

Irish Architecture Foundation

Child Protection and Welfare Policy and Procedures 2025

Irish Architecture Foundation
15 Bachelors Walk, Dublin 1, Ireland
+353 1 874 7200
info@architecturefoundation.ie | www.architecturefoundation.ie
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Child Protection Procedures Introduction and Definitions of Abuse

Introduction

A child protection policy acknowledges that children are vulnerable and may be subject to harm or abuse. This document states what the Irish Architecture Foundation will do to minimise the risks and what steps we will take to ensure the safety of children using our services. This policy and guidelines will help all concerned to be clear about expectations, boundaries and procedures.

What is abuse?

Abuse of another person may be physical, mental, sexual or emotional. Neglecting someone is also a form of abuse. Abuse may be actual or threatened: threatening to hit someone is abusive, so is actually hitting him or her.

All children have the right to protection from violent, threatening or degrading behaviour. Each child should be treated as an individual; and should be encouraged to express his or her own needs and wishes. All children should be valued equally regardless of age, gender, race or ability. Children's complaints and concerns will be taken seriously and dealt with accordingly.

Irish Architecture Foundation Child Protection Policy Statement

The Irish Architecture Foundation is committed to a child-centered 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 follow the recommendations of *Children First: National Guidelines for the Protection and Welfare of Children (2017)* and adhere to the *Children First Act (2015)*. We are committed to implementing the following policies and procedures:

- Code of Behaviour for all staff and contractors
- Confidentiality
- Recruitment
- Managing and supervision of staff
- Involvement of primary carers
- Reporting of suspected abuse
- Allegations of misconduct or abuse by staff/ contractors
- Complaints and comments
- Incidents and accidents

The Designated Liaison Person dealing with child protection is the Curator of Learning. This policy will be reviewed yearly.

Code of Behavior for staff including contractors

Child-Centered approach

All children and young people are to:

- Be treated equally
- Be treated with respect
- Be listened to
- Be involved in decision making processes as appropriate
- Be encouraged and supported
- Engage in a fun learning process and experience

Facilitators and Staff

All facilitators and staff working with young people on behalf of the Irish Architecture Foundation are required to:

- Use appropriate language
- Lead by example
- Create an atmosphere of trust
- Respect personal boundaries
- Discuss and establish ground rules for each activity with the group
- Be aware of children's limitations and of any specific special needs / requirements
- Ensure that contact numbers for parents and / or Irish Architecture Foundation's staff are to hand
- Respect differences of ability, culture, religion, race and sexual orientation

Good practice

- Each child participating in an activity must be registered, i.e name, address and phone number, any special needs or requirements should be noted
- All staff must be made aware of the Irish Architecture Foundation Child Protection Policy and procedures
- Any concerns regarding children or young people must be reported to the Irish Architecture Foundation Designated Liaison Person
- A minimum of two adults must be present when facilitating workshops. In the case of schools an artist/architect and school teacher must be present to facilitate the session (both in-person or online).
- All artists/architects are required to document and evaluate their work with children and young people. Where appropriate, permission to take photographs must be secured
- All artists/architects are required to sign contracts with the Irish Architecture Foundation outlining the terms and conditions of each project
- It is recommended that artists/architects working on behalf of the Irish Architecture Foundation attend relevant professional development courses run by Irish Architecture Foundation
- Plan and be sufficiently prepared, mentally and physically: when organising activities make sure there is a detailed programme that's appropriate to the needs of all the ages and skill levels in the group
- Where appropriate, have a plan of alternative activities in case of, for example, bad weather
- Ensure proper supervision based on adequate ratios according to age, abilities and activities involved

- Staff/volunteers/facilitators should not take one child/young person alone in a car on journeys. Where the giving of lifts is unavoidable, it should be with the full consent and knowledge of parents/guardians and a senior member of staff of the Irish Architecture Foundation

Inappropriate behavior

When adults are working with children and young people the following actions should be avoided:

- Spending excessive amounts of time alone
- Use of offensive or sexually suggestive physical/verbal language
- Favouritism, ridicule, criticism
- Inappropriate touching
- Socialising inappropriately with children/young people outside of structured activity time
- Hitting or physical chastisement of children/young people

