



## Child Safeguarding Statement – Children’s Books Ireland

**1. Name of service being provided:**

Children’s Books Ireland

**2. Nature of service and principles to safeguard children from harm (brief outline of what our service is, what we do and our commitment to safeguard children):**

Children’s Books Ireland inspires a love of reading in children and young people in Ireland. We share our expertise and enthusiasm with the adults who guide and influence them. We champion every child’s right to excellent books and live literature events and support the artists who make that goal possible across the island of Ireland.

Children’s Books Ireland runs a number of projects, some of which are aimed at an adult audience (parents, guardians, caregivers, teachers, booksellers, librarians, academics, artists) and some of which bring us into direct contact with children and young people and fall within the meaning of the term ‘relevant service’ under the Children First Act.

*List of activities which bring Children’s Books Ireland in contact with children and young people:*

- Children’s Books Ireland Book Clinics (in person and online)
- The KPMG Children’s Books Ireland Awards: Junior Jury events, shortlisting and announcement ceremonies (in person and online)
- Events in partnership with festivals, libraries and arts centres
- Robert Dunbar Memorial Libraries, Bookbag and other school-based book-gifting programmes
- Corporate partnership events e.g. support a school activations/launches
- The Laureate na nÓg mentoring programme and other Laureate na nÓg events and programmes (in person and online)

Children’s Books Ireland takes a child-centred approach in everything we do, and we are committed to ensuring that all our programmes and events are of the highest quality and that our staff are well informed, trained and confident in relation to child safeguarding, how to manage the risk of harm and what the procedures are for reporting an incident. Children’s Books Ireland is committed to ensuring that no child or young person is harmed or placed at risk of harm as a result of their association with us.

### 3. Risk Assessment

We have carried out an assessment of any potential for harm to a child while availing of our services. Attached is a list of the areas of risk identified and the list of procedures for managing these risks.

### 4. Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, *Children First: National Guidance for the Protection and Welfare of Children* (2017), and Tusla's *Child Safeguarding: A Guide for Policy, Procedure and Practice*. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service;
- Procedure for the safe recruitment and selection of workers and volunteers to work with children;
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm;
- Procedure for the reporting of child protection or welfare concerns to Tusla;
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons;
- Procedure for appointing a relevant person.

All procedures listed are detailed in our Child Protection Policy which is publicly available on our website, or can be sent by email on request.

### 5. Implementation

We recognise that implementation is an on-going process. Our service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service.

This Child Safeguarding Statement will be reviewed on 20 October 2021 or as soon as practicable after there has been a material change in any matter to which the statement refers.



Signed: (Provider)  
Elaina Ryan, CEO, Children's Books Ireland

For queries, please contact Elaina Ryan, Relevant Person under the Children First Act 2015.  
[elaina@childrensbooksireland.ie](mailto:elaina@childrensbooksireland.ie) / 01-872 7475

## Child safeguarding risk assessment record

### List of activities which bring Children’s Books Ireland in contact with children and young people:

- Children’s Books Ireland Book Clinics (in person and online)
- The KPMG Children’s Books Ireland Awards: Junior Jury events, shortlisting and announcement ceremonies (in person and online)
- Events in partnership with festivals, libraries and arts centres
- Robert Dunbar Memorial Libraries, Bookbag and other school-based book-gifting programmes
- Corporate partnership events e.g. support a school activations/launches
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In the risk assessment below, ‘Children’s Books Ireland staff’ refers to all core Children’s Books Ireland staff as well as contract staff such as Book Doctors and administrators at Book Clinics.

Risk description	Existing control measures	Additional controls being implemented
<p>1. Risk of child being harmed by Children’s Books Ireland staff</p>	<ul style="list-style-type: none"> <li>• All staff are Garda vetted before any interaction with young people.</li> <li>• Staff are never left alone with a child – parents/guardians/ caregivers are not allowed to leave their children at the event, and an administrator is always present with the Book Doctor.</li> <li>• It is Children’s Books Ireland policy not to accept transition year work experience students in the office due to the risk of an unaccompanied</li> </ul>	<ul style="list-style-type: none"> <li>• All staff to be re-vetted every three years.</li> <li>• All staff to complete Tusla’s e-learning training module, ‘Introduction to Children First’. Children’s Books Ireland to maintain a record of certificates of completion.</li> <li>• Formalise policy not to accept transition year work experience students in the office (in</li> </ul>

