

Irish Modern Dance Theatre

Child Protection Policy

Reviewed and updated September 2021

Developed from the following documents:

The Arts Council of Ireland

- [Guidelines for the Protection and Welfare of Children and Young People in the Arts Sector](#)
- [Guidelines for Taking and Using Images of Children and Young people in the Arts Sector](#)
- [Solo Practitioner Code of Practice for Working with Children and Young People](#)

TUSLA Child and Family Agency

- [Children First: National Guidance for the Protection and Welfare of Children](#)
- [Children First: Guidance on Developing a Child Safeguarding Statement](#)
- [Our Duty to Care](#)

For queries, please contact John Scott, Relevant Person under the Children First Act 2015.

John Scott

Email: artisticdirector@imdt.ie

Mobile: 086 839 8244

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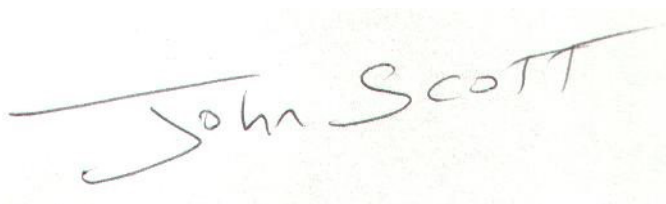
Child Protection Policy Statement

Irish Modern Dance Theatre was founded in 1991 to create and consolidate a strong repertoire of innovative, virtuosic original dance works and shift traditional perceptions of dance by exposing audiences to high-quality contemporary dance from Irish and international choreographers, dance innovators and multi-disciplinary artists.

We are committed to a child-centred approach to our work with children and young people. Our work occasionally engages with young people through collaborations, workshops and internships. We undertake to provide a safe environment and experience, where the welfare of the child/young person is paramount. We will adhere to the recommendations of *Children First: National Guidelines for the Protection and Welfare of Children*, published by the Department of Health and Children. We have implemented procedures covering:

- Code of behaviour for all staff
- Reporting of suspected or disclosed abuse
- Confidentiality
- Recruitment and selecting staff
- Managing and supervising staff
- Procedures for allegations against staff
- Complaints and comments
- Incidents and accidents

This policy will be reviewed on annually by the board of trustees.

A handwritten signature in black ink that reads "John Scott". The signature is written in a cursive style with a long horizontal line extending to the left of the first letter.

John Scott, Artistic Director

Code of Behaviour for Staff and Administrators

Child Centric Approach

In our dance activities with children and young people we undertake to:

- Treat all children and young people equally
- Listen to and respect children and young people
- Involve children and young people in decision-making, as appropriate
- Provide encouragement, support and praise (regardless of ability)
- Use appropriate language (physical and verbal)
- Have fun and encourage a positive atmosphere
- Offer constructive criticism when needed
- Treat all children and young people as individuals
- Respect a child's or young person's personal space
- Discuss boundaries on behaviour and related sanctions, as appropriate, with children and young people and their primary carers
- Encourage feedback from group
- Use age-appropriate teaching aids and materials
- Lead by example
- Be aware of a child's or young person's other commitments when scheduling rehearsals or activities, e.g., school or exams
- Be cognisant of a child's or young person's limitations, due to a medical condition
- Create an atmosphere of trust
- Respect differences of ability, culture, religion, race and sexual orientation

Good Practice

In our dance activities with children and young people we undertake to:

- Register each child/young person (name, address, phone, special requirements, attendance, emergency contact)
- Make primary carers, children/young people, visitors and facilitators aware of the Child Protection Policy and procedures
- Have emergency procedures in place and make all staff aware of these procedures
- Be inclusive of children and young people with special needs
- Plan and be sufficiently prepared, both mentally and physically to teach children and adults
- Report any concerns to the Designated Person (John Scott) and follow reporting procedures
- Encourage children and young people to report any bullying, concerns or worries and to be aware of anti-bullying policy. (For further information on our anti-bullying and harassment policy see page 22)
- Observe appropriate dress and behaviour
- Evaluate work practices (such as engaging and training with young people) on a regular basis
- Provide appropriate training for staff and volunteers teaching and working with children
- Report and record any incidents and accidents

- Update and review policies and procedures regularly
- Keep primary carers informed of any issues that concern their children
- Ensure proper supervision based on adequate ratios according to age, abilities and activities involved; observe appropriate gender balance for residential
- Ensure clear communication between artist and organisations
- Have a written agreement with any external organisation that an artist is working with
- Not to be passive in relation to concerns, i.e., don't 'do nothing'
- Don't let a problem get out of control
- Avoid if at all possible giving a lift to a child/young person and if you do then make sure that primary carers are informed
- If left alone to supervise a single child, make sure that parents/carers are informed
- Maintain awareness around language and comments made. If you think that something you said may have caused offence or upset, then try to address it in a sensitive manner

Inappropriate Behaviour

In our dance activities with children and young people we undertake to:

- Avoid spending excessive amounts of time alone with children/young people
- Not to use or allow offensive or sexually suggestive physical and/or verbal language.
- Not to single out a particular child/young person for unfair favouritism, criticism, ridicule, or unwelcome focus or attention
- Not to allow/engage in inappropriate touching of any form
- Not to hit or physically chastise children/young people
- Not to socialise inappropriately with children/young people, e.g., outside of structured organisational activities.