Physical contact

- Seek consent of child/young person in relation to physical contact (except in an emergency or a dangerous situation)
- Avoid horseplay or inappropriate touching
- Check with children/young people about their level of comfort if doing touch exercises

Health and safety

- Don't leave children/young people unsupervised or unattended
- Don't allow children to use any dangerous materials
- Provide a safe environment
- Be aware of accident procedure and follow accordingly

Designated Liaison Person

The Irish Architecture Foundation's Designated Liaison Person regarding child protection and welfare has been designated as the person to contact if you have an issue or concern about any aspect of a child's or young persons safety and welfare. It is the responsibility of this person to support and advise staff about policy and procedures in relation to child protection and to ensure that procedures are followed. It is also the responsibility of the Designated Liaison Person to liaise with the Health Services Executive or Gardaí where appropriate.

The Designated Liaison Person's role is to:

- Provide information and advice
- Receive and consider child protection concerns
- Consult with Tusla, the Gardaí or others as required
- Make a formal referral
- Maintain confidential records
- Inform parents/carers

Designated Liaison Person's details

Curator of Learning: **Blaithin Quinn**

Can be contacted at Irish Architecture Foundation.

Address: 15 Bachelors Walk, Dublin 1

Email: blaithin.quinn@architecturefoundation.ie

Tel: 01 874 7205. In emergencies 089 615 6412

Emmett Scanlon, Director has been designated as Deputy Designated Liaison Person and can be contacted at Irish Architecture Foundation at 01 874 7205
Address : 15 Bachelors Walk, Dublin 1. Email:
emmett.scanlon@architecturefoundation.ie

Parag Joglekar

Chairperson of the Irish Architecture Foundation is the designated person for dealing with an allegation made against a staff member.

Relevant Person

The Relevant Person is defined in the Children First Act 2015 as 'a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the provider's Child Safeguarding Statement.' In the case of the Irish Architecture Foundation, the Relevant Person is also the Curator of Learning.

Recording and Reporting Procedures

For on-site projects: All incidents are to be recorded in the 'incident book'. All accidents are to be reported in the 'accident book'. Both books are kept in the office of the Irish Architecture Foundation.

For off-site projects: The Irish Architecture Foundation will provide incident and accident reporting forms (see appendix to this document).

When recording an accident/incident staff should record:

- All details: date, time and people involved. (Information should be factual, objective)
- The nature of the concern
- The Curator of Learning as Designated Liaison Person is to be informed of the accident/incident. The Director is also to be informed
- Any information shared is to be treated with the utmost confidentiality
- Tusla may be contacted for advice and consultation prior to a report being filed. (Note: the Designated Liaison Person is responsible for making contact with Tusla/ the Gardaí)
- If there are reasonable grounds for concern the Designated Liaison Person will contact the Duty Social Worker in Tusla and make a report
- In case of emergencies outside of Tusla working hours the Gardaí may be contacted

Disclosures

In the event of a child disclosing information to a member of staff that may be of cause for concern a separate 'disclosures' book is kept by the Designated Liaison Person. To ensure confidentiality the disclosures book is kept locked in the office. The Designated Liaison Person is the only person with access to the 'disclosures book'. In the event of a disclosure made to another staff member or volunteer all entries in the disclosures book will be supervised by the Designated Liaison Person.

Reasonable grounds for concern when working with children

Source of concern

- A child may tell you
- Someone else may tell you
- You may notice:
 - Physical injury
 - Child's behaviour
 - Obvious and prolonged signs of neglect
 - Staff/volunteer's behaviour

Check out your concerns

- With the child
- With the Designated Liaison Person
- With the parent/primary carer*
- It is advisable that the Designated Liaison Person check a reported concern with a parent/primary carer, but only if they are certain that consulting with a parent/primary carer will not put the child at further risk.

Circumstances which may make children more vulnerable to harm:

When dealing with children, you need to be alert to the possibility that a welfare or protection concern may arise in relation to children you come in contact with. Some children may be more vulnerable to abuse than others. Also, there may be particular times or circumstances when a child may be more vulnerable to abuse in their lives. The following list is intended to help you identify the range of issues in a child's life that may place them at greater risk of abuse or neglect. It is important for you to remember that the presence of any of these factors does not necessarily mean that a child in those circumstances or settings is being abused.