	<p>minor being left with just one adult.</p> <ul style="list-style-type: none"> <li>• If a child approaches a Children’s Books Ireland staff member with a request to go to the bathroom or leave the event space for any reason, Children’s Books Ireland will defer to the child’s parent/guardian/caregiver or teacher and will not accompany a child alone to another area of the event space.</li> </ul>	<p>employee handbook)</p>
<p>2. Risk of harm due to inadequate supervision of children by parents/guardians/carers</p>	<ul style="list-style-type: none"> <li>• Children’s Books Ireland staff make parents/guardians/caregivers aware that it is not acceptable to leave their child unsupervised at the Book Clinic</li> <li>• Children’s Books Ireland staff make teachers aware that it is not acceptable to leave their class unsupervised during events.</li> </ul>	<ul style="list-style-type: none"> <li>• Signage to be used at events to remind parents/guardians/caregivers never to leave their child unsupervised.</li> <li>• Best practice guide to be developed in relation to author events at festivals and in schools, referring to child safeguarding procedures.</li> </ul>
<p>3. Risk of images of a child being disseminated on social media without parental/guardian/caregiver consent</p>	<ul style="list-style-type: none"> <li>• Children’s Books Ireland staff are aware that children cannot be photographed without parental/guardian/</li> </ul>	<ul style="list-style-type: none"> <li>• Consent forms to be included as part of Children’s Books Ireland Book Clinic/events kit</li> </ul>

	<p>caregiver permission, and that images used for social media must either avoid showing the child's face or the parent/guardian/caregiver must sign a consent form.</p>	<p>in case they are needed.</p>
<p>4. Staff not aware of reporting procedures in case of a child protection concern</p>	<ul style="list-style-type: none"> <li>• Children's Books Ireland's Child Safeguarding Statement and Child Protection Policy circulated to all Children's Books Ireland staff.</li> <li>• Children's Books Ireland Book Doctors and Book Clinic administrators attend an annual meeting to refresh on child safeguarding procedures.</li> </ul>	
<p>5. Risk of child being harmed by an artist employed by Children's Books Ireland</p>	<ul style="list-style-type: none"> <li>• Artists are never left alone with children or young people during Children's Books Ireland events; parents/guardians/caregivers, teachers and/or Children's Books Ireland staff are always present.</li> <li>• Children's Books Ireland Child Safeguarding Statement and Child Protection Policy circulated to artists in advance of any event.</li> </ul>	
<p>6. Risk of child being harmed by a volunteer from a corporate partner</p>	<ul style="list-style-type: none"> <li>• All volunteers from Children's Books Ireland's corporate</li> </ul>	

	<p>partners are Garda vetted before taking part in any event with children and young people.</p> <ul style="list-style-type: none"> <li>• ID and proof of address are checked by relevant person at Children's Books Ireland.</li> <li>• Volunteers are never left alone with children or young people during Children's Books Ireland events; parents/guardians/caregivers, teachers and/or Children's Books Ireland staff are always present.</li> <li>• Children's Books Ireland Child Safeguarding Statement and Child Protection Policy circulated to volunteers in advance of any event.</li> </ul>	
<p>7. Risk of unauthorised access to a child or group of children during online events</p>	<ul style="list-style-type: none"> <li>• A teacher and Children's Books Ireland staff member always connect on the relevant platform before any artists or volunteers are allowed on to the call.</li> <li>• The call is password protected.</li> <li>• The waiting room function is enabled, allowing the staff member to control</li> </ul>	

	<p>who can access the call.</p> <ul style="list-style-type: none"><li>• The artists or volunteers will leave or be removed from the call while the Children's Books Ireland staff member and teacher remain connected so that there will never be an opportunity for a artists/volunteers and a class to be connected without a staff member being in control.</li><li>• Teachers or parents must always remain in the room with the children attending the event.</li></ul>	
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Completed by: Elaina Ryan, CEO Children's Books Ireland



Signature:

Date: 10<sup>th</sup> March 2021