

Child Protection Policy

Photo Museum Ireland

Reviewed 14th April 2024

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Introduction Nature of service provided

Photo Museum Ireland is the national centre for contemporary photography in Ireland. Established in 1978 it is a not-for-profit arts organisation funded by The Arts Council, Dublin City Council, and private and corporate donations. It aims to promote public appreciation and engagement with creative photography. Its primary activity is the curation and public display of exhibitions of photography in its purpose-designed building in Temple Bar. It also operates public-access darkrooms and state-of-the-art digital studios for practising artists; photography courses and masterclasses; a nationwide education and access programme; and national and international touring exhibitions. Furthermore, it is the primary resource organisation for independent photographers in Ireland.

Photo Museum Ireland is committed to a child-centred approach in our work with children and young people. Photo Museum Ireland provides services to and for children. It is central to the philosophy of the organisation that children are unconditionally respected and kept safe from harm while using our services.

Section 1 Child Protection Policy Statement

We, Photo Museum Ireland, are committed to a child-centred approach to our work with children and young people.

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 Guidance for the Protection and Welfare of Children (2017)* the *Children First Act (2015)*, and the *General Data Protection Regulations GDPR (2018)*.

We have implemented procedures covering:

- Code of behaviour for all staff;
- Reporting of suspected or disclosed abuse (see Appendix 1 for categories of abuse);
- Confidentiality;
- Recruitment and selecting staff;
- Managing and supervising staff;
- Involvement of primary carers;
- Allegations of misconduct or abuse by staff;
- Complaints and comments;
- Incidents and accidents.

This policy will be reviewed annually

[Signed by Designated Person] *Trish Lambie*

Date: 14/4/2024

The Child Care Act 1991 defines a child as a 'person under the age of 18 years other than a person who is or has been married' (S.2.1).

Section 2 Code of Behaviour

The code of behaviour can be categorised under the following headings:

- I. • Child-centred approach;
- II. • Good practice;
- III. • Inappropriate behaviour;
- IV. • Physical contact;
- V. • Health and safety.

A separate code of behaviour for children and young people should be drawn up with each individual group with the involvement of the group members. Every groups visiting the museum should be advised that 15 minutes should be factored into workshop time to allow for this. Group leaders should be made aware of this in advance.

I. Child-centred approach

As a child centred organisation we will:

- 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;
- Agree group 'contract' before beginning session;
- 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 workshops or activities, e.g., school or exams;
- Be cognisant of a child's or young person's limitations, due to a medical condition for example;
- Create an atmosphere of trust;
- Respect differences of ability, culture, religion, race and sexual orientation.
- Be aware of the possible difficulties of working in darkrooms and the issues that may arise e.g. fear of dark, safe practice.
- Be aware of the age-appropriate nature of exhibits and books and manage accordingly.

II. Good practice: Workshops & General activities

- 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; in particular about planned darkroom usage.
- Plan and be sufficiently prepared, both mentally and physically;
- Report any concerns to the Designated Person and follow reporting procedures;
- Organisations should have an anti-bullying policy. Encourage children and young people to report any bullying, concerns or worries and to be aware of the anti-bullying policy.
- Observe appropriate dress and behaviour; in particular about safe darkroom practices.
- Clearly communicate the maximum numbers who may attend workshops at any time.
- Evaluate work practices regularly;
- Provide appropriate training for staff and volunteers;
- 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; issue guidelines and a prompt sheet for artists;
- Issue a written agreement with any external organisation that an artist is working with.

III. Guidelines for individual staff/artists:

- Don't be passive about concerns, i.e., don't 'do nothing';
- Don't let a problem get out of control; monitor group in the darkroom to ensure all are comfortable with continuing at regular intervals.
- Before booking a workshop for a group ask the teacher/leader about the profile of the groups/any special requirements/needs or concerns.
- Avoid taking a session on your own. Insist that the teacher/youth group leader accompanies the group. If this is not possible then it should be in an open environment with the full knowledge and consent of primary carers;
- Avoid (if at all possible) giving a lift to a child/young person and if you do make sure that primary 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 sensitively.