Physical Contact

In our dance activities with children and young people we undertake to:

- Seek consent of child/young person in relation to physical contact (except in an emergency or a dangerous situation)
 - at the same time, to give alignment corrections physically (sometimes necessitating touch) is important and we understand that it is often necessary in teaching dance; this kind guidance in finding correct alignment or placement will be given with sensitivity. Also touching in terms of dancing together, in the context of contact improvisation or other forms of contemporary dance will continue to be a part of our art and education and will be explained, prior to doing, so that participants (should they have a problem) are free to not participate in such activity.
- Avoid inappropriate touch
- Check with children/young people about their level of comfort when doing touch exercises.
 - nonetheless some exercises in dance are physical and designed to build trust, and require touching or sharing weight exchanges.

Health and Safety

In our dance activities with children and young people we undertake to:

- Not to leave children unattended or unsupervised
- Manage any dangerous materials
- Provide a safe environment
- Be aware of accident procedure and follow accordingly

Reporting Procedures

John Scott has been designated as the person to contact if you have an issue or concern about any aspect of a child's or young person's safety and welfare. It is the responsibility of this person to support and advise staff about policy and procedures in relation to child protection and to ensure that procedures are followed. It is also the responsibility of the Designated Person to liaise with the Health Service Executive or Gardaí where appropriate.

John Scott can be contacted at:

Email: artisticdirector@imdt.ie

Mobile: 086 839 8244

Greta Bourke has been designated as deputy to the Designated Person, John Scott, and can be contacted at:

Email: manager@imdt.ie

Mobile: 083 836 3608

The following excerpt from *Children First: National Guidelines for the Protection and Welfare of Children* (4.3.2 - p.38) shows what would constitute reasonable grounds for concern:

- I. Specific indication from the child or young person that s/he has been abused
- II. An account by a person who saw the child/young person being abused
- III. Evidence, such as an injury or behaviour, which is consistent with abuse and unlikely to be caused another way
- IV. An injury or behaviour which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse [an example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour]
- V. Consistent indication, over a period of time, that a child is suffering from emotional or physical neglect.

Recording Concerns

The following will be disseminated to those Irish Modern Dance Theatre staff working with children:

Irish Modern Dance Theatre uses Incident Report Forms (page 19) for recording concerns about the protection of children and young people. They are stored securely and confidentiality (see page 9: Confidentiality statement).

Irish Modern Dance Theatre staff records the following information in relation to children and

young people:

- Suspicions
- Concerns
- Worrying observations
- Behavioural changes
- Actions and outcomes

Notes on Dealing with a Disclosure

- Stay calm and listen to the child/young person, allow him or her enough time to say what s/he needs to say
- Don't use leading questions or prompt details
- Reassure the child/young person but do not promise to keep anything secret
- Don't make the child/young person repeat the details unnecessarily
- Explain to the child/young person what will happen next (explanation should be age appropriate).

Reporting Procedures

- The Reporting Procedure should be known and accessible to all Irish Modern Dance Theatre staff
- The person who expresses the concern should be involved and kept informed
- Actions and outcomes should be noted
- Record all details, including the date, time and people involved in the concern or disclosure and the facts in an Incident Book. Information recorded should be factual. Any opinions should be supported by facts
- Inform the Designated Person (John Scott) or, if unavailable, the Deputy Designated Person, (Greta Bourke)
- The most appropriate person should discuss the concern or consult with primary carers. Parents, carers or responsible adults should be made aware of a report to the Health Service Executive unless it is likely to put the child/young person at further risk
- The Designated Person may contact the Health Service Executive Duty Social Work Department for an informal consultation prior to making a report – see report form on page 16 or click [HERE](#) to report a concern with Tusla.
- Information will be shared on a strictly 'need to know' basis (see page 9 for Confidentiality statement)
- If there are reasonable grounds for concern as outlined above, the Designated Person (John Scott) will contact the Duty Social Worker in the Health Service Executive area using the standard Reporting Form available from the Health Service Executive (See page 16 for form.) Reports to the Duty Social Worker can be made verbally initially and then followed by the standard reporting form. Reports should be made to the Health Service Executive without delay
- If the Designated Person (John Scott) or The Deputy Designated Person (Greta Bourke) are not available, contact the local Duty Social Worker of the Health Service Executive directly
- In case of emergencies outside of Health Service Executive Social Work Department hours, contact the Gardaí. In situations that threaten the immediate safety of a child/young person, it may be necessary to contact the Gardaí