- Parent or carer factors (such as drug or alcohol misuse, addiction, mental health issues, parental disability issues, conflictual relationships, domestic violence, adolescent parents)
- Child factors (age, gender, sexuality, disability, mental health issues, communication difficulties, trafficked/exploited, previous abuse, young carer)
- Community factors (cultural, ethnic, religious or faith-based norms in the family or community which may not meet the standards of child welfare or protection required in this jurisdiction, which might include female genital mutilation, forced marriage, honour-based violence or radicalisation)
- Environmental factors (housing issues, children who are out of home and not living with their parents, poverty/begging, bullying, internet and social media-related concerns)
- Poor motivation or willingness of parents/guardians to engage (avoidance of contact and reluctance to work with services, inability or unwillingness to comply with agreed plans)

You should consider these factors as part of being alert to the possibility that a child may be at risk of suffering abuse.

Reporting Procedures are as follows:

Staff / Volunteer reports concern to the Designated Liaison Person in the Irish Architecture Foundation

The Designated Liaison Person, in appropriate circumstances, will refer the concern to: The Duty Social Worker, Tusla and/or An Garda Síochana for further monitoring and / or investigation.

Appropriate action in the event of abuse being alleged

Do.....

- o Stay calm
- o Listen rather than question
- o Give the person time to say what they want
- o Reassure them without making promises, and take what they say seriously
- o Record accurately in writing what has been said as soon as possible
- o Report to the Irish Architecture Foundation Designated Liaison Person
- o Record your report

Don't....

- o Panic or overreact
- o Promise to keep secrets
- o Ask for details of the abuse
- o Make the child repeat the story unnecessarily or question/interrogate
- o Try to deal with the problem of sexual abuse alone
- o Confront the person being accused of the abuse
- o Destroy evidence, e.g. in cases of sexual assault.

What if someone accuses you of abusing him or her?

Don't get into a discussion with them about it. End the conversation there and then as quickly and politely as possible.

- o Go to the Irish Architecture Foundation Designated Liaison Person immediately and report it.
- o The measures which can be taken to ensure the safety of children and young people can include the following: suspension of duties of the person accused, re-assignment of duties where the accused will not have contact with children/young people, working under increased supervision during the period of the investigation and other measures as deemed appropriate
- o Don't have any contact with the person alleging abuse, or their carers, relatives or friends until the investigation is over.

Procedure for dealing with retrospective disclosures and allegations

Someone may disclose abuse retrospectively. If so, you should report this information to the Designated Liaison Person, as the alleged abuser may pose a current risk to other children or vulnerable people.

Procedure for recording incidents relating to a disclosure or reasonable grounds for concern

When reporting to the Designated Liaison Person at the Irish Architecture Foundation the following information is required:

- o When: date, time
- o Who: staff/volunteer, child
- o The nature of the concern/disclosure
- o Any action taken

Note: Information should be factual

Reporting to Tusla

Responsibility of the Designated Liaison Person. The following information is required:

- o Personal details of child, parents/carers and others
- o Full account of grounds for concern
- o Details of alleged perpetrator
- o Agencies/key personnel involved
- o State whether parents/legal guardians have been informed. In the event they have not been informed please state why.
- o Source of information
- o Identity of reporter
- o

Note: The relevant member of staff at Tusla can be contacted at

Tusla Child and Family Agency,
Wellmount Health Centre,
Wellmount Park,
Finglas,
Dublin 11
01 8567704

They can be contacted any time for verbal advice regarding a possible cause for concern. Verbal consultation should be the first course of action.

More general advice and guidance regarding child protection and safeguarding can be sought from:

Edel O'Connor
Children First Information and Advice Officer,
Child and Family Agency,
180 - 189 Lakeshore Drive,
Airside Business Park,
Swords,
Co Dublin
Phone: (01) 8708000
Mobile: 087 7945557
E-mail: edel.oconnor1@tusla.ie

Written Reports

A written report should be submitted to Tusla/ An Gardaí Síochana following verbal consultation where appropriate.