IV. Exhibitions and bookshop

- If an exhibition on show contains sensitive/explicit scenes of a violent or sexual nature inform the group leader/teacher in advance.
- Inform the public at the entrance to the exhibit and on publicity material if necessary.
- In the case of individual families/carers visiting the exhibition or browsing in the bookshop, make them aware of any issues relating to potentially sensitive material.
- Inform groups of exhibits with flashing lights and of installations in darkened rooms. Have a policy depending on the type of installation for appropriate numbers permitted at any one time.
- Make leaders/teachers aware of the explicit nature of some books in the bookshop.
- Ensure that all staff not directly in contact with the group are aware of planned visits and are properly trained to deal with the group when in general areas.
- Ensure that there are enough staff on hand to deal with group visits.
- Stagger visits to ensure that no more than one group is booked in at a time.
- Be aware of general and make leaders aware of issues, which may affect travel to and from the Gallery building, particularly in the dark months of winter.

V. Inappropriate behaviour

- Avoid spending excessive amounts of time alone with children or young people.
- Insist where possible that the teacher/leader is with groups at all times in the darkroom – when in the darkroom always leave the door open.
- Don't use or allow offensive or sexually suggestive physical and/or verbal language.
- Don't single out a particular child/young person for unfair favouritism, criticism, ridicule, or unwelcome focus or attention;
- Don't allow/engage in inappropriate touching of any form; in a darkroom situation make this clear from the start. Stop the workshop if necessary to restate the need for respectful behaviour.
- Don't hit or physically chastise children/young people;
- Don't socialise inappropriately with children/young people, e.g., outside of structured organisational activities.
- Do not allow for images/portraits of children to be taken without permission of the group leader.
- Do not allow children to photograph each other in an aggressive, demeaning or disrespectful way.
- The taking and usage of the images should be agreed in advance, discuss the ethical code for image making.
- Any use of images for promotional reasons should be clearly stated in advance and written clearance sought.

VI. Physical contact

- Seek consent of child/young person about physical contact (except in an emergency or a dangerous situation);
- Avoid horseplay or inappropriate touch;
- Check with children/young people about their level of comfort particularly when doing darkroom work. Factor in regular breaks.

VII. Health and safety

- Don't leave children unattended or unsupervised.
- Carefully explain health and safety procedures for safe darkroom use; ensure aprons and gloves are available.
- Point out potential risks to the leader in advance and to the group on the visit.
 - Make clear all emergency exits.
 - Notify group leaders of potential risks in general areas outside of the building
 - Manage any dangerous materials, especially darkroom chemicals and equipment; see appendix for safe darkroom use.
- Provide a safe environment;
- Be aware of accident procedures and follow them accordingly.

However, work emanating from the artistic process and work of artistic content will not be censored in this way.

VII. Taking and using images (photography/film) of children

The following section, based on the Arts Council's Guidelines for taking and using images of children and young people in the arts sector, March 2009, will help ensure that Photo Museum Ireland uses images in ways that protect the identity of and exploitation of children, ensure that images of children are not misappropriated or manipulated inappropriately, and ensure that children's rights to privacy and dignity are respected. Photo Museum Ireland also applies these guidelines about images of vulnerable adults.

- Recorded images should only be made, kept and used where there is a valid reason associated with the activity involved.
- Film/photography may only be undertaken only by official persons, either staff specifically tasked with the role or a professional photographer in the employ of Photo Museum Ireland. In the case of specified staff taking images, a Photo Museum Ireland camera must be used; personal cameras or camera functions on phones are not permissible.
- Before taking images, official photographers should:
 - identify themselves and state their role as official photographers to children and their parents/guardians. Professional ID should be carried.
 - seek consent from children and their parents/guardians to take images and for the retention and the specific use of those images. This is known as informed consent.
- For younger children accompanied by parent/guardians or for children of any age attending in a group with a group leader, verbal consent is required from the child and

