

Policy	Child Protection and Safeguarding Policy
Purpose	This policy establishes clear guidelines and procedures to safeguard children from abuse, neglect, and exploitation within the Institute. It ensures a safe environment for children, outlines staff responsibilities, and promotes awareness and compliance with legal requirements to protect their well-being.
Responsibility	This policy is developed and updated when required by the HR Department at Emerald Cultural Institute.
Scope	This scope covers all employees in the Institute, full time, part time and fixed term. In addition to the principles and procedures outlined in this Child Protection and Safeguarding Policy, Emerald Cultural Institute has a Child Safeguarding Statement that provides a detailed framework for identifying and mitigating risks, reporting procedures, and specific safeguarding measures. The Child Safeguarding Statement is a legal requirement under the Children First Act 2015 and applies specifically to our operational practices, including all junior programmes and activities involving children and young people. All staff are required to be familiar with both this Child Protection and Safeguarding Policy and the Child Safeguarding Statement. The Child Safeguarding Statement outlines: • Specific procedures for reporting and responding to safeguarding concerns. • Roles and responsibilities of Designated Liaison Persons (DLPs). • Risk assessment and mitigation strategies. • Compliance with Tusla’s child protection framework. A copy of the Child Safeguarding Statement is available from management upon request and is displayed in the Institute and in all summer centres. Staff should refer to it alongside this Child Protection and Safeguarding Policy for guidance on specific safeguarding protocols. For any concerns regarding child protection or safeguarding, employees should consult the Designated Liaison Person (DLP) as outlined in the Child Safeguarding Statement.

Implementation and review	1. Communication and implementation: This policy will be shared with our staff, students and other stakeholders (such as agents and partners) through relevant handbooks and the company website. Information pertaining to the providers will be communicated to them through our handbook, newsletters or in meetings where applicable. 2. Review: Regular reviews will ensure the policy remains relevant to our context. Feedback from staff, learners, and stakeholders will guide ongoing improvements 3. Updates: Any changes will be approved by the relevant team and communicated promptly to all affected parties, ensuring the interests and rights of staff and learners are considered.
Area 1 of policy	It is the policy of Emerald Cultural Institute to protect the welfare of all children and young people by protecting them from neglect, physical, sexual and emotional harm or abuse. Our Child Protection and Safeguarding Policy and Good Codes of Practice aim to raise awareness and understanding of the various categories of child abuse, the situations that might constitute reasonable grounds for concern and advice on how to respond to disclosure. This Child Protection and Safeguarding Policy is based on and in compliance with the current child protection guidelines and legislation in the Republic of Ireland. Workers of the Institute should, at all times, show respect and understanding for the rights, safety and welfare of young people and children, and should conduct themselves in a way that reflects the principles of the Institute. The Institute is committed to listening to children and young people and recognises that “each child has a right to express his or her opinion freely and to have that opinion taken into account” in any matter or procedure” (UN Convention on the Rights of the Child). The UN Convention on the Rights of the child should be respected in all aspects of the Institute’s activities.
Area 2 of policy	The Institute endeavours to ensure that children and young people are protected and kept safe from harm while taking part in educational programmes and events, at any time when required to work or volunteer with children or young people. <u>We do this by:</u> • Familiarising all employees and the Institute with the Child Protection Policy Statement. • Setting down codes of behaviour between workers and children and familiarising all and workers with them.

	• Ensuring fair and consistent recruitment practices. • Generating awareness and understanding of the various categories of child abuse, the situations that might constitute reasonable grounds for concern and advice on how to respond to disclosure. • Monitoring procedures for responding to accidents and complaints. • Putting in place a designated person to act as a liaison with outside agencies in relation to child protection accidents and complaints. • Co-operating with any other childcare and protection agencies and professionals by sharing information when necessary and working together towards the best possible outcome for the children concerned. A full copy of this policy and procedure will be issued to you on commencement of your employment and thereafter is available from Management on request and you are required to be fully familiar with its content. In certain roles we may be required to carry out a Criminal Record Check on employees. This will be to assess their suitability for positions that involve working with children and vulnerable adults. In certain roles this may need to be checked periodically.	
Updates Any changes will be approved by the HR Department and Directors of Emerald Cultural Institute. Please see records below.		
Date	Summary of changes	Approved by
April 2014	Developed in line with employment law and best practice.	HR (mssthehrpeople) and Directors of Emerald Cultural Institute
April 2019	Reviewed in line with employment law and best practice.	HR and Directors of Emerald Cultural Institute
July 2022	Reviewed in line with employment law and best practice.	HR and Directors of Emerald Cultural Institute
February 2025	Reviewed and Realigned to the new ECI new standard policy template	HR