When completing a written report the Tusla 'Child Protection and Welfare Report Form' must be used. Copies of this form are attached as an appendix to this document

Contact Details

Tusla advice service / Tusla Duty Social Worker / An Garda Síochana / Irish Architecture Foundation

Name	Organisation	Address	Phone/Fax
Edel O'Connor, Tusla Children First Advice	Tusla	Child and Family Agency, 180 - 189 Lakeshore Drive, Airside Business Park, Swords, Co Dublin	Phone: (01) 8708000 Mobile: 087 7945557 E-mail: edel.oconnor1@tusla.ie
Tusla Duty Social Worker	Tusla Dublin North	Child and Family Agency, Wellmount Health Centre, Wellmount Park, Finglas, Dublin 11	01 8567704
Garda Station	Pearse Street Garda Station	Pearse Street Dublin 2	Tel: 01 6669000 Fax: 01 669040
Emmett Scanlon, Director	Irish Architecture Foundation	15 Bachelors Walk, Dublin 1	Tel: 01 8747200

Confidentiality Statement

The Irish Architecture Foundation is committed to ensuring people's rights to confidentiality. However, in relation to child protection and welfare we undertake that:

- Information will only be forwarded on a 'need to know' basis in order to safeguard a child or 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 information is being shared and or a report made to the Health Services Executive, unless doing so could put the child at further risk
- As an organisation, which develops the public's engagement with architecture, the Irish Architecture Foundation frequently documents its exhibitions, education and outreach activities. The images are used for documentation and occasionally for promotional purposes within the Irish Architecture Foundation context. Workshop consent forms are to be provided at the beginning of each workshop. Images including children will not be used for promotion of the Irish Architecture Foundation unless prior consent is indicated on the workshop consent form by parents or primary carers. (*Architects in Schools - Teachers are responsible for sending these forms to the IAF.*)

Recruitment and Selection Policy Statement

The Irish Architecture Foundation undertake to ensure to the best of their ability that staff are carefully selected, trained (where necessary), and supervised (where necessary) to provide a safe environment for all children and young people, by observing the following principles:

- Roles and responsibilities will be clearly defined for each job
- We will endeavour to select the most suitably qualified personnel
- Candidates will be required to submit an up to date application and to sign a letter of agreement in the event of being offered a position
- Candidates will be required to read and sign the Child Protection Policy of the Irish Architecture Foundation
- Candidates are asked to provide two written references that are recent, independent and verbally confirmed, only where necessary (not relevant for short programmes such as *Architects in Schools*).
- Staff will be interviewed by a panel of at least two representatives, only where necessary (not relevant for short programmes such as *Architects in Schools*).
- No person deemed to constitute a risk will be employed
- All employees/contractors will be subject to a 3 month probationary period or as agreed in line with the length of the programme/activity (not relevant for short programmes such as *Architects in Schools*).
- Staff recruited to do 'relevant work' with young people over an extended period of time, such as on the *Architects in Schools* initiative, will be required to consent to Garda Vetting in line with the National Vetting Bureau Guidelines. For *Architects in Schools*, this is now the responsibility of schools and not the IAF.

Exclusions include:

- Any child-related convictions
- Refusal to sign an application form/declaration form
- Insufficient documentary evidence of identification
- Concealing information on one's suitability to working with children
- All staff must agree to consent to Garda Vetting, and where required this will be sought.

Garda Vetting:

Garda vetting is the law as outlined in the Children and Vulnerable Adults Act 2012-16. The Act is fully commenced in 2017 and applied to anyone doing 'relevant work' over the age of 16 to 85.

Garda Vetting is carried out by the National Vetting Bureau.

'Relevant work' is defined as a person that gives assistance on an occasional basis, other than teaching, coaching, mentoring, training. It should be noted that Garda Vetting is only required where 'relevant work' is occurring on a regular, ongoing or occasional basis. Where a one-off activity occurs, no vetting is required.