Confidentiality Statement

Irish Modern Dance Theatre is committed to ensuring peoples' rights to confidentiality. However, in relation to child protection and welfare we undertake that:

- Information will only be forwarded on a 'need to know' basis in order to safeguard the child/young person
- Giving such information to others for the protection of a child or young person is not a breach of confidentiality
- We cannot guarantee total confidentiality where the best interests of the child or young person are at risk
- Primary carers, children and young people have a right to know if personal information is being shared and/or a report is being made to the Health Service Executive, unless doing so could put the child/young person at further risk
- Procedures will be put in place in relation to the use of images of children/young people to insure they are only for Irish Modern Dance Theatre purposes
- Procedures will also be put in place for the recording and storing of information in line with our confidentiality policy

Recruiting and Selecting Staff

Irish Modern Dance Theatre will ensure that staff are carefully selected, trained and supervised to provide a safe environment for all children and young people, by observing the following principles:

- Roles and responsibilities will be clearly defined for every job (paid or voluntary)
- We will endeavour to select the most suitably qualified personnel
- Candidates will be asked to sign a declaration form
- No person who would be deemed to constitute a 'risk' will be employed
- Some of the exclusions would include:
 - any child-related convictions
 - refusal to sign application form and declaration form
 - insufficient documentary evidence of identification
 - concealing information on one's suitability to working with children
- All staff will be required to consent to Garda clearance, and where available, this will be sought.

Managing and Supervising Staff

To protect both staff (paid and voluntary) and children/young people, we undertake that:

New staff will:

- Take part in a mandatory induction training session
- Be made aware of the organisation's code of conduct, child protection procedures, and the identity and role of who has been designated to deal with issues of concern
- Undergo a probationary or trial period.

All staff will:

- Receive an adequate level of supervision and review of their work practices
- Be expected to have read and signed the Child Protection Policy Statement
- Be provided with child protection training

Procedures for Allegations Against Staff

In the event of allegations being made against an employee (staff or voluntary), the protection of the child/young person is the first and paramount consideration. An allegation against an employee will be assessed promptly and carefully.

In respect of the child/young person John Scott will deal with issues related to the child/young person.

In respect of the person against whom the allegation is made Greta Bourke will deal with issues related to the staff member.

- The first priority is to ensure that no child or young person is exposed to unnecessary risk
- If allegations are made against the Designated Person, then the Deputy Designated Person should be contacted and vice versa
- The reporting procedures outlined in pages 7-8 of these guidelines should be followed. The child/young person should be informed of actions planned and taken. The child/young person should be dealt with in an age-appropriate manner
- The staff member will be informed as soon as possible
 - of the nature of the allegation
 - the staff member should be given the opportunity to respond
- The chairperson/head of the organisation, Anthony Doyle, should be informed as soon as possible
- Any action following an allegation of abuse against an employee should be taken in consultation with Health Service Executive and Gardaí
- After consultation, the chairperson/head of organisation should advise the person accused and agreed procedures will be followed.

Complaints and Comments Procedures

Complaints or comments will be responded to within four weeks

Greta Bourke has responsibility for directing complaints/comments and submitting them to the correct authorities immediately

Verbal complaints will be logged and responded to as well as written in the same manner.

Greta Bourke is available at:

Email: manager@imdt.ie

Mobile: 083 836 3608

Accidents Procedure

- The organisation must maintain an up-to-date register of the contact details of all children/young people involved in the organisation and teaching staff
- In the event of emergencies, the person in charge must know how to access the contact details of any one in attendance in a class. The responsibility that these contact details are inputted and accessible to Staff is John Scott, Artistic Director
- Irish Modern Dance Theatre maintains an Accident/Injury Report Form (page 20) as well as Incident Report Form (page 19)
- External organisations with whom Irish Modern Dance Theatre has dealings must provide proof that they have public liability insurance
- First-aid boxes should be available and regularly re-stocked
- The location of the first-aid box(es) must be made known to staff
- Availability of first-aid should be in accordance with the organisation's Health and Safety guidelines. The location of accident/incident books must be made known to staff
- Children and young people must be advised of risks of dangerous material
- Record details of risky equipment used and take steps to minimise risk
- Take cognisance of responsibility for first-aid on off-site trips

Definitions of Abuse

There are four main categories of abuse as outlined in Children First: National Guidelines for the Protection and Welfare of Children. The following is a synopsis of the information contained in that document. For the full definitions please refer to Children First: National Guidelines for the Protection and Welfare of Children 1993 (pp.32-34).

