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Eventi Management

Children and Vulnerable Persons Safeguarding Policy

May 2022

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# Introduction

Eventi Management’s child and person-centred approach emphasises equality of access and quality of process and guarantees excellence and innovation in festival, events, activities, initiatives, and work. Eventi Management is an event management and marketing company based in Cork, Ireland.

Eventi are a quality-driven events and marketing company based in Cork; one with plenty of experience and innovation. Eventi provides individual service or full end to end event planning and management services which can be tailored to suit client requirements.

Working primarily in the arts sector, its work includes festival, arts events, conferences, product launches. Eventi Management presents two festivals and one annual event under its name, summerSING!, Soul Fest, and Dad Rocks.

summerSING! is a week-long children’s arts festival for children aged 7 – 14. It aims to bring art, culture, and music into the lives of children from all walks of life. Each year the festival takes place in a culturally significant location in Cork city and a unique summerSING! song is commissioned for all participants to learn and perform.

Soul Fest is an annual soul music festival that takes place on the last weekend of August that sees headline concerts, a soul train, a block party as well as pop up performances around Cork city. Additionally, outreach programmes can run throughout the year with artists working with schools.

Dad Rocks is an annual family fun day event that takes place on Father’s Day. It features, music, competitions, games, art, and other activities that are family friendly.

**Sinéad Dunphy**

**Managing Director**

**Eventi Management**

# Children and Vulnerable Persons Safeguarding Statement

Eventi Management’s child and person-centred approach emphasises equality of access and quality of process and guarantees excellence and innovation in festivals and events.

It is the policy of Eventi Management to place the welfare of children and vulnerable people at the centre of our work, particularly for family friendly and child specific festivals and events.

Eventi Manahement is committed to safeguarding the welfare of children and vulnerable people and providing safe creative spaces for children and vulnerable persons to express themselves, grow, learn, and have fun.

Eventi Management adheres to the recommendations of Children First: National Guidelines for the Protection and Welfare of Children 2017, published by Tusla Child and Family Agency and Safeguarding Vulnerable Persons at Risk of Abuse – National Policy and Procedures, published by the Health Service Executive 2014.

Eventi Management’s Child Protection Policies and Procedures has been designed in May 2022 and will be reviewed in May 2024.

Eventi Managemet’s Children and Vulnerable Persons Safeguarding Policy and Procedures 2022 applies to Eventi Management's participants, volunteer and professional staff, parents, guardians, primary carers, guests, and arts, cultural, education and inclusion sector partners.

Eventi Management recognises that implementation is an ongoing process and is committed to the implementation of this Child Safeguarding Statement, Policy and Procedures (2022) which support our intention to keep children and vulnerable persons safe from harm when participating in our festivals, events, and any other work.

Eventi Management’s Children and Vulnerable Persons Policy and Procedures will be reviewed bi- annually and in accordance with changes in relevant legislation and national guidelines in relation to the protection of Children and Vulnerable Persons.

# Definitions

Each of the following are definitions for the purpose of Eventi Management practices and activities

1. Child: Any person under 18 years of age who is or has not been married
2. Vulnerable person: Someone who is limited in their ability to protect themselves from harm

or exploitation or to report such harm or exploitation. This includes elderly people, people

with dementia, mental health problems, physical disability, or intellectual disability

1. Abuse: The physical, psychological, emotional, financial, or sexual maltreatment or neglect

of a child or vulnerable adult by another person

1. Bullying: Intentional, repeated, and aggressive physical, verbal or psychological behaviour

directed by an individual or group against others. Bullying can be perpetrated by adults

towards children/young people, as well as children/ young people towards their peer group

1. Designated Liaison Panel: The DLP and its individual members are responsible for managing

all allegations, suspicions and concerns of children and vulnerable person abuse within the company. This involves multi-disciplinary strategy discussion meetings, internal management of cases, and referral to the statutory services

1. Relevant Service: Any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children
2. Mandated Person: Mandated persons are people involved in Eventi Management activities who have contact with children and/or families and who, because of their qualifications, training and/or employment role, are in a key position to help protect children from harm
3. Relevant Person: The Relevant Person is the first point of contact in respect of Eventi Management’s Child and Vulnerable Person Safeguarding Policy
4. Safeguarding - Doing everything possible to minimise the risk of harm to children, young people, and vulnerable persons.

## Rights of a Child

Ireland ratified the UN Convention on the Rights of the Child in 1992, which contains young people’s rights relating to protection, life, development, and participation.

