

## Child Safeguarding Risk Assessment of The Civic

We, The Civic, have carried out an assessment of any potential for harm to a child while availing of our services.

Below is the written Risk Assessment:

<b>Risk of harm to a young person availing of our service</b>	<b>Likelihood of occurrence</b>	<b>Impact</b>	<b>Responsibility</b>	<b>Current Controls</b>	<b>Details of any further action to be taken</b>
Risk of harm not noted by The Civic Personnel: board members, staff members, workshop facilitators, board of management.	Low	High	Mandated Person – Artistic Director	Staff induction and training: introduce all board/staff to The Civic Child Safeguarding Policy; roles, reporting procedures and codes of behaviour. Provision of child protection training provided by The Civic and/or Tusla. Staff meetings encouraging clear communication between artistic director and staff around concerns.	Ongoing training for mandated/designated person(s) to stay updated on current policy. Review date to be recorded.
Risk of harm not being reported properly or in good time by The Civic Staff or facilitators.	Low	High	Mandated person, designated Liaison officer and deputy designated person. All staff and facilitators.	Staff are aware of the role of the Mandated Person (artistic director), and receive training in child safeguarding concerns and levels of concern for reporting.	Ongoing training for staff and facilitators to stay updated on current policy and need to report concerns. Review date to be recorded.
Risk of young person being harmed by The Civic staff or facilitators.	Low	High	The Chairman of The Civic board has responsibility for any allegations of	Safe practice starts with safe recruitment procedures and involves: <ul style="list-style-type: none"> <li>• Always applying thorough selection procedures, no matter who the applicant</li> </ul>	Ongoing training for staff and facilitators to stay updated on current policy and concerns to look out for. Never allow another adult to be alone with children in the space. Review date

			abuse made against members of staff. The designated person has responsibility towards the child.	<p>happens to be.</p> <ul style="list-style-type: none"> <li>• Judging the suitability of applicants in relation to a broad range of matters.</li> <li>• Taking all reasonable steps to eliminate people who are not suitable for working with children; and insisting all staff are Garda vetted.</li> <li>• Provide training on our child safeguarding policy.</li> <li>• All staff/facilitators to read and sign our code of behavior policy for adults.</li> <li>• Children and young people never to be left alone with an adult in the building, two adult policy in place when children are in the building.</li> </ul>	to be recorded.
Risk of harm due to bullying of a young person.	Low	High	Any incidents of suspected bullying to be reported to the Designated Person or Deputy designated person for Child Protection.	<p><b>Anti-Bullying and Harassment Policy</b></p> <p>The Civic is committed to providing children with an environment free from bullying/harassment and sexual harassment. Our policy outlines what constitutes bullying and harassment, who to make a complaint to and what action the company will take in dealing with an offence of this nature.</p> <p>The Civic acknowledges the right of all children to be treated with fairness, dignity and respect and to work in an environment free from</p>	Ongoing training for staff and facilitators on our anti-bullying policy.

				bullying and harassment.	
Risk of harm due to inadequate supervision of young people.	Low	High	Staff/facilitator and artistic director.	It is the policy of The Civic to make sure that Children are supervised appropriately while with staff/volunteers and outside facilitators. We do this by always having two adults present during events which 1-12 children are taking part. 12+ children will be supervised by an increased ratio of adult's. Parents/guardians must always drop their children into the building and collect their children from inside the building to reduce the risk of children being left/collect at street level.	Staff/facilitators and parents must be reminded at the beginning of each term the importance of child to adult ratio and drop off and collection policy.
Risk of harm due to inappropriate relationship/communications between adult staff members and facilitators and a young person.	Low	High	Staff/facilitator and artistic director.	All adults working with children and young people under the auspices of The Civic must have read, understood and signed a copy of The Civic Child Protection Policy. Adults will NEVER communicate on a 1-1 basis with a child either by text, email or social media. Adults will never be alone with a child either in the building or to give a lift to a child in a car.	Ongoing training for staff/facilitators to understand and be able to implement our child protection policy each term.
Risk of harm caused by staff/facilitators communicating with young people in an inappropriate manner via social media, texting, digital device	Low	High	Staff/facilitator and artistic director.	Adults will NEVER communicate on a 1-1 bases with a child either by text, email or social media. If with older teenagers and in agreement with parents facilitators may communicate via a group platform	Ongoing training with regards risks involved in group platforms.


or other manner.				with young people but never on a 1-1 basis. Parents may wish to be added to this platform.	
Risk of harm due to inappropriate use of images of young people.	Low	High	Designated Person: Artistic Director and Deputy DP, Technical and productions Manager	Images of any child or young person participating in activities organised by The Civic will not be used for any reason without the consent of the parent/caregiver. However we cannot guarantee that cameras/videos will not be used at public performances and events.	Ongoing training with regards risks involved in taking archive photography and video.

Important Note: It should be noted that risk in the context of this risk assessment is the risk of "harm" as defined in the Children First Act 2015 and not general health and safety risk.

Section 2 of the Children First Act 2015 defines harm as follows: 'harm means in relation to a child– (a) assault, ill-treatment or neglect of the child in a manner that seriously affects, or is likely to seriously affect the child's health, development or welfare, or, (b) sexual abuse of the child.'

In undertaking this risk assessment, the Board of The Civic has endeavoured to identify as far as possible the risks of harm that are relevant to this arts centre and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the centre has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by The Civic on 04/09/2018. It will be reviewed as part of The Civic review of its Child Safeguarding Statement.

Signed:   
**Artistic Director, The Civic**

Date: 04/09/2018