1. Neglect

“Neglect can be defined as being where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care...The threshold of significant harm is reached when the child’s needs are neglected to the extent that his or her well-being and/or development are severely affected.” (Children First p.31)

2. Emotional abuse

Emotional abuse usually happens where there is a relationship between a carer and a child rather than as a specific incident or incidents.

“Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.” (Children First p.31)

Rather, it can manifest in the child’s behaviour or physical functioning. Examples of these include ‘anxious’ attachment, unhappiness, low self-esteem, educational and developmental underachievement and uncooperative or hostile behaviour.

“The threshold of significant harm is reached when interaction is predominantly abusive and become typical of the relationship between the child and the parent/carers.” (Children First p.32)

Examples of emotional abuse in children include:

- Imposition of negative attributes on children, expressed by persistent criticism, sarcasm, hostility or blaming
- Emotional unavailability by the child’s parent/carers
- Unresponsiveness, inconsistent or inappropriate expectations of the child
- Premature imposition of responsibility on the child
- Unrealistic or inappropriate expectations of the child’s capacity to understand something or to behave and control him/herself in a certain way
- Under or over-protection of the child
- Use of unreasonably harsh discipline
- Exposure to domestic violence

3. Physical abuse

Physical abuse is any form of non-accidental injury or injury which results from willful or neglectful failure to protect a child. Examples of physical injury include the following:

- Shaking
- Use of excessive force in handling
- Deliberate poisoning
- Suffocation
- Allowing or creating a substantial risk of significant physical harm to a child.

4. Sexual abuse

Sexual abuse involves the use of a child for gratification or sexual arousal by a person for themselves or others.

Examples of sexual abuse include:

- Exposure of the sexual organs or any sexual act intentionally performed in the presence of a child
- Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification
- Masturbation in the presence of the child or involvement of the child in an act of masturbation
- Sexual intercourse with a child whether oral, vaginal or anal
- Sexual exploitation of a child... may also include showing sexually explicit material to children which is often a feature of the 'grooming' process by perpetrators of abuse
- Consensual sexual activity involving an adult and an under-age person

Tusla Local Area Office Contact Details

If you have concerns about the protection or welfare of a child you should contact your local social work office. Click [HERE](#) to report a concern.

West

Service Director
Aisling Gillen
Child and Family Agency,
Sheel House, College Street,
Ballyshannon,
Co Donegal,
Tel 071 9622776
aisling.gillen@tusla.ie

Area Managers

Gerry Hone
Child and Family Agency
Donegal
Level 2, Sealy Place
Justice Walsh Road,
Letterkenney, Co Donegal
Tel 074 9197325
gerry.hone@tusla.ie

John Donnellan
Child and Family Agency
Galway/Roscommon
25 Newcastel Road, Galway
Tel 091 546228
john.donnellan@tusla.ie

Iain Whyte
Child and Family Agency
Sligo/Letrim/West Carra
Markiewicz House
Sligo
Tel 071 9155133
iain.whyte@tusla.ie

Paddy Martin
Child and Family Agency
Mayo
2nd Floor, Mill Lane,
Bridge Street,
Castlebar, Co Mayo
Tel 004 9042030
paddy.martin@tusla.ie

Vacant
Child and Family Agency
HSE Building
Ballyvaughan Ave
Rahreen Business Park
Tel 061-482792
areamanagerw@tusla.ie

South

Service Director
Clare Murphy (Interim)
Child and Family Agency,
Johnstown Business Park,
Johnstown, Waterford
Tel: 051-846766
clare.murphy@tusla.ie

Area Managers

Breda Lynch
Child and Family Agency
Kerry
Rathass
Tralee
Co Kerry
Tel 066-7195022
breda.lynch@tusla.ie