The Convention is summarised as follows by LYS

1. **Non-Discrimination (Article 2)**

All rights apply to all children without exception. The state is obliged to protect children from any form of discrimination and to act to promote their rights.

1. **Best Interests of the Child (Article 3)**

All actions concerning the child shall consider their best interests. The state shall provide the child with adequate care when parents or others charged with that responsibility fail to do so.

1. **Survival and Development (Article 6)**

Every child has the inherent right to life and the state has an obligation to ensure the child’s survival and development.

1. **The Child’s Opinion (Article 12)**

The child as the right to express their opinion freely and to have that opinion considered in any matter or procedure affecting the child.

Particularly of interest to child protection

1. **Article 19** states that parties shall take all appropriate legislative, administrative, social, and educational measures to protect the child from all forms of physical or mental violence, injury, or abuse, while in the care of parent(s), legal guardian(s) or any other person who has care of the child.
2. **Articles 34 and 35** refer respectively to the protection of children from sexual exploitation and from sale, trafficking, and abduction.

## Roles and Responsibilities

Designated Liaison Panel (DLP)

The Designated Liaison Panel is a panel consisting of core staff from Eventi Management (led by a chairperson) and acts as a resource to the organisation for ensuring that child and vulnerable persons protection and safeguarding procedures within the organisation are followed.

The role of the DLP is to

* Give advice and information on child protection and welfare
* Support development and implementation of the children and vulnerable persons protection and welfare procedures
* Make contact and liaise with Tusla and Gardaí as appropriate
* Make child protection reports
* Ensure record keeping procedures are followed
* Ensure there is a support structure for all involved in safeguarding and protection of vulnerable people and children
* Ensure adequate training and knowledge of children and vulnerable persons legislation (including, but not limited to *Tusla Children First E-Learning Programme*) for all people involved in child and vulnerable persons safeguarding and protection
* Act as a resource and support mechanism for the organisation
* To meet when required to deal with a concern and to provide advice to any member who requests it

Mandated Person(s)

A mandated person is a member of staff (including those on the DLP) who have a legal obligation (under the *Children First Act 2015*) to report harm of children to Tusla and to assist Tusla (if requested) in assessing a concern which has been the subject of a mandated report.

The legal obligations of a mandated person are

* To report the harm of children above a defined threshold to Tusla
* To assist Tusla (if requested) in assessing a concern which has been the subject of a mandated report

A mandated person can request assistance from the DLP in filling out a mandated report or reporting a concern. They can also ask the DLP for advice on a specific incident.

It is important to note that a volunteer is not a mandated person, and they should report any concern to a member of the Designated Liaison Panel who will then further deal with the concern, as per the *Children First Act 2015*.

Sinéad Dunphy and Mary Watson are mandated persons for Eventi Management.

Relevant Person

The relevant person is the first point of contact in respect of the organisations Children and Vulnerable Persons Safeguarding Statement.

This person is outlined in the safeguarding structure contained under the *Safeguarding Structure* title.

Other Staff and Volunteers

Other staff and volunteers have a responsibility to report and concerns to a member Designated Liaison Panel / Tusla.

It is important to note that any member is welcomed to and has the right to inform Tusla of any concern they have regarding child protection in accordance with the *Children First: National Guidance for the Protection and Welfare of Children 2017* and can request the assistance of the Designated Liaison Panel should they wish to do so.

## Safeguarding Structure

Designated Liaison Panel

The panel currently consists of 2 core staff members who are outlined below

* Sinéad Dunphy **(Chairperson) –** Managing Director of Eventi Management
* Mary Watson **(Vice-Chairperson)** – Festival and Events Manager

Relevant Person

The relevant person to contact for the Children and Vulnerable Persons Safeguarding Statement is

• Sinéad Dunphy

Contacting the DLP or RP

Any contact that needs to be made with the Designated Liaison Panel or the Relevant Person can be referred to the main office addressed:

Eventi Management, 12 Mulgrave Road, Shandon, Cork

## Confidentiality

Eventi Management OD Ltd is committed to ensuring peoples’ rights to confidentiality. However, under our Children and Vulnerable Persons Safeguard Policy, Eventi Management OD Ltd cannot ensure confidentiality where safeguarding of a child or vulnerable person is at risk. In this respect:

* Personal information will only be shared on a 'need to know’ basis in with persons involve in the safeguarding of child or vulnerable person
* Primary carers, children, parents/guardians, and vulnerable persons have a right to know if personal information is being shared and/or a report is being made to the Statutory Authorities, except when it is deemed to place the individual involved at further risk
* Procedures are in place in relation to the use of multimedia relating to children and vulnerable persons
* Details and data pertaining to volunteer and professional staff will be held by Eventi Management for a period of five years unless requested otherwise by an individual staff member
* Procedures are in place for the recording and storing of personal data in line with the General Data Protection Regulation 2018

## Staff, Recruiting, and Management

Recruitment

Eventi Management will ensure that staff are carefully recruited, selected, vetted, trained, and supervised, as is appropriate to their positions and responsibilities, in order to provide a safe environment for children and vulnerable persons.

New volunteer and professional staff will be selected by two Eventi Management representatives, where one of the representative is a member of the Designated Liaison Panel, through an interview process.

No person who would be deemed to constitute a ‘risk’ will be permitted to work for Eventi Management.

Risk factors include:

* any child-related convictions
* a refusal to provide details of referees
* a refusal to submit to the Garda Vetting process
* insufficient documentary evidence of identification
* concealment of information relating to one’s suitability for working with children

Vetting (or Relevant External Endorsement)

New volunteer and professional staff relating to child specific festivals and events will be required to consent to An Garda Síochána Vetting Invitation and where staff are in positions of direct responsibility, Garda Vetting will be sought.

Where Garda Vetting is not possible or deemed unnecessary (for example for members of staff not in positions of direct responsibility of children and vulnerable persons and for example in the instance of guest international staff identified through international partner arts organisations) appropriate external endorsement will be sought and recorded.

Eventi Management endeavours to select the most suitably qualified personnel and assures that no person deemed to constitute a risk will be employed.

All staff will submit photo identification for vetting purposes.

Probationary Period

New staff in positions of great responsibility will be required to complete a six-month probationary period.

Mandatory Training

New and existing volunteer and professional staff will receive mandatory annual training in Safeguarding Children and Vulnerable Persons, Reporting Procedures, Best Practice and Effective Communication with Children in addition to training and support in their relevant discipline(s). All staff will be made aware of and have access to Eventi Management’s Children and Vulnerable Persons Safeguarding Policy.

New and existing adult volunteer and professional staff will be invited to complete Tusla's Children First E-learning programme and submit their Certificate of Completion to Eventi Management via email.

Supervision

All staff will receive an appropriate level of supervision and review of their work practices and will be encouraged to contribute critical feedback to support the ongoing development of Eventi Managment's child and person-centred practice.

Multimedia Release

All staff will complete Eventi Management’s Multi-Media Release.

Code of Conduct

All members of staff and the volunteering team must strictly adhere to the Eventi Management Code of Conduct.

## Complaints and Comments

Eventi Management is committed the pursuance of best practice in all aspects of its operations. To this end we encourage feedback from our staff, participants, and stakeholders.

In the event of complaints or comments:

1. A written record will be kept of all complaints received  
2. Complaints or comments will be responded to within 1 week  
3. Verbal complaints will be logged and responded to, as appropriate

Sinéad Dunphy has responsibility for dealing with complaints / comments or directing them to the appropriate person.

Sinéad Dunphy can be contacted at Eventi Management, 12 Mulgrave Road, Shandon, Cork via the office phone on 021 4215103 and via her mobile on 087 7713442.

## Incidents and Accidents

Eventi Management is committed ensuring the safety of all those who are in our care, and with whom we work. To this end:

1. Eventi Managment will ensure appropriate public liability insurance
2. Eventi Management will maintain an up-to-date register of the contact details of all involved with the organisation
3. Eventi Management will obtain Medical Information and Parental Releases for all their child participants.
4. First-aid boxes will be available and regularly re-stocked
5. The location of first-aid boxes will be made known to staff. The locations of first aid boxes will vary due to the use of different venues and facilities by Eventi Managment.

Incidents and Accidents will be recorded in the Eventi Management Incident and Accident Report Book. This Incident and Accident Book will be kept at Eventi Management offices in 12 Mulgrave Road, Shandon, Cork. The Designated Liaison Panel and Festival Manager will have authorised access to the Eventi Management Incident and Accident Report Book.

## Allegations of Misconduct or Abuse

Allegations from Staff Members/Volunteers

Allegations of misconduct or abuse by staff should be reported to a member of the Designated Liaison Panel without delay and without concern for one's personal / professional safety.