IAF and Garda Vetting:

Until August 2021, the IAF conducted vetting as a 'relevant organisation' for the Architects in Schools programme. Now, the Vetting Bureau has advised us that each school is now the 'relevant organisation'. It is therefore the responsibility of each school to follow vetting procedures - 'if the school determines that the person coming into the school is conducting activity/work as a "necessary and regular part of which consists mainly of the person having access to or contact with children" then the onus to conduct vetting sits with the school concerned.' (Note: During Architects in Schools the teacher must be present in the classroom with the architect at all times, both for child protection / safety reasons and to assist the architect. It is the allocated teacher's responsibility to liaise with their own school regarding vetting requirements in plenty of time and to inform the architect.) During Open House Junior workshops, activities, tours run specifically by IAF, we ask that parents / guardians attend with their child(ren). Open House Junior events run by other organisations / institutions are responsible for their own Garda Vetting and Child Protection.

Managing and Supervising Staff at IAF – Policy Statement

To protect staff (paid and voluntary) and children/young people, we undertake that:

New Staff will:

- Take part in a mandatory induction training session. These sessions will be conducted by the Designated Liaison Person of the Irish Architecture Foundation, during the first month of employment. Training sessions will include:
- In depth examination and explanation of the Irish Architecture Foundation Child Protection Policy
- Highlight areas of possible concern when dealing with children
- Be made aware of the organisation's code of conduct, good practice and recruitment and child protection procedures
- Explain the relevant reporting procedures and actions to be undertaken in the event of an 'accident', 'incident' or 'disclosure'
- Be made aware of their rights in the event of an allegation being made against them
- Ensure that the staff member is aware that the Curator of Learning (**Blaithin Quinn**) is the Designated Liaison Person, in her absence **Emmett Scanlon**, Director, is the Deputy Designated Liaison Person and for allegations made against a staff member paid/voluntary the current chairperson of the board of the Irish Architecture Foundation, **Parag Joglekar**, is the designated contact.
- Undergo a probationary period to be agreed in line with the length of the programme/activity

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 required to familiarise themselves with the Irish Architecture Foundation's Child Protection Policy and where appropriate undertake training.

Policy Statement on the involvement of primary carers

The Irish Architecture Foundation is committed to being open with all primary carers

We undertake to:

- Advise primary carers of our child protection policy
- Inform primary carers and schools of all activities
- Issue contact/consent forms where relevant
- Comply with health and safety practices
- Operate child centred policies in accordance with best practice
- Adhere to recruitment guidelines
- Ensure as far as possible that activities are age appropriate

If the Irish Architecture Foundation has concerns about the welfare of the child/young person, we will:

- Respond to the needs of the child/young person. Inform primary carers on an on-going basis unless this action puts the child/young person at further risk
- Where there are child protection and welfare concerns we are obliged to pass these onto the Duty Social Worker and, in an emergency, the Gardaí
- Have a Designated Liaison Person available for consultation with primary carers in the case of any concern over a child or young persons welfare

Procedure for dealing with an allegation against staff

In respect of the child/ young person the Curator of Learning will deal with issues relating to the child /young person.

In respect of the person against whom the allegation is made the Chairperson of the Board of Irish Architecture Foundation (currently **Parag Joglekar**) will deal with issues related to the staff member.

- The first priority is to ensure that no child is exposed to unnecessary risk
- If allegations are made against the Designated Liaison Person, the Deputy Designated Liaison Person should be contacted
- Both the primary carers and child/young person should be informed of actions planned and taken
- The staff member will be informed as soon as possible of the nature of the allegation
- The staff member will be given the opportunity to respond
- Any action following an allegation of abuse against an employee should be taken in consultation with Tusla and the Gardaí
- After consultation, the chairperson/head of organisation should advise the person accused and agreed procedures will be followed

Action to be taken in relation to staff member

Implement protective measures that may include: Withdrawal of staff member from any contact with children, suspension from post until such time as allegation is resolved

During the investigation period the Irish Architecture Foundation will ensure that the staff member is treated fairly, is kept informed of any developments, is actively involved in resolving the matter with the relevant authorities

Complaints and comments procedures

- Complaints or comments received will be responded to within two weeks
- Curator of Learning has responsibility for directing complaints/comments to the Director of the Irish Architecture Foundation
- Verbal complaints will be logged and responded to
- A complaints book will be kept at the front desk of the Irish Architecture Foundation

Incidents procedure

Incidents such as repeated bullying, outbursts of anger/ aggression must be noted in the incidents book or form located at the front desk of Irish Architecture Foundation for on-site projects.

