

Arts Council of Ireland

Self-Audit of Child Protection and Welfare Policies and Procedures

Who this audit is for

This audit is for all organisations or groups who:

- work with children
- provide activities and services to children

In this audit, we will use the term 'organisation' when we refer to organisations or groups.

This audit will confirm that the organisation's 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, which means that the organisation's policies and procedures follow the legislation and guidelines. Access to your funding or grant-aid from the Arts Council depends on this.

How to fill it out

Please read through the questions before you begin. Each question must be indicated by a 'Yes' or 'No'.

Answering with a 'No' is only acceptable for questions 1, 8 and 9, if the question does not apply to your organisation.

How to include it: the audit has advice on what to include in Child Protection and Welfare Policies and Procedure documents and in what section to include it. This can assist an organisation if it creating new policies and procedures.

If the organisation already has policies and procedures, the information may be in a different place in the documentation. If the information is not in the documents, you will need to add it in so that the self-audit can be completed.

If there is an instance where the organisation cannot comply with a certain question contact the Arts Council by emailing safeguarding@artscouncil.ie.

The rights of the Arts Council

The Arts Council has the right to request copies of documents, records or other information mentioned in the questions. If the organisation fails to provide this information, it may have an impact on future funding or grant-aid.

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

- the organisation is complying with relevant 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 organisation or group:

Test Account Org (44577)

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

Please enter the date your Child Safeguarding Statement was last reviewed.

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.

Your guiding principles should include a commitment to review your child safeguarding policies and procedures at least every two years, or sooner if necessary due to service issues, or changes in legislation or national policy.

Question	
1	<p>Does the organisation work with or provide cultural, recreational or educational services or activities to children under the age of 18?</p> <p><u>Important note</u></p> <p>This does not apply to organisations 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>

Requirements under the Children First Act 2015

Question	How to include it
2 Has the organisation done a Safeguarding Risk Assessment?	<input type="radio"/> Yes <input type="radio"/> No See how to do a risk assessment with Tusla's Guidance on Developing a Child Safeguarding Statement .
3 Does the organisation have a Child Safeguarding Statement?	<input type="radio"/> Yes <input type="radio"/> No The Child Safeguarding Statement should: <ul style="list-style-type: none"> • include the details of the relevant person who will be the contact in relation to your Child Safeguarding Statement • include the organisation's name • describe the services provided to children • list the risks that have been identified by the risk assessment • explain how the organisation will manage risks • outline policies and procedures that will keep children safe • include the date that you have reviewed the statement See how to complete a Child Safeguarding Statement with Tusla's Guidance on Developing a Child Safeguarding Statement ".
4 Has the organisation chosen a person to contact in matters relating to the Child Safeguarding Statement?	<input type="radio"/> Yes <input type="radio"/> No Appoint a person who will be the contact in matters relating to the Child Safeguarding Statement. This person is called the 'Relevant Person'.
5 Is the Child Safeguarding Statement available for the public to read?	<input type="radio"/> Yes <input type="radio"/> No Print it or put it on a website, so that it is available for parents and guardians to read.
6 Is the Child Safeguarding Statement available for Tusla to read?	<input type="radio"/> Yes <input type="radio"/> No Print it or put it on a website, so that it is available for Tusla to read.

Mandated Person, Reporting and Assisting

If you answer yes to question 7, continue to question 8 and 9.

If you answer no to question 7, skip questions 8 and 9 and continue from question 10.

Question	How to include it
7 Are any members of the organisation mandated? Important note Mandated persons are people who have to report abuse by law.	<input type="radio"/> Yes <input type="radio"/> No Check who is a mandated person. For example, if you have a teacher or a nurse on your team. Find a list of all mandated persons in the Act Mandated Persons Tusla - Child and Family Agency .
8 Does the organisation keep a list of names and contact details of mandated persons?	<input type="radio"/> Yes <input type="radio"/> No If the organisation has mandated persons working for them a list of their contact details must be kept by that organisation.
9 Do you have a document that explains what mandated persons are required to do?	<input type="radio"/> Yes <input type="radio"/> No See how you can include this in Chapter 3, Overview of the Role of Mandated Person, in the Children First: National Guidance for the Protection and Welfare of Children 2017 .

Statutory Requirements under the Garda Vetting Bureau Act 2012-2016

Vetting

Question		How to include it
10	Are the staff Garda vetted? This includes volunteers.	<input type="radio"/> Yes <input type="radio"/> No It is the organisation's responsibility to make sure that the staff are Garda vetted. Information on Garda vetting can be found at vetting.garda.ie
11	Has the organisation appointed a Designated Liaison Person (DLP)?	<input type="radio"/> Yes <input type="radio"/> No Appoint a DLP so that they can make sure that reporting procedures are followed. Organisations should consider appointing a second person (a Deputy DLP) who can stand in if the DLP is not there. Information can be found on page 36 of the Children First National Guidance for the Protection and Welfare of Children 2017 .

Child Protection and Welfare Procedures

Question		How to include it
12	Does the organisation have a Child Protection and Welfare Policies and Procedures document?	<input type="radio"/> Yes <input type="radio"/> No Information on how to start one can be found in Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice .

Introduction

Question		How to include it
13	Does your document include: <ul style="list-style-type: none"> • an introduction to the organisation? • a description of the services that the organisation provides? 	<input type="radio"/> Yes <input type="radio"/> No This can be in section 1 of the Child Protection and Welfare Procedures document: Introduction . It should include: <ul style="list-style-type: none"> • the organisation's name • a description of your services

Guiding Principles

Question		How to include it
14	Does the document include a declaration of guiding principles?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in section 2 of the Child Protection and Welfare Procedures document: Guiding Principles.</p> <p>It should describe:</p> <ul style="list-style-type: none"> the organisation's commitment to comply with national legislation and guidance for safeguarding children who the guiding principles declaration is for - for example, children, parents and guardians who avail of the services of the organisation or group the organisation's commitment to review child safeguarding procedures, put them in place and ensure that they are up to date <p>Information can be found in Tusla - Child_Safeguarding - A Guide for Policy, Procedure and Practice.</p>

Responding to and Reporting Child Protection and Welfare Concerns

Question		How to include it
15	Does the document include information on: <ul style="list-style-type: none"> types of abuse? how abuse may be recognised? 	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in section 3 of the Child Protection and Welfare Procedures document: Types of Abuse and How They May be Recognised.</p> <p>It should include information on:</p> <ul style="list-style-type: none"> the four categories of abuse how abuse may be recognised <p>This information can be found in chapter 2 of the Children First National Guidance for the Protection and Welfare of Children 2017.</p>
16	Does the document include information on circumstances that may make children more vulnerable to harm?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in section 4 of the Child Protection and Welfare Procedures document: Circumstances That May Make Children More Vulnerable to Harm</p> <p>It should refer to factors that may involve:</p> <ul style="list-style-type: none"> a parent or a carer a child the community the environment poor motivation or willingness of parents or guardians to engage <p>Guidance on how to include this can be found in chapter 2 of the Children First National Guidance for the Protection and Welfare of Children 2017.</p>
17	Does the document include information on how your organisation will report concerns?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in section 5 of the Child Protection and Welfare Procedures document: Procedure for Reporting Child Protection and Welfare Concerns</p> <p>It can include information on how the organisation is going to report any concerns.</p> <p>Guidance on how to include this can be found in:</p> <ul style="list-style-type: none"> chapter 2 of the Children First National Guidance for the Protection and Welfare of Children 2017 Tusla, 'A Guide for the Reporting of Child Protection and Welfare Concerns'
18	Does the document describe what is meant by 'reasonable grounds for concern'?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in section 6 of the Child Protection and Welfare Procedures document: Reasonable Grounds for Concern</p> <p>Guidance on how to include this can be found in chapter 2 of the Children First National Guidance for the Protection and Welfare of Children 2017.</p>

Question		How to include it
19	Does the document explain what you should do if a member of the organisation thinks a child is at risk of harm?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in section 7 of the Child Protection and Welfare Procedures document: Immediate Risk of Harm to a Child</p> <p>The document should include:</p> <ul style="list-style-type: none"> • who to contact • what information to include • contact details for Tusla • contact details for An Garda Síochána <p>If a member of the organisation thinks a child is at risk of harm, they must contact the statutory agencies - Tusla, 'A Guide for the Reporting of Child Protection and Welfare Concerns'.</p>
20	Does the document explain how the organisation will talk to parents about concerns it has about their child?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in section 8 of the Child Protection and Welfare Procedures document: Talking to Parents About Concerns for Their Child</p> <p>The document should set out how the organisation will talk to parents about any concerns it has.</p> <p>Refer to the information in Tusla, 'A Guide for the Reporting of Child Protection and Welfare Concerns'.</p>
21	Does the document explain how the organisation will deal with allegations of abuse?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in section 9 of the Child Protection and Welfare Procedures document: Managing Retrospective Disclosures</p> <p>Guidance on how to include this can be found in chapter 3 of the Children First National Guidance for the Protection and Welfare of Children 2017.</p>
22	Does the document describe how the organisation will respond to and support a child who says that they have been abused?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in section 10 of the Child Protection and Welfare Procedures document: Dealing with Disclosures of Abuse from a Child</p> <p>This section should:</p> <ul style="list-style-type: none"> • outline the best way to respond to and support a child who tells you that they have been abused • explain your duty to report it to the statutory agencies <p>The procedures you need to outline can be found in chapter 3 of the Children First National Guidance for the Protection and Welfare of Children 2017.</p>
23	Does the document outline how to record information around concerns?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in section 11 of the Child Protection and Welfare Procedures document: Record Keeping</p> <p>The document should set out</p> <ul style="list-style-type: none"> • the need for good quality information • the quality of record keeping. For example: is it factual, easy to read, dated and signed? • your position on information sharing and confidentiality • how records will be stored, used and retained • how and by whom records will be accessed