- written consent is required from the parent/guardian/group leader.
- For teenage children attending without a parent/guardian/group leader, written consent is required from the child and Photo Museum Ireland will subsequently contact the parent/guardian to request their consent.
 - Permission to take and use images of children can be requested as part of their registration process for an activity, programme or event.
 - Refusal of consent should not in any way limit children's participation.
 - Images should only be used for the purpose(s) agreed and in the context agreed. Images should only be passed to third parties for their use where this has been part of the consent process.
 - For images to be used for purposes other than those agreed to, additional consent is required.
 - In general, individual children should not be identified, unless they are being publicly acknowledged (e.g., an award, performance, achievement) for which consent has been given.
 - For publicity purposes, group photographs are preferable to individual ones.
 - Ensure all children are appropriately dressed.
 - Ensure that images do not contribute to or expose children to embarrassment, distress or upset.
 - Use images that represent the diversity of children participating.
 - Do not use images of children who are considered vulnerable or whose identity may require protection
 - As soon as possible, images should be carefully stored (saved to a specified Photo Museum Ireland folder), along with relevant names, dates, other contextual information and consent forms (scanned and saved to the specified folder). Original images should be deleted from the camera.
 - In the case of images taken by children of other children for their own use, similar ground rules should be agreed on.
 - Images should only be taken with the knowledge and informed consent of participants, eg. consent to take and retain images and for their specific use.
 - No images should be taken which could give rise to embarrassment or distress.
 - Supervising staff have a duty of care to challenge any inappropriate behaviour.

Section 3 Reporting procedures

I. Designated Liaison Persons

Trish Lambe, Co-Director will act as Designated Person to deal with issues related to child protection and welfare within the organisation and to respond to any concerns that may be identified.

Tanya Kiang, Co-Director, will act as deputy to cover this role when the Designated Person is unavailable or if she is directly involved in an incident, suspicion or accusation. The Designated Person and her deputy occupy senior positions within Photo Museum Ireland Appropriate training has been provided for both.

Trish Lambe 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 policies and procedures concerning 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.

Trish Lambe can be contacted at the Photo Museum on T (01) 671 4654 or M (086) 6034232, e. trish@photomuseumireland.ie. **Tanya Kiang** has been designated as deputy to **Trish Lambe** and can be contacted at: W (01) 671 4654 M (086) 8886959, e. tanya@photomuseumireland.ie

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 corroborative indicators support 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.

II. Recording Procedures

The Photo Museum Ireland records concerns about the protection of children and young people in our incident book on the day the incident takes place.

Our incident book is stored in a secure file in the Photo Museum Ireland office. This incident report book is accessed by Trish Lambe and Tanya Kiang.

Staff should record the following information about children and young people:

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

II. 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).

III. Reporting procedures

The Photo Museum Ireland has clear reporting procedures for matters relating to a child/young person's safety and welfare.

- The reporting procedure is known and accessible to all staff in our staff handbook;
- 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 the incident book. The information recorded should be factual. Any opinions should be supported by facts;
- Inform Trish Lambe, Designated Person or Tanya Kiang, Deputy Designated Person, if unavailable;
- 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;
- Information will be shared on a strictly 'need to know' basis (see Section 4: Confidentiality statement);
- If there are reasonable grounds for concern as outlined above, the designated person will contact the Duty Social Worker in the Health Service Executive area using the standard reporting form available from the Health Service Executive. (See Appendix 4 for

- the 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 or Deputy Designated Person is 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.

Section 4 Confidentiality statement

We in the Photo Museum Ireland are committed to ensuring people's rights to confidentiality. However, concerning child protection and welfare we undertake that:

- Information will only be forwarded on a 'need to know' basis 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;
- Images of a child/young person will not be used for any reason without the written consent of the parent/carer (however, we cannot guarantee that cameras/videos will not be used at public talks and seminars);
- Procedures are in place concerning the making of images, the use of images and images made of children/young people from workshops.
- Procedures are in place for the recording and storing of information in line with our confidentiality policy.