All allegations of misconduct or abuse will be dealt with swiftly and without prejudice by the Designated Liaison Panel.

Allegations Concerning Staff Member/Volunteer

In the event of an allegation of misconduct or abuse by a staff member, the first priority is to ensure that no child or vulnerable person is exposed to the potential of further risk and so to this end an alternate person will be appointed with immediate effect to fulfil the accused staff member's role.

The staff member will be informed as soon as possible of the nature of the allegation and given a formal opportunity to respond.

Behaviour at work related social events could result in incidents that may affect their colleagues, the organisation, clients, and the general public. Inappropriate behaviour at such events will be considered as misconduct and will result in the appropriate action being taken in line with Eventi Managment’s Disciplinary Procedure.

Child Volunteers

Child volunteers will be engaged with in an age-sensitive manner and a parent or guardian requested to accompany and support their representation.

Allegations Concerning a Member of the Designated Liaison Panel

Where an allegation arises against a member of the Designated Liaison Panel, the member in question will be asked to recuse themselves from the relevant panel meeting and action.

Dealing with Allegations

Allegations of abuse will be brought to the attention of Tusla Child and Family Agency for their advice and support.

Relevant parents, guardians, primary carers, children, or vulnerable persons will be informed of actions planned and taken as appropriate.

Instances of misconduct will result in disciplinary action.

## Involvement of Primary Carers

Eventi Management OD Ltd is committed to being open with all primary carers. We undertake to

* Advise primary carers of our Children and Vulnerable Persons Safeguarding Policy
* Inform primary carers of all activities and potential activities
* Issue contact / consent forms where relevant
* Comply with health and safety practices
* Operate person-centred policies in accordance with best practice
* Adhere to our recruitment guidelines
* Ensure that the activities are age-appropriate
* Encourage and facilitate the involvement of parent(s), carer(s), or responsible adult(s), where appropriate

If we have concerns about the welfare of the child or vulnerable person, we will

* Respond to the needs of the child or vulnerable person
* Inform the primary carers on an on-going basis unless this action puts the child or vulnerable person at further risk
* Where there are child protection and welfare concerns we are obliged to pass these on to Tusla and, in an emergency, to An Garda Síochána
* In the event of a complaint against a member of staff, we will immediately ensure the safety of the child or vulnerable person and inform primary carers as appropriate
* As a person-centred organisation, we are committed to putting the interest of the child or vulnerable person first. To that end we will: contact Tusla and/or An Garda Síochána where there is a concern for the welfare of a child or vulnerable person
* 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 liaison panel available for consultation with primary carers in the case of any concern over a child or vulnerable person’s welfare

## Contacting Young People

Staff and volunteers should not email children, young people or vulnerable adults directly via phone/email/social media as individuals but may do so as part of a disclosed list where they are disseminating information in relation to events.

Information must be disseminated through a suitable member or employee who has been through the necessary selection and vetting process.

Group emails should also give people the opportunity to have their contact details removed.

## Categories of Abuse

Abuse can take many forms, including the following

* Physical Abuse – including hitting, slapping, pushing, burning, or use of excessive force when handling  
  Psychological Abuse – including emotional abuse, verbal abuse, humiliation, bullying and the use of threats
* Neglect – including malnourishment, failure to provide adequate care for the child/vulnerable person’s needs, inadequate living conditions, and exposure to danger Financial or Material Abuse – Including misusing or stealing of property or possessions Sexual Abuse – In relation to children this includes any sexual act intentionally performed in the presence of a child. In relation to vulnerable adults, sexual abuse refers to direct or indirect sexual activity where the vulnerable adult cannot or does not consent to  
  it. Consensual sexual activity involving an adult and an underage person is also constituted as sexual abuse  
  Discriminatory Abuse - Including the abuse of a person because of their ethnic origin, religion, language, age, sexuality, gender, or disability  
  Institutional Abuse - Including lack of training of staff and volunteers, lack of or poor-quality supervision and management, poor record keeping and liaison with other agencies, low staff morale and high staff turnover

This list is not exhaustive. Any concerns surrounding the welfare of a child or vulnerable person should be brought to the attention of the Designated Liaison Panel.

## Grounds for Concern

Staff and volunteers should be aware of what constitutes ‘reasonable grounds for concern’ when reporting incidents.