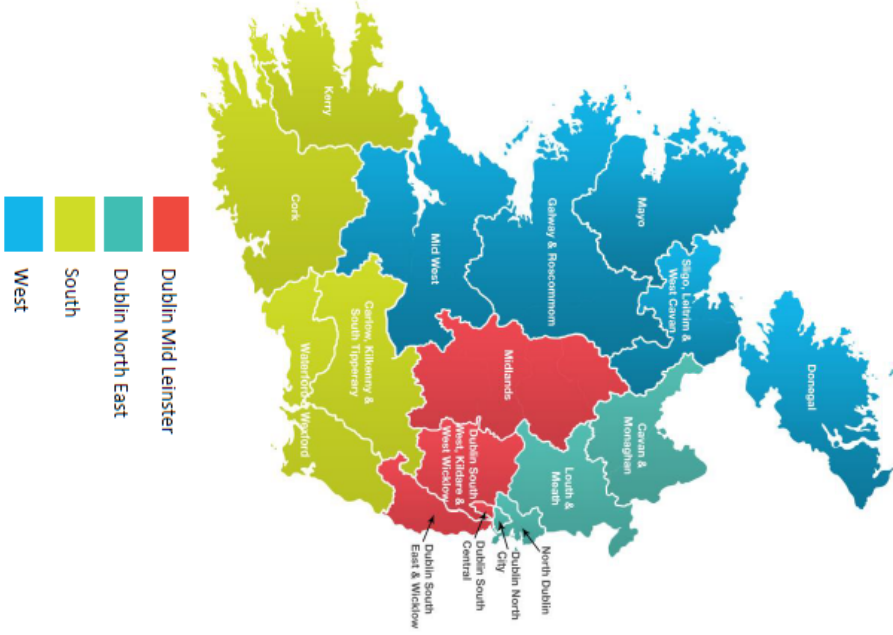
Barry Murray
Child and Family Agency
Unit 44, Floor 3
North Point House
North Point Business Park
Malrow Road
Cork
T23 A12P
Tel 021-4923535
barry.murray@tusla.ie

Roisin Boyd (Interim)
Child and Family Agency
Carlow/Kilkenny/South
Tipperary
Community Services
James Green
Kilkenny
Tel 056-7784642
AMCKST@tusla.ie

Vincent Daly
Child and Family Agency
Waterford/Wexford
Community Services
Cork Road
Waterford
Tel 051-842827
vincent.daly@tusla.ie



Area Management Structures, Contacts and Addresses



Dublin North East

Service Director
Eithne MacCubáin (Acting)
Child and Family Agency
2nd Floor, Nexus Building
Blanchardstown Corporate
Park
Blanchardstown Road, Dublin 15
Tel: 09706805
sd.dne@tusla.ie

Area Managers

Caitriona Sheehan
(Acting)
North Dublin
Child and Family Agency
180-189 Lakeshore Drive
Ainslie Business Park
Swords, Co Dublin
Tel: 01-8708000

Joy McElvyn
Child and Family Agency
Dublin North City
Ballymun Healthcare
Facility
Ballymun Civic Centre
Dublin 9
Tel 01-8467129
joy.mcelvyn@tusla.ie

Grainne Sullivan
Child and Family Agency
Louth/Meath
Enterprise Centre
Trim Road
Navan
Co Meath
Tel 046 9098500
Grainne.Sullivan.M@tusla.ie

Lisa Anderson
Child and Family Agency
Cavan/Monaghan
Support Services Building
Rooskey
Monaghan
Tel 047-30473
lisa.anderson@tusla.ie

Dublin Mid Leinster

Service Director
Patricia Finlay
Child and Family Agency,
Dublin Mid Leinster
Suite 7 & 8,
Vista Primary Care, Naas,
Co Kildare
Tel: 087 7040108
Patricia.finlay@tusla.ie

Area Managers

Joanne Cullen
Child and Family Agency
Dublin South East /
Carysfort House,
Carysfort Avenue,
Blanchardstown, Co Dublin
Tel 01-2155758
ann.dise@tusla.ie

Des Delaney
Child and Family Agency
Dublin South Central
Carrigee Centre,
21-25 Lord Edward Street,
Dublin 2
Tel 01 6086555
ann.desch@tusla.ie

Andrey Warren
Child and Family Agency
Dublin South
West/Kildare/West Wicklow
Suite 7 & 8,
Vista Primary Care, Naas,
Co Kildare
Tel: 045 899342
ann.dsch@tusla.ie

Annette Maguire
Child and Family Agency
Midlands
Primary Care Centre,
Harbour Road,
Mullingar,
Co Westmeath
Tel 044-9353999
david.famly@tusla.ie



Tusla Report Forms

Child Protection and Welfare Report Forms and Retrospective Abuse Report Forms should be submitted to Tusla using [Tusla's online web-portal](#). This is the most secure and efficient method of forwarding confidential reports to Tusla. Please consider using the [Portal](#) rather than the paper forms below for increased efficiency and ease. If using a print form, they can be sent by registered post or hand delivered to a Tusla social worker. It is not possible to send Report Forms via e-mail.

<https://www.tusla.ie/children-first/web-portal/>

The Child Protection and Welfare Report Form is to be completed and submitted to Tusla for concerns about children under the age of 18.

For print version, click [HERE](#).

The Retrospective Abuse Report Form is to be completed and submitted to Tusla for cases of adults disclosing childhood abuse.

For print version, click [HERE](#).

HSE Local Area Office Contact Details

HSE Local Health Offices are your entry point to community health and personal social services. The wide range of services that are provided through Local Health Offices and from Health Centres include general practitioner services, public health nursing, **child health services**, community welfare, chiropody, ophthalmic, speech therapy, social work, addiction counselling and treatment, physiotherapy, occupational therapy, psychiatric services and home help.