Section 5 Recruiting and selecting staff

Photo Museum Ireland's recruitment and selection policy operates in tandem with our Human Resources policy. All staff who will have or are likely to have contact with children and young people should undergo a recruitment process in line with these procedures and appropriate to their level of contact with children and young people.

Recruitment and selection policy statement

We 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);
- Posts will be advertised widely;
- We will endeavour to select the most suitably qualified personnel;
- Candidates will be required to complete an application form;
- Candidates will be asked to sign a declaration form;
- At least two written references that are recent, relevant, independent and verbally confirmed will be necessary;
- Staff will be selected by a panel of at least two (or more) gallery representatives through an interview process;
- No person who would be deemed to constitute a 'risk' will be employed;
- Exclusions could 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;
- There will be a relevant probationary period;
- All staff will be required to consent to Garda/Police vetting which may be sought
- No person who would be deemed to constitute a risk will be employed (ref. *Childcare Act 1991*).

Section 6 Managing and supervising staff

New staff members receive induction training and are made aware of policies and procedures, this is supported by our staff handbook. Freelance staff will agree to abide by the Photo Museum Ireland Child Protection Policy Statement. If a freelancer has his or her own policy, it must be consistent with the Photo Museum Ireland policy.

Staff management policy statement

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;
- Complete Tusla e-learning Children First Programme
- Be made aware of the organisation's code of conduct, child protection procedures, health and safety guidelines, good darkroom practice, ethical use of images 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 and good darkroom practice.
- Be aware of issues which may affect groups visiting the exhibition space and bookshop.

If we have concerns about the welfare of the child/young person, we will:

- Respond to the needs of the child or young person;
- Inform the primary carers on an ongoing basis unless this action puts the child or young person at further risk;
- Where there are child protection and welfare concerns we are obliged to pass these on to the Duty Social Worker and, in an emergency, the Gardaí;
- In the event of a complaint against a member of staff, we will immediately ensure the safety of the child/young person and inform primary carers as appropriate.

As a child-centred organisation, we are committed to putting the interest of the child/young person first. To that end, we will:

- Contact the local Health Service Executive and Gardaí where there is a child protection welfare concern;
- Encourage primary carers to work in partnership with us under the guidelines set out by our organisation to ensure the safety of their children;
- Have a designated contact person available for consultation with primary carers in the case of any concern over a child or young person's welfare.

Section 8 Procedure if an allegation is made against a staff member

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.

- Photo Museum Ireland has a dual responsibility in respect of both the child/young person and the employee.
- The same person will not have responsibility for dealing with the child/young person welfare issues and the staff employment issues.
- An allegation against an employee should be assessed promptly and carefully. If reasonable grounds for concern exist, a formal report to the Health Service Executive should be made.
- The reporting procedures outlined in Section 3 of these guidelines should be followed. Photo Museum Ireland will maintain a close liaison with the Health Service Executive and the Gardaí.
- As employers, we will ensure that our actions do not undermine or frustrate any assessment or investigation by the Health Service Executive and the Gardaí.
- Agreed procedures should be followed in the context of the applicable employment contract and the rules of natural justice.
- Photo Museum Ireland will take protective measures appropriate to the level of risk while not unreasonably penalising the worker – unless necessary to protect the child/young person. Protective measures might mean increased supervision, assignment to different duties, or suspension.
- Photo Museum Ireland will seek legal advice on procedures or protocols to deal with allegations against staff.

Dealing with an allegation against staff

Two separate procedures must be followed:

1. In respect of the child/young person **Trish Lambe** (DP) will deal with issues related to the child/young person.
2. In respect of the person against whom the allegation is made **Tanya Kiang** (DDP) 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;
 - The reporting procedures outlined in Section 3 of these guidelines should be followed up on. Both the primary carers and 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 of the Board of Directors 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 of the Photo Museum Ireland should advise the person accused and agreed procedures will be followed.