Working Safely with Children

Question	How to include it
24	<p>Does the organisation have access to training?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in section 12 of the Child Protection and Welfare Procedures document: Training</p> <p>The organisation must make sure that staff and volunteers have appropriate training. This includes training for designated liaison persons and mandated persons.</p> <p>The organisation should keep records of all training provided.</p> <p>For example, Tusla provides an e-learning module Introduction to Children First which is available on their website.</p> <p>Information on developing a training strategy is explained in Tusla - Child_Safeguarding - A Guide for Policy, Procedure and Practice.</p>
25	<p>Does the document outline how the organisation will:</p> <ul style="list-style-type: none"> • recruit staff safely? • manage staff or volunteers? <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in section 13 of the Child Protection and Welfare Procedures document: Safe Recruitment and Management</p> <p>This section should describe how staff or volunteers will be supported and supervised. This is so the organisation can make sure that children are safe.</p> <p>If this information is in another document (for example, HR procedures), 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>Safe recruitment and selection information can be found in Tusla - Child_Safeguarding - A Guide for Policy, Procedure and Practice.</p>
26	<p>Does the document describe the code of behaviour for staff or volunteers?</p> <p>A Code of Behaviour can also be known as a Code of Conduct.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in section 14 of the Child Protection and Welfare Procedures document: Code of Behaviour</p> <p>This should outline:</p> <ul style="list-style-type: none"> • information on acceptable and unacceptable behaviour • how to communicate appropriately, including the use of social media • boundaries regarding acceptable physical contact with children • rules for safe supervision of children • your approach to ensuring a positive environment for children <p>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.</p> <p>Things to consider in developing a Code of behaviour is available in Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice.</p>
27	<p>Does the document describe how allegations of abuse against staff and volunteers will be handled?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in section 15 of the Child Protection and Welfare Procedures document: Management of Allegations of Abuse Against Staff or Volunteers</p> <p>This section of the document should clearly set out the procedure to follow.</p> <p>Guidance on how to include this can be found in chapter 3 of the Children First National Guidance for the Protection and Welfare of Children 2017.</p>

Question	How to include it
28	<p>Does the document describe how activities will be managed safely?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in section 16 of the Child Protection and Welfare Procedures document: Safe Management of Activities with Children</p> <p>This section should outline how your services are planned, managed and delivered.</p> <p>Here are some examples:</p> <ul style="list-style-type: none"> • providing a suitable and accessible venue • providing resources and materials needed for the activity • getting parental or guardian consent for their child to participate • providing an adult to child ratio that ensures safe levels of supervision • ensuring that you have the necessary knowledge and skills to deliver the activity • accessing first aid equipment • managing incidents and accidents • having parental contact details of parents or guardians in case of an emergency <p>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.</p> <p>Issues to consider information is available in Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice.</p>
29	<p>Does the organisation have a written procedure for dealing with complaints?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in section 17 of the Child Protection and Welfare Procedures document: Complaints</p> <p>This section of the document should provide children and their parents or guardians with information about:</p> <ul style="list-style-type: none"> • how to make a complaint if they are not happy with the service • who to contact in the organisation if they have a complaint • how the organisation will manage complaints, including each stage of the process • how they can appeal a decision <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>Information on developing a complaints procedure is available in Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice.</p>
30	<p>Does the organisation have a written anti-bullying policy?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in section 18 of the Child Protection and Welfare Procedures document: Anti-bullying</p> <p>The organisation's anti-bullying policy should include:</p> <ul style="list-style-type: none"> • a definition of bullying • the types of bullying, including cyberbullying • the signs and symptoms • how the organisation will respond to bullying concerns • education, training and support <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 Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice.</p>

Involving Children and Families

Question		How to include it
31	Does the document explain how the organisation is sharing procedures with children and their parents or guardians?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in section 19 of the Child Protection and Welfare Procedures document: Communicating with Children and Parents or Guardians</p> <p>The organisation must make sure that children and their parents or guardians have access to all policies and procedures.</p> <p>The organisation can do this by printing out the procedures document or displaying information on its website.</p> <p>You can find information on this in Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice</p>
32	Does the 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 section 20 of the Child Protection and Welfare Procedures document: Information for Children About Their Right to be Protected From Harm</p> <p>This section should outline:</p> <ul style="list-style-type: none"> • how the organisation will make sure that children know their rights • how a child can tell someone in the organisation if they feel unhappy or unsafe <p>This statement will be in your Declaration of Guiding Principles. The organisation should give children an information leaflet or display information on its website.</p>
33	Does the document say how often the organisation will review its procedures?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in section 21 of the Child Protection and Welfare Procedures document: Review</p> <p>This section should state that you will review your procedures:</p> <ul style="list-style-type: none"> • every 2 years (at a minimum) • more often if there is any change in the services that the organisation provides
34	Does your document include appendices?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This can be in section 22 of the Child Protection and Welfare Procedures document: Appendices</p> <p>Appendices can include extra information such as:</p> <ul style="list-style-type: none"> • a list of legislation. For this information, the organisation can refer to chapter 2 of the Children First National Guidance for the Protection and Welfare of Children 2017 • contact details for statutory agencies • copies of any forms that the organisation will be using to record information • information on best practice and guidance that informs the organisation's safeguarding • a copy your Child Safeguarding Statement (see Appendix 1 of the of Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice).

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