For off- site projects the form attached in Appendix 1.3 must be completed.

The following information must be recorded:

- When the incident occurred – date and time
- Where the incident occurred
- Who: staff member/volunteer present at the time of the incident. The child/ children staff member/person involved in the incident
- What: What occurred prior to, during and after the incident
- Any action/s taken

Note: Information should be factual

Accidents Procedure

- While the Irish Architecture Foundation considers safety a priority in all activities in the event of an accident the following procedures must be undertaken:
- Staff must assess the seriousness of the accident and take appropriate action. Medical centre, hospital and local Garda telephone numbers are available from the office of the Irish Architecture Foundation
- If the accident is serious primary carers must be notified

- An accident report must be completed by a staff member in the accident book (on site projects), kept in the office of Irish Architecture Foundation HQ or accident form provided for off-site projects
- Events preceding the accident and any other persons involved must be noted along with the actions that were taken
- A first aid box is available at the office of the Irish Architecture Foundation.

Insurance

- All staff members (paid and unpaid), are covered under the Irish Architecture Foundation employers liability insurance policy
- All members of the public including children and young people visiting the office or participating in a workshop run on behalf of the Irish Architecture Foundation are covered by the Irish Architecture Foundation's public liability insurance policy
- All contract staff running workshops on behalf of the Irish Architecture Foundation are required to have their own public liability insurance policies. Contractors are required to supply a copy of the appropriate policy to the Irish Architecture Foundation prior to the commencement of each workshop

Workshop Consent Forms

Any member of staff paid or unpaid that is conducting a workshop/event on behalf of the Irish Architecture Foundation must ensure that workshop consent forms for each child are completed by their primary carer prior to the commencement of each workshop. The completed form must contain the following information:

- Name, address and contact details of primary carers (*Architects in Schools - this information will already be held at the school and will be disclosed by the teacher to the architect only if necessary*)
- Name address and contact details of child's doctor (*Architects in Schools - this information will already be held at the school and will be disclosed by the teacher to the architect only if necessary*)
- Any relevant information relating to any illness, disability or sensory sensitivity that staff should be aware of and what action is to be taken in the event of a related incident. (*Architects in Schools - this information will already be held at the school and will be disclosed by the teacher to the architect only if necessary*)
- Any information relating to any cultural or religious beliefs that would prevent a child from partaking in a particular arts activity (*Architects in Schools - this information will already be held at the school and will be disclosed by the teacher to the architect only if deemed necessary*)
- Option to consent to the use of photographs/film/video of my child/children taken during the workshop by Irish Architecture Foundation for promotional/ publication purposes (*Architects in Schools - this information will be sent to the IAF by the teacher*)

The staff member responsible for the workshop must make him/herself aware of all of the information contained in the workshop consent form and in the case of consent to the use of film/video or photography must ensure they respect the parents request in this regard.

The DP must be informed of any medical condition and any cultural beliefs that may either prevent a child's participation or require monitoring for the duration of the workshop.

Signed and adopted:

Emmett Scanlon, Director. Date: August 2025

Blaithin Quinn, Curator of Learning. Date: August 2025

Appendices

1. **Garda Vetting invitation form**
2. Workshop consent forms
3. Incident reporting forms (offsite projects)
4. Accident reporting forms (offsite projects)
5. Tusla — Child Protection and Welfare Report Form
6. **IAF Child Safeguarding Statement**

On-site Projects:

Accident and incident books are located in the office of the Irish Architecture Foundation for all on site projects

Disclosures reporting book is kept in the Irish Architecture Foundation office.

Curator of Learning must be notified immediately in the event of any incidents, accidents or disclosures by a child / children

Off-site Projects:

Accident and incident forms will be supplied for all projects run on behalf of the Irish Architecture Foundation that take place at an off-site location. In the event of any incident or accident the DP must be notified immediately.