Section 9 Complaints and Comments Procedures

Primary carers, children/ young people and staff should all be made aware of these procedures. Consideration should be given to an appeals procedure. A complaints and comments procedure could include the following:

In the event of complaints or comments:

- Complaints or comments will be responded to within 2 weeks;
- Trish Lambe has the responsibility for directing complaints/comments to the appropriate person;
- Verbal complaints will be logged and responded to.

Section 10 Accidents Procedure

The Photo Museum Ireland has a Health and Safety Statement that includes a risk assessment of each area of operation. Procedures to follow in the event of an accident should be formulated. This includes the following information:

Accidents procedure

- The Photo Museum Ireland will maintain an up-to-date register of the contact details of all children/young people involved with the Gallery;
- Children/young people's details should be cross-referenced between the incident book and file;
- External organisations with whom the Photo Museum Ireland has dealings must provide proof that they have public liability insurance;
- First-aid boxes, gloves and aprons are available and regularly re-stocked;
- The first-aid boxes are located in the Gallery reception and in the Film
- Processing room, staff should make group leaders aware of this;
- Availability of first-aid should be in accordance with the Photo Museum Ireland's Health and Safety guidelines. The location of the accident/incident books is known to staff (day by day dairy in reception);
- Children and young people must be advised of the risks of dangerous material, each group leader/teacher must read the **good darkroom practice** guidelines and discuss them with the group; Appendix 8
- Steps are taken to minimise risks of risky equipment, constrained darkroom spaces, and individual exhibition installations.
- Take cognisance of responsibility for First-Aid on off-site trips.

Appendix 1

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, and 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 when there is a relationship between a carer and a child rather than as a specific incident or incident.

“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 the interaction is predominantly abusive and becomes typical of the relationship between the child and the parent/ carer.” (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/carer;
- 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 wilful 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 underage person.

Appendix 2

Contact details for Health Service Executive Area Social Work Departments

Tusla is the Child and Family Agency: <http://www.tusla.ie>

On the 1st of January 2014 the Child and Family Agency became an independent legal entity, comprising HSE Children & Family Services, Family Support Agency and the National Educational Welfare Board as well as incorporating some psychological services and a range of services responding to domestic, sexual and gender-based violence.

The Child and Family Agency is now the dedicated State agency responsible for improving well-being and outcomes for children.

The Agency operates under the Child and Family Agency Act 2013, a progressive piece of legislation with children at its heart, and families viewed as the foundation of a strong healthy community where children can flourish.

DUBLIN SOUTH CITY	Duty Social Work Carnegie Centre, 21-25 Lord Edward Street, Dublin 2	(01) 648 6555
	Public Health Nursing, 21-25 Lord Edward Street, Dublin 2	(01) 648 6730
	Family Support Service, 78B Church House, Donore Avenue, Dublin 8	(01) 416 4441

KEY DOCUMENTS	<p><i>Children First: National Guidance for the Protection and Welfare of Children.</i> (Dublin: Department of Children and Youth Affairs, 2017). Available at: http://www.dcy.gov.ie/documents/child_welfare_protection/ChildrenFirst.pdf</p> <p><i>Child Protection and Welfare Practice Handbook.</i> (Dublin: HSE, 2011) Available at: http://www.hse.ie/eng/services/Publications/services/Children/WelfarePractice.pdf</p>
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Appendix 3

Child First Training

The Child and Family Agency employs Children First Information and Advice Officers who are available to liaise with voluntary and community organisations and provide advice and guidance on Children First 2011. If you would like to enquire about Children First training you should contact your local Children First Information and Advice Officer.