To find a local HSE office click [HERE](#).

You can phone HSELive to speak to an agent at:

1850 24 1850

00 353 1 240 8787 (from outside Ireland)

Standard Form for Reporting Child Protection and/or Welfare Concerns

Confidential

In case of Emergency or outside Health Service Executive office hours, contact should be made with An Garda Síochána

A. To Principal Social Worker
or Duty Social Worker : _____

1. Details of Child:

Name: _____ Male: _____ Female: _____
 Address: _____

 Age/D.O.B.: _____
 School: _____

1a. Name of Mother: _____ Name of Father: _____
 Address of Mother if different to Child: _____ Address of Father if different to Child: _____

 Telephone Number: _____ Telephone Number: _____

1b. Care and Custody arrangements regarding child, if known: _____

1c. Household Composition:

Name:	Relationship to Child:	Date of Birth:	Additional Information e.g. School/Occupation

Note: A separate report form must be completed in respect of each child being reported.

2. Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) (if known).

3. Details of person(s) allegedly causing concern in relation to the child:
 Name: _____ Age: _____ Male: _____ Female: _____
 Address: _____



Relationship to Child: _____

Occupation: _____

4. Name and Address of other personnel or agencies involved with this child:

Social Workers: _____

School: _____

Public Health Nurse: _____

Gardaí: _____

G.P.: _____

Pre-School/Crèche/Youth Club: _____

Hospital: _____

Other, specify e.g. Youth Groups,
After School Clubs: _____

5a. Are Parents/Legal Guardians aware of this referral to the Social Work Department?

Yes No

5b. Are the Parents/Legal Guardians supportive?

Yes No

6. Details of Person reporting concerns:

(Please see Guidance Notes re Limitations of Confidentiality)

Name: _____ Occupation: _____

Address: _____

Telephone Number: _____

Nature and extent of contact with Child/Family: _____

7. Details of Person completing form:

Name: _____

Date: _____

Occupation: _____

Signed: _____

Declaration Form

Declaration form for all those working with children and young people.

Surname: _____ First Name: _____

Date of Birth: _____ Place of birth: _____

Address: _____

Tel. No: _____ Mobile No: _____

Any other name(s) previously known as: _____

Is there any reason that you would be considered unsuitable to work with children and young people?

Yes No

If yes, please outline the reason below.

Have you ever been convicted of a criminal offence?

Yes No

If yes, please state below the nature and date(s) of the offence (s):

Signed: _____ Date: _____

Incident Report Form

An Irish Modern Dance Theatre Report Form must be completed in respect of each child being reported.

Date:

Name of person reporting: _____

Time: _____

Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed

Nature of Incident or injuries: _____

Parent's view(s): _____

Child's view(s) (if known): _____

Details of person(s) allegedly causing concern in relation to the child:

Name: _____ Age:

Male: Female:

Address:

Telephone:

Accident/Injury Report Form

Date and time of occurrence

Location of occurrence

Class/rehearsal at which accident happened

Name of injured person

Address

Telephone _____

Email address _____

Circle the appropriate answer; injury/incident took place:

During class

Before class

After class (still on premises)

Details of injury / Detail what happened and where in the body hurt and what was done;
Also, disclose the current state of the injury/accident

Name of teacher

Address

Telephone _____

Email address _____

Name of witness (if any)

Address

Telephone _____

Email address _____

***Follow up** – In all cases Irish Modern Dance Theatre staff to ring the injured person the next day and write the results here:

Signed (person who filled out this form) _____

Date _____ Time _____

Guidance Notes

Click [HERE](#) for PDF version

The HSE has a statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. The HSE therefore has an obligation to receive information about any child who is not receiving adequate care and/or protection.

This Report Form is for use by:

- Any professional, individual or group involved in services to children, including HSE personnel, who becomes aware of a child protection or welfare concern, or to whom a child protection or child welfare concern is reported.
- Professionals and individuals in the provision of child care services in the community who have service contracts with the HSE.
- Designated persons in a voluntary or community agency.]

Please fill in as much information and detail as is known to you. This will assist the Social Work Department in assessing the level of risk to the child or the support services required. If the information requested is not known to you, please indicate this by putting a line through the question. It is likely that a social worker will contact you to discuss your report.\

The HSE aims to work in partnership with parents. If you are making this report in confidence, you should note that the HSE cannot guarantee absolute confidentiality for the following reasons:

- A Court could order that information be disclosed.
- Under the Freedom of Information Act 1997, the Freedom of Information Commissioner may order that information be disclosed.

You should also note that in making a 'bona fide report', you are protected under the Protections for Persons Reporting Child Abuse Act 1998.

