

Quality Assurance Framework Audit



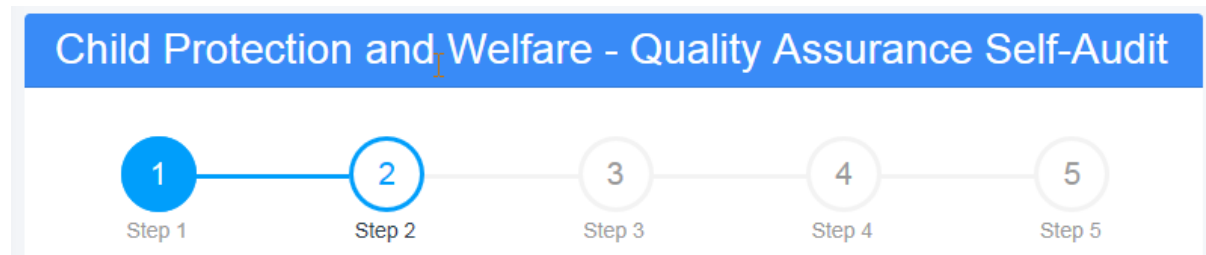
Log into the online portal at the link below

<https://childprotection.artscouncil.ie/Login>

Log in details: use the same ARN and password that you use to log into the Arts Council's Online Services site.

Once logged in there are **five** steps for you to complete, see screen shot below.

As you complete each step the number on the bar will change from white to blue.



Step 1

The first page contains an introduction to the Quality Assurance Framework and a number of linked resources for you to access if required.

Introduction.

In line with *Children First: National Guidance for the Protection and Welfare of Children (2017)*, the Arts Council seeks to ensure that those in receipt of funding or grant-aid and whose work brings them into contact with children are 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:

- 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
- 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. For questions 1, 2, 10 and 18 a "No" answer is acceptable if the answer is not applicable to you. For all other questions that apply to you a "Yes" answer will indicate that your policy and procedures have been developed in line with legislation and national guidance.

The Arts Council reserves the right to request copies of any documents, records or other information referred to in the questions and failure to comply 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.](#)

Next

Once you have read through this step, click **Next** (bottom right) to bring you on to the next step.

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Step 2, 3 & 4

The next three steps includes the list of questions to complete. Simply read through each question and tick the appropriate answer – 'Yes' or 'No'.

the arts council
in chomhairle ealaíon

Logo >

Child Protection and Welfare - Quality Assurance Self-Audit

1 Step 1 — 2 Step 2 — 3 Step 3 — 4 Step 4 — 5 Step 5

Name of organisation/group/artist: 37 Theatre Club Inc (33319)

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

1 Do you, or does your organisation or group provide services (e.g. cultural, recreational or educational) to children under the age of 18? Yes No
If yes, continue to question 2.
If you answer "No", proceed to the end of the questionnaire and generate the PDF.

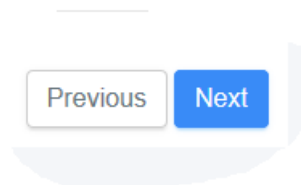
2 Are the services you, your organisation or group provide a 'relevant service', as defined under the *Children First Act 2015*? Yes No
Refer to Schedule 1 of the *Children First Act 2015* for information on relevant services as defined by the Act.
Please note: to qualify as a relevant service under 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 *Children First Act 2015*? Yes No
Refer to Tusla, *Guidance on Developing a Child Safeguarding Statement*
The *Children First Act 2015* 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 *Children First Act* Yes No
Refer to Tusla, *Guidance on Developing a Child Safeguarding Statement*

You will see that some questions may contain more detailed information and/or helpful tips.

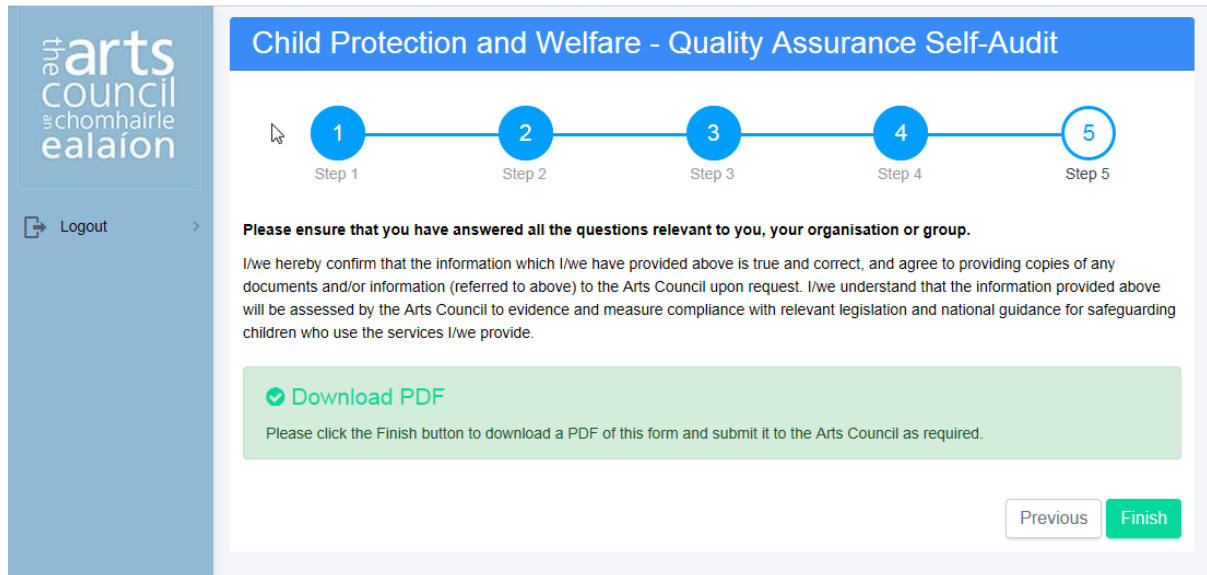
At the end of each step there is an option to go back to the previous step or move on to the next step.



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Step 5

Once all questions have been completed, move to step five. Here you must click **Finish** to download a PDF document of your completed questionnaire.



The screenshot shows the final step of a self-audit process. On the left is a sidebar for 'the arts council' with a 'Logout' button. The main content area is titled 'Child Protection and Welfare - Quality Assurance Self-Audit'. A progress bar at the top shows five steps, with Step 5 being the active step. Below the progress bar, there is a confirmation statement: 'Please ensure that you have answered all the questions relevant to you, your organisation or group. 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.' A green box contains a 'Download PDF' button with a checkmark icon and the text 'Please click the Finish button to download a PDF of this form and submit it to the Arts Council as required.' At the bottom right, there are 'Previous' and 'Finish' buttons.

Save your PDF document to your desktop.

NB. The portal does not save this information and the answers are not transferred to the Arts Council through the portal.

If you exit the questionnaire you will need to start again.

If there is an error in the PDF you can log back into the portal and complete the process again.

You need to create the PDF of the questionnaire and send this to the Arts Council following the instructions you received in the accompanying email.

5th October, 2018