Completed forms are to be returned to the DP of the Irish Architecture Foundation. In the event of a disclosure during a programme at an off-site location the DP must be notified immediately and the Disclosure reporting book located in the Irish Architecture Foundation office must be completed at the earliest possible time.

Appendix 1.1: Garda Vetting invitation form – Confidential

Invitation form for all those working on a regular, ongoing or occasional basis with children and young people

(Garda Vetting for Architects in Schools is now the responsibility of each school since August 2021, and is therefore not included here)

Appendix 1.2: Workshop Consent Forms: To be filled in by parents/guardians of all those participating in workshops/activities for children and young people

(Architects in Schools - A version of this form has been sent to participating schools. Teachers will return a summary form to the IAF).

Parental Consent Form

Please complete and return to IAF Curator of Learning, blaithin.quinn@architecturefoundation.ie

Participant's name:

Age:

Workshop consent forms are to be completed by parents/guardians prior to their child/children's attendance at a workshop run by or on behalf of the Irish Architecture Foundation and will be kept on file by the Irish Architecture Foundation for no longer than is necessary. For regular/ongoing activity, a consent form need only be filled in once. To change any information originally supplied in this form, please contact the IAF **Curator of Learning, blaithin.quinn@architecturefoundation.ie**

Parent / guardian's name:

Address:

Phone:

Email:

I consent to the use of photographs/film/video of my child/children taken during the workshop by Irish Architecture Foundation for educational/promotional/publication purposes including www.architecturefoundation.ie, IAF Facebook, IAF Twitter, IAF Instagram and media postings by third parties.

Please tick

Yes ()

No ()

(please note answering "no" will not exclude participation, however documenting and promoting activities is an important aspect of the work of the Irish Architecture Foundation)

Are there any cultural or religious beliefs that would prevent your child from partaking in a particular arts activity?

Does your child have any disability or sensitivity which staff should be aware of?

Signed:

Date:

Please note that the IAF is committed to a child-centred approach in our work with children and young people. It is central to the philosophy of the Irish Architecture Foundation that children and young people are unconditionally respected and kept safe from harm while using our services. You will find our Child Safeguarding Statement on our website. Any comments, questions or concerns can be directed to the IAF Curator of Learning.

Appendix 1.3: Incident Report form

Date: / /	Time:	Location:
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Child's Name:	
Parent's Name:	
Address:	
Home phone:	Mobile:

Facilitator Present:	
Nature of Incident:	
Action taken if required:	

Appendix 1.4: Accident Report Form

Date: / /	Time:	Location:
Child's Name:		
Parent's Name:		
Address:		
Home phone:	Mobile:	

Facilitator Present:	
Nature of Accident:	
Action taken if required:	

Appendix 1.5 Tusla Child Protection and Welfare Report Form



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Use block letters when filling out this form.
Fields marked with an * are mandatory.

1. Tusla Area (this is where the child resides)*

2. Date of Report*

3. Details of Child

First Name*	<input type="text"/>	Surname*	<input type="text"/>
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address*	<input type="text"/>	Date of Birth*	<input type="text"/>
		Estimated Age*	<input type="text"/>
		School Name	<input type="text"/>
		School Address	<input type="text"/>
Eircode	<input type="text"/>		

4. Details of Concerns*

Please complete the following section with as much detail about the specific child protection or welfare concern or allegation as possible. Include dates, times, incident details and names of anyone who observed any incident. Please include the parents and child's view, if known. Please attach additional sheets, if necessary

Please see '*Tusla Children First – A Guide for the Reporting of Child Protection and Welfare Concerns*' for additional assistance on the steps to consider in making a report to Tusla

5. Type of Concern

Child Welfare Concern	<input type="checkbox"/>		
Emotional Abuse	<input type="checkbox"/>	Physical Abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	Sexual Abuse	<input type="checkbox"/>

6. Details of Reporter

First Name	<input type="text"/>	Surname	<input type="text"/>
Address If reporting in a professional capacity, please use your professional address	<input type="text"/>	Organisation	<input type="text"/>
		Position Held	<input type="text"/>
		Mobile No.	<input type="text"/>
		Telephone No.	<input type="text"/>
Eircode	<input type="text"/>	Email Address	<input type="text"/>

Appendix 1.6 IAF Child Safeguarding Statement

Name of service

Irish Architecture Foundation, 15 Bachelors Walk, Dublin 1

Nature of service

The Irish Architecture Foundation delivers workshops and activities for children and young people through our Architects in Schools initiative, other programmes of activities, and occasionally in partnership with other arts and architecture organisations.