If you are unsure if you should report your concerns, please telephone the HSE duty social worker and discuss your concerns with them.

Anti-Bullying and Harassment Policy

In our activities with children and young people, Irish Modern Dance Theatre undertakes to:

- provide a place where every member can feel secure
- provide a place where it is known that bullying is not acceptable behaviour
- provide a place where name calling is not tolerated
- provide a place where no one suffers abuse of any nature
- provide a place where no one is victimised
- provide a place where each member is supported and listened to
- provide a place where it is each member's responsibility to ensure that all are treated equal
- provide a place where solutions to problems are the concern of all

More information about anti-bully can be found on TUSLA's *Our Duty to Care* Factsheet 2. Click [HERE](#) for PDF version.

All employees are expected to comply with this policy and management will take appropriate measures to ensure that bullying/harassment does not occur. Irish Modern Dance Theatre is committed to dealing with complaints of bullying and/or harassment in a fair and sensitive manner, and endeavouring to ensure confidentiality with respect to any complaints. Appropriate disciplinary action, including dismissal for serious offences, will be taken where bullying/harassment allegations are upheld against an employee. In the case of non-employees, appropriate sanctions, including for example suspension of contracts or exclusion of contracts, will be taken.

The policy applies to employees both in the workplace and at work associated events such as meetings, conferences and work-related social events, whether on the premises or off site.

The policy applies to bullying/harassment not only by fellow employees but also by a client, customer or other business contact to which an employee might reasonably expect to come into contact with in the course of their employment.

Definition of Bullying

“Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying.”

The bullying can include conduct offensive to a reasonable person, e.g. oral or written slurs, physical contact, gestures, jokes, displaying pictures, flags/emblems, graffiti or other material which state/imply prejudicial attitudes which are offensive to fellow employees.

Other examples of bullying behaviour include:

- Personal insults and name calling
- Persistent unjustified criticism and sarcasm
- Public or private humiliation
- Shouting at staff in public and/or private
- Sneering
- Instantaneous rage, often over trivial issues
- Unfair delegation of duties and responsibilities
- Setting impossible deadlines
- Unnecessary work interference
- Making it difficult for staff to have access to necessary information
- Aggression
- Not giving credit for work contribution
- Continuously refusing reasonable requests without good reasons
- Intimidation and threats in general.

Definition of Harassment

Sexual harassment is any form of verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

The unwanted conduct may consist of acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material.

Examples of sexual harassment include:

- Sexual gestures
- Displaying sexually suggestive objectives, pictures, calendars
- Sending suggestive and pornographic correspondence including faxes, text messages or e-mails
- Unwelcome sexual comments and jokes
- Unwelcome physical conduct such as pinching, unnecessary touching, etc.
- Same sex sexual harassment.

Harassment on the grounds of gender, marital status, family status, race, age, religion, sexual orientation, disability or membership of the Traveller community is defined as any unwanted conduct which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. The unwanted conduct may consist of acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material

Effects of Bullying & Harassment on the Victim

Bullying can have a physiological, psychological and behavioural impact on an individual's character. Victims can lose their self-confidence and self-esteem and are at increased risk of suffering stress-related conditions that can trigger further trauma.

Apart from the direct impact on a victim's health, long-term exposure to bullying may also have consequences for the victim's livelihood, through absenteeism and even resignation from work in order to avoid contact with the bully.

Responsibilities

All employees have a responsibility for ensuring dignity and respect of their colleagues and contacts in the workplace and to creating and contributing to the maintenance of a work environment free from bullying/harassment or from conduct likely to contribute to bullying or harassment.

Management and others in positions of authority have a particular responsibility to ensure that bullying, sexual harassment and harassment does not occur and that complaints are addressed speedily through the appropriate procedures. In particular management should:

- provide good example by treating all in the workplace with courtesy and respect
- promote awareness of the organisation's policy and complaints procedures
- be vigilant for signs of harassment and take action before a problem escalates
- respond sensitively to an employee who makes a complaint of bullying or harassment
- explain the procedures to be followed if a complaint of bullying, sexual harassment or harassment is made
- endeavour to ensure that an employee making a complaint is not victimised for doing so
- monitor and follow up the situation after a complaint is made so that the sexual harassment or harassment does not recur

Complaints Procedure

There is both an informal and formal procedure to deal with the issue of bullying/harassment at work. Any investigation will be completed as quickly as possible. See *Complaints and Comments Procedures* on page 11 for official procedures.

Informal Procedure

It is often preferable for all concerned that complaints of bullying or harassment are dealt with informally whenever possible. This is likely to produce solutions that are speedy, effective and minimise embarrassment and the risk of breaching confidentiality. Thus, in the first instance a person who believes that they are the subject of bullying/harassment should ask the person responsible to stop the offensive behaviour.