Dublin Mid Leinster

Dublin South City, Dublin South West, Dublin West, Kildare, West Wicklow

Children First Information and Advice Officer,
Child and Family Agency,
Training and Development Unit, Brickfield House, Brickfield Drive, Crumlin, Dublin 1

Phone: (01) 4156969 or (01) 415696

Appendix 4

PRIVATE AND CONFIDENTIAL

Standard Form for Reporting Child Protection and/or Welfare Concerns

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: _____

a. Name of Mother: _____ Name of Father: _____

Address of Mother if different to Child: _____ Address of Father if different to Child: _____

Telephone Number: _____ Telephone Number _____

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

c. 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), and 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/YouthClub: _____

Hospital: _____

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

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

Yes No

5 b. 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: _____

Guidance Notes:

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

This reporting form is for use by:

- Health Service Executive Personnel.
- Professionals and individuals in the provision of child care services in the community who have service contracts with the Health Service Executive.
- Designated person in a voluntary or community agency.
- Any professional, individual or group involved in services to children who becomes aware of a child protection or welfare concern, or to whom a child protection or child welfare concern is reported.

Please fill in as much information and detail as is known to you.

(Health Service Executive personnel should do this in consultation with their line manager). This will assist the Social Work Department in assessing the level of risk to the child, or support services required. If the information requested is not known to you, please indicate by putting a line through the question. It is likely that a social worker will contact you to discuss your report.

The Health Service Executive aims to work in partnership with parents. If you are making this report in confidence you should note that the Health Service Executive cannot guarantee absolute confidentiality as:

- 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 Protection for Persons Reporting Child Abuse Act, 1998.

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

Appendix 5

Volunteer reference Form

Confidential

has expressed an interest in becoming a volunteer with the Photo Museum Ireland and has given your name as a referee.

This post involves substantial access to children and as an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people?

Yes

No

If you have answered yes, we will contact you in confidence.

If you are happy to complete this reference, all information contained on the form will remain confidential and will only be shared with the applicant's immediate supervisor, should they be offered a volunteer position. We would appreciate you being extremely candid in your evaluation of this person.

How long have you known this person? _____

In what capacity? _____

What attributes does this person have that you would consider makes them a suitable volunteer?

How would you describe their personality?

Please rate this person on the following (please tick):

	Poor	Average	Good	V/Good	Excellent
Responsibility	_____	_____	_____	_____	_____
Maturity	_____	_____	_____	_____	_____
Self-motivation	_____	_____	_____	_____	_____
Motivation of others	_____	_____	_____	_____	_____
Energy	_____	_____	_____	_____	_____
Trustworthiness	_____	_____	_____	_____	_____
Reliability	_____	_____	_____	_____	_____

Signed: _____

Date: _____

Occupation: _____

Appendix 7

Key Action checklist

Key things to do Who is responsible	Who is responsible	By When	Done
Involve CEO	T Lambe	Jan 2021	√
Appoint designated person (DP)	T Lambe	Apr 06	√
Appoint Deputy Designated Person (DPP)	T Kiang	Apr 06	√
Draw up code of behaviour for staff	T Lambe	revised Jan 2021	√
Devise Child Protection Policy Statement	T Lambe	May 06	√
Devise policy for recruitment, training, support and supervision (including a Volunteer Reference Form and a Sample Declaration form)	T Lambe	June 06	√
Establish procedures around recording information (on incidents and suspicions) and around reporting incidents	T Lambe	June 06	√
Draw up a confidentiality statement	T Lambe	June 06	√
Devise procedures to be followed in the event of an allegation against staff	T Lambe	June 06	√

Inform Board of new Child Protection Policies and procedures	T Lambe	July 2021	√
Plan induction for staff/ new staff/ volunteers/interns	T Lambe	ongoing	
Let parents and children and young people know about new policies and procedures	T Lambe	ongoing	On website
Review policy annually	T Lambe	ongoing	

Appendix 8

Health and Safety guidelines for Darkroom use**Health & Safety Darkroom Practice**

It is essential that all darkroom users read and understand these guidelines. If you have any questions regarding any of the information covered in this guide, please contact Darragh Shanahan, Darkroom Manager.

