li>• a list of legislation. For this information you can refer to chapter 2 of the <a href="#">Children First National Guidance for the Protection and Welfare of Children 2017</a></li> <li>• contact details for statutory agencies</li> <li>• copies of any forms that you will be using to record information</li> <li>• information on best practice and guidance that informs your safeguarding</li> <li>• a copy your Child Safeguarding Statement if you have one (see Appendix 1 of <a href="#">Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice</a>).</li> </ul>

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.

Date: 10 May 2022