If a person finds it difficult to approach the alleged perpetrator directly then a person should seek help and advice on a confidential basis from John Scott, Artistic Director/CEO

or the Company Manager. They will be able to provide advice and assistance about the company policy.

Having consulted with John Scott or the Company Manager, the complainant may request the assistance of a member of the Board of Trustees in raising the issue with the alleged perpetrator(s). In this situation the approach of the member of the Board of Trustees should be by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal low key manner.

If the complainant is dissatisfied with the outcome of the informal procedures then they have the right to proceed with the formal Procedures

Formal Procedures

A complainant may decide, for whatever reason, to bypass the informal procedure. Choosing not to use the informal procedure will not reflect negatively on a complainant in the formal procedure.

It is recognised that it may not always be practical to use the informal procedure particularly where the bullying or harassment is serious or where the people involved are at different levels in the organisation. In such instances the employee should use the formal mechanism set out below.

- 1 . When a formal complaint is being made, the employee should contact John Scott, Artistic Director/CEO or the Company Manager as soon as possible. All formal complaints should be made in writing, outlining as much detail as possible regarding the allegation. John Scott or the Company Manager will be able to assign a member of the Board of Trustees to investigate the complaint.
- 2 . The investigator will meet for an initial meeting with the complainant to discuss the details of the complaint and ensure that the details of the complaint are fully understood.
- 3 . A meeting will then be held with the alleged bully or harasser. In the interests of natural justice the alleged bully or harasser will be notified in advance, in writing of the nature of the complaint, given a copy of the allegation, informed of his or her right to representation at any meetings and will be given every opportunity to rebut the detailed allegations made.
- 4 . Following from the initial meeting with both parties, the investigator will determine the appropriate course of action. These actions may include – A: Exploring a mediated solution with a view to resolving the issue informally. B: Carrying out a formal investigation with a view to determining the facts and the credibility or otherwise of the allegation(s).
- 5 . Whilst it is desirable to maintain utmost confidentiality, once an investigation of an issue begins, it may be necessary to interview other staff. If this is so, the importance of confidentiality will be stressed to them.
- 6 . Any statements taken from witnesses will be circulated to the complainant and the alleged bully/harasser for their comments before any conclusion is reached in the investigation.

7. When the investigation has been completed both parties will be informed as to whether or not the complaint has been upheld.
8. Both parties will be given the opportunity to comment on the findings before any action is decided upon by management.
9. All complaints received will be treated seriously, confidentially and dealt with as soon as is practicable. Strict confidentiality and proper discretion will be maintained, as far as is possible, in any necessary consultation to safeguard both parties from innuendo and harmful gossip.

A record of all relevant discussions which take place during the course of the investigation will be maintained by management. Both parties will be given an opportunity to comment on the conclusions of the investigation. Both parties will be given a copy, in writing, of the conclusions reached by the investigation.

Appeal

Either party can appeal the decision of the formal investigation in writing within 5 working days. Appeals must be made in writing to John Scott, Artistic Director or to the Company Manager, outlining the grounds for the appeal. Where possible, the appeal will be heard by the next highest level of management to the manager who conducted the initial investigation. The appeal will focus only on the aspect of the case cited by the appellant as being the subject of the appeal. Both parties will be informed in writing as to the outcome of the appeal.

Action Post Investigation

Where a complaint is upheld a disciplinary hearing will take place. The disciplinary action to be taken will be in line with the company's disciplinary policy. Should a case of bullying or harassment be proven then the organisation will take appropriate disciplinary action. This can include a warning, transfer, demotion or other appropriate action up to and including dismissal.

Records of any warnings for bullying/harassment will remain in the employee's file and will be used in determining disciplinary action to be taken if any further offences of the same or similar nature occur in the future.

Regular checks will be made by one of the investigators to ensure that the bullying/harassment has stopped and that there has been no victimisation for referring a complaint in good faith. Retaliation of any kind against an employee for complaining or taking part in an investigation concerning bullying/harassment at work is a serious disciplinary offence.

Malicious Complaints

If a complaint is found to be malicious, the appropriate disciplinary action up to and including dismissal will be imposed.

Training and Communication

The company will provide relevant training to all employees and management on how best to implement this policy and maintain the values of dignity and respect in the workplace. The company is also committed to communicating this policy in so far as is practicable to all relevant persons to who it may apply.

Further Information

This policy has been created following assessment of the risk to the health and safety of employees from bullying in the workplace with due regard to the relevant codes of practice.

This policy will be subject to regular review in line with changes in legislation, case law, other relevant developments, changes in the workplace and the experiences of the organisation in implementation. All questions relating to the execution or interpretation of this policy should be referred to John Scott, Artistic Director/CEO.

This current policy is reviewed on an annual basis to ensure it is in line with best practice.