The Irish Architecture Foundation is committed to a child-centred approach in our work with children and young people. It is central to the philosophy of the Irish Architecture Foundation that children and young people are unconditionally respected and kept safe from harm while using our services.

Principles to safeguard children from harm

Below are our principles and procedures which should be observed to ensure, as far as possible, that a child or young person is safe from harm while availing of our services both within our building and off-site:

— All IAF staff and artists/facilitators/volunteers in occasional, ongoing or regular contact with children and young people are Garda vetted (Architects in Schools - Garda Vetting is the responsibility of the school)

— All relevant IAF staff have undertaken Tusla online Child Protection Training – Children First E-Learning, while all relevant artists/facilitators/volunteers are aware of said training

— All child protection or welfare concerns will be reported to Tusla/Gardaí in a timely manner

— A child or young person in need of personal support because of illness, physical needs or any form of distress, shall be referred in the first place to his/her parent/guardian or teacher. In the absence of a guardian, the staff member who is working with or supervising that activity will provide such support. A parent/guardian or teacher should inform a member of staff if there are any specific needs required during a child's participation at an IAF event.

Risk Assessment

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

	Risk identified	Procedure in place to manage risk identified
1	Non-compliance with the IAF Child Protection Policy	All staff and volunteers are provided with the Child Protection Policy. Any breach of the Child Protection Policy will be reported to the relevant line manager. The Child Protection Policy is reviewed at least every 2 years.
2	Delay in making referrals to Tusla	All staff and regular volunteers are trained and supported to ensure they can act promptly and not delay in contacting the Mandated Person or Tusla when they deem a referral may be required.
3	Receipt of complaints of alleged child abuse where a member of The Ark is the alleged perpetrator.	All staff know the procedures to make a referral to the Mandated Person or directly to Tusla. Internal disciplinary processes are in place where the issue concerns an employee.

4	Receipt of complaint of alleged child abuse where a parent, guardian or teacher is the alleged perpetrator.	All staff know the procedures to make a referral to the Mandated Person or directly to Tusla.
5	Child makes a disclosure to a member of staff	All staff know the procedures to make a referral to the Mandated Person or directly to Tusla.
6	A suspicion of child abuse is determined by a member of staff.	All staff know the procedures to make a referral to the Mandated Person or directly to Tusla.

Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, the Children First: National Guidance, 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 the 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 and 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 are available on request.

Implementation

We recognise that implementation is an ongoing 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 1 December 2019 or as soon as practicable after there has been a material change in any matter to which the statement refers.

Signed:

Blaithin Quinn

Blaithin Quinn
Curator of Learning
Irish Architecture Foundation
15 Bachelors Walk
D01 EA02
blaithin.quinn@architecturefoundation.ie
01 874 7205
089 6156412

For queries, please contact Blaithin Quinn at the above email address or at 089 6156412 (Relevant Person under the Child First Act 2015)

PLEASE SIGN THIS PAGE

Declaration for Employees / Facilitators / Organisations / Schools working in collaboration with the Irish Architecture Foundation

Name:

Company / architecture practice (if relevant):

Address:

Contact number:

Email address:

I NAME _____ confirm that I have read the Irish Architecture Foundation's child protection policy. I agree to abide by the principles of the Irish Architecture Foundation policy and undertake to follow appropriate procedures when necessary as outlined in this document.

I have / have not (delete as appropriate), participated in the Children First E-Learning Programme by Tusla on DATE _____

Signed:

NAME _____ DATE _____

Signed:

Blaithin Quinn Date: 25.08.2025

(On behalf of the Irish Architecture Foundation)