The following excerpt from the Children First: National Guidelines for the Protection and Welfare of Children shows what would constitute reasonable grounds for concern:

* Evidence, for example, of an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way;
* Any concern about possible sexual abuse;  
  Consistent signs that a child is suffering from emotional or physical neglect;  
  A child saying or indicating by other means that he or she has been abused;
* Admission or indication by an adult or a child of an alleged abuse they committed;
* An account from a person who saw the child being abused. If any staff are in doubt they should contact the Designated Liaison Person or Deputy Designated Person for advice and if neither are available they should contact the Duty Social Worker at Tusla, contact details which will be available on www.tusla.ie.

## Responding and Dealing with Disclosures

**Always:**

* Record what has been said as soon as possible
* Remain sensitive and calm
* Reassure the person that they
  + are safe
  + were right to tell
  + are not to blame
  + are being taken seriously
* Let them talk - don’t interview!
* Listen & hear, give the person time to say what they want
* Ensure the experience is as positive as it can be
* Explain that you must tell others to ensure action is taken to increase their safety, but will maintain confidentiality
* Tell the person what will happen next
* Notify the Designated Liaison Panel / a Panel Member
* Reassure them that they have done the right thing in telling and that it will be dealt with appropriately

**Never:**

* Question unless for clarification
* Make promises you cannot keep
* Rush into actions that may be inappropriate
* Make/pass a judgment on alleged abuser
* Take sole responsibility. Consult the DLP so you can begin to protect the person and gain support for yourself

## Anti-Bullying Procedure

Eventi Management is committed to ensuring that all individuals involved in company activities are protected from bullying behaviour.

Bullying behaviour includes

* Emotional/psychological: tormenting, excluding, extorting, intimidating, etc.
* Physical: pushing, kicking, hitting, punching, intimidating, damaging/stealing property, or any use of violence, etc.
* Racist: racial taunts, i.e. insults about colour, nationality, social class, religious beliefs, ethnic or Traveller background, or use of graffiti or gestures
* Sexual: unwanted physical harassment or contact, or sexually abusive comments. This may constitute actual sexual abuse, which should be reported
* Homophobic and Transphobic: taunting a person of a different sexual orientation or gender
* Verbal: name-calling, sarcasm, spreading rumours, teasing, etc.
* Subtle: such as an unwelcome expression or gesture that is repeated and focused on an individual

Cyber-bullying is defined as the use of technology, e.g. mobile phones/internet, to deliberately upset someone. Cyberbullying can be an extension of face to face bullying, but the term also encompasses the following:

* Vilification / defamation
* Identity theft / unauthorised access / impersonation
* Publicly transmitting personal or private data

Staff members should be vigilant against bullying and should immediately put a stop to any bullying behaviour they encounter. In cases of persistent or potentially serious bullying, staff are invited to seek support of the DLP.

## Implementation and Assessment

Eventi Management recognises that implementation is an ongoing process and is committed to the implementation of the Eventi Management Child Safeguarding Statement, Policy and Procedures (2022).

Eventi Management will continue to create and maintain a safe and positive child and person-centred environment for all.

An assessment of the Eventi Management Child Safeguarding Policy and Procedures (2022) in operation will be undertaken bi-annually and in timely reaction to emerging legislation, with the following aims:

* Evaluate the effectiveness of implementation of the policy and its procedures
* Evaluate the relevance of each aspect of the policy and its procedures to the ongoing actions of Eventi Management
* Evaluate the effectiveness of the policy and its procedures for dealing with issues of child and vulnerable persons welfare that may arise during the actions of Eventi Management
* Amend the Eventi Management Child Safeguarding Policy and Procedures (2022) where necessary
* Implement changes in the Eventi Management Child Safeguarding Policy and Procedures (2022) going forward

# Key Legislative Provisions and Acknowledgements

Key Legislative Provisions

This policy is written and is in accordance with the following guidelines and pieces of legislation

* Child Care Act 1991
* Protection for Persons Reporting Child Abuse Act 1998
* Criminal Justice Act (reckless endangerment) 2006
* Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012
* National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 – 2016
* Children First Act 2015
* Criminal Law (Sexual Offences) Act 2017
* Children First: National Guidance for the Protection and Welfare of Children 2017

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* National Youth Council of Ireland
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* The Irish Sports Council
* Roman Catholic Diocese of Cloyne
* Tusla Child and Family Agency
* Department of Children and Youth Affairs
* Health Service Executive
* National Safeguarding Committee
* Arts Council of Ireland
* Youthnet
* LECP (Pure Cork)
* Rowing Ireland
* Society of Saint Vincent de Paul