Safety Equipment for the darkroom

Fire extinguisher

Waste container for each chemical

Safety glasses/goggles for each person in the darkroom

Gloves

Tongs

Hazardous Waste pickup

Darkroom safety guide

Dispose of all chemical waste legally

ALL chemical waste is disposed of according to regulations by SRCL Waste Management.

Limited access to the darkroom.

- Only people who have attended darkroom safety training sessions may be allowed to perform any work in the darkroom.
- The gallery staff have control of the keys/swipe cards to the darkroom to ensure that only approved people have access to the darkroom.

Photo Museum Ireland maintains a list of all people who have attended sessions.

Good darkroom practice

- A clean darkroom is a safe darkroom. Do not let rubbish build up. Do not eat, drink or smoke in the darkroom.
- The darkroom is served by a ventilation system. If you are experiencing any difficulties please contact a member of staff.
- Always wear appropriate Personal Protective Equipment (PPE) (Gloves, Goggles, etc.)
- Always wash hands with soap and warm water after working with chemicals.
- Only gallery staff should mix chemicals.
- Pregnant women should not be exposed to powdered developers.
- All chemicals are stored in locations that will minimize the chance of breakage and splashing.
- Label all containers.
- Keep all containers and trays closed or covered when not in use to prevent the release of toxic gases.
- Do not wash any chemicals down the sink.
- All spent chemicals should be placed into an appropriate waste container. (A container the same as the one the chemical was originally shipped in is best).
- Inform staff if chemicals need attention or need to be changed.
- Use of enlargers: One person to one enlarger (except by special arrangement).
- Darkroom users must not attempt to fix or tamper with any piece of darkroom equipment. If there is a problem, contact a staff member immediately. Care must be taken when using the equipment.
- Black & white dryer: Read the instruction notice behind the dryer before using it. When placing a print in the dryer, ensure that the print is fully wet (not half-dry). If your print does not appear from the rear end of the dryer after 20 seconds, immediately turn the dryer switch to rundown, then switch it off and inform a staff member. Do not leave prints in the dryer. Make sure your prints have been fully washed before placing them in the dryer. An unwashed print will contaminate the rollers.
- You are required to leave the work area clean and tidy when you are finished.

Safety Guidelines

Use of chemicals

Extreme care must be taken with the use of photographic chemicals. Please observe the following manufacturers' warnings: Chemicals are harmful if swallowed and irritating to eyes and skin, and may cause sensitisation by skin contact. Avoid contact with skin. In case of contact with eyes, rinse immediately with plenty of water and seek medical attention.

First aid

A first aid kit, including an eye wash station, is available in the film processing room. A second kit is available at reception.

Change of chemicals

Chemicals are prepared daily for your use. Darkroom users must leave the chemicals in the trays after use. Any difficulties contact a member of staff.

Disposal of chemicals

Do not under any circumstances pour chemicals down the sink. All chemicals are ecologically recycled. Staff members are responsible for the safe storage and disposal of chemicals.

Emergency

Members are required to acquaint themselves with emergency exits that are clearly marked.

The Gallery does not accept responsibility for injury to individuals, or any loss or damage to personal property. The darkrooms are communal spaces. The Gallery supplies all chemicals required for film and paper processing (see attached). The photographic paper is not supplied.

At the end of your session

If printing, switch off the enlarger. If processing film, clean, dry and return spirals and tanks to the processing room. Tidy your work area, dispose of unwanted test strips in the bin, etc. Return the box containing your lens, neg. carrier, filters, etc. to reception.

Public areas

The public areas (including the darkrooms) are non-smoking areas. Members are not permitted to work in the darkrooms while under the influence of alcohol. Eating is not permitted.

EMERGENCY PROCEDURES

For **minor spills** that are known to be of limited danger:

- Begin the cleanup immediately by using the proper personal protective equipment (PPE) such as gloves, goggles, etc.
- Drums of paper are available in the paper dispenser to mop up small spills. After allowing the chemical to absorb, scoop up the material and deposit it into an appropriate container, usually a one or five-gallon plastic container.
- Wipe up the contaminated surface with soapy water and a sponge and then place it into the waste disposal container. Immediately report the spill to Pete Smyth or any member of staff.

