

Cracking Light Productions Child Policy Statement

These guidelines were created in the following context as described in the revised Children First Act(2011) Children First Act (2015):

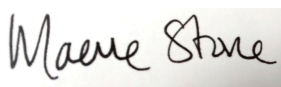
All statutory, voluntary and community organisations working with, and in direct contact with, children should have procedures and guidelines derived from and consistent with the current Children First: National Guidance for their staff and volunteers. The content of such local guidelines should not be at variance with the national guidance, but there may be particular specificity or elaboration appropriate to local circumstances.

Appendix 8 of the Children First: National Guidance states that: In developing local guidelines the definitions of abuse, reporting procedures and guidance on confidentiality SHOULD NOT BE CHANGED OR ADAPTED IN ANY WAY. This is because it is essential that there is consistency on definitions, the basis for reporting and the standard reporting procedures.

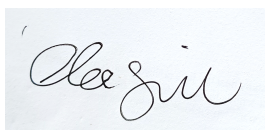
Cracking Light Productions (CLP) undertake to provide a safe environment for young people; members, outreach participants and audience, to learn skills and enjoy theatre and music. We will adhere to the recommendations of Children First: National Guidelines for the Protection and Welfare of Children, published by the Department