In the event of a **MAJOR** chemical spill:

- Chemicals are made available in small containers to avoid major spillages.
- A spill will be considered major if the spill involves a large quantity of chemicals, an unknown chemical, a small quantity of a high-hazard chemical or a chemical that you are not equipped to safely handle.
- The following procedures should be followed during a major spill:
 - Evacuate the room
 - Evacuate the floor and/or building as necessary
 - Report the spill (DIAL 911)
 - Limit access to the area
 - Stand by from a safe place until help arrives

You should note:

- Where the spill occurred (building and room number)
- The materials involved (SPELL CLEARLY and SLOWLY)
- The amount spilt
- Any immediate actions you took
- How the spill occurred (if you know or can guess)
- Who first observed the spill and at what time
- Are there any injuries
- A call back number (if available)

HAZARDOUS MATERIALS & HAZARDOUS WASTE

Appropriate storage practices:

All chemicals are stored appropriately and labelled. This includes proper labelling, proper placement (off the floor) and compatible storage containers. Improperly stored chemicals can result in the following dangerous conditions:

- All lids must be kept on containers to avoid the release of potentially toxic vapours.
- Degraded containers that allow chemicals to become contaminated.
- Degraded containers release vapours that can affect the integrity of nearby containers.
- Degraded labels that result in the generation of unknowns.
- Proper chemical storage includes the following practices:

Training

- Any group using the darkroom must work with a gallery member of staff. Listen carefully and adhere to instructions regarding safe darkroom use.
- Members using the darkroom are required to be fully aware of good darkroom practices.

Hazardous Waste

As a chemical user, the Photo Museum Ireland employs the services of a certified chemical disposal company 'Silver Lining'.

Eye Protection

All persons in the darkroom (including visitors) should wear safety glasses/goggles at all times, even when not performing a chemical operation. Contact lenses should not be worn in the darkroom because of the possibility of trapping foreign materials against the cornea and their difficulty to remove in the case of a splash.

Gloves

Gloves should be worn at all times when working near chemicals. Check to ensure the absence of cracks or small holes in the gloves before each use. Prior to leaving the work area, gloves should be removed to prevent the spread of chemicals. Only gloves approved for use with darkroom chemicals shall be used.

Clothing

in the darkroom should offer protection from splashes and spills. The clothing should be easily removable in case of an accident and should be fire-resistant. High-heeled, sandals, open-toed shoes or shoes made of woven material should not be worn. Shorts and miniskirts are also inappropriate.

Handling Chemicals – Staff Guidelines

- ALWAYS use a water rinse between the developer and stop bath (or else sulfur dioxide gas will form).
- ALWAYS discard stop bath solutions contaminated with developers.
- ALWAYS add acids to water, not water to acids.
- ALWAYS cover all baths when not in use (to prevent the release of toxic vapours).

Appendix 9

Anti-bullying Code

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

Appendix 10

Designated Liaison Persons

A Designated Liaison Person and a Deputy Designated Liaison Person are appointed to deal with issues related to child protection and welfare within GPI. Both have undertaken appropriate training.

The Designated Liaison Person is the main point of contact whenever there is an issue or concern about any aspect of a child's safety and welfare. It is the responsibility of this person to advise staff about policy procedures in relation to child protection and to ensure that procedures are followed. The Designated Liaison Person will support and advise staff in the event of concern regarding child protection and welfare. It is also the responsibility of the Designated Liaison Person to liaise with the Child and Family Agency or An Garda Síochána where appropriate.

Designated Liaison Person, Trish Lambe, Mobile number: 086 603 4232.

Deputy Designated Liaison Person: Tanya Kiang, Mobile number: 086 888 6959.

These mobile phone numbers are purely for the purpose of this policy and should be used solely for Child Protection and Welfare Policy-related incidents. Misuse of these phone numbers will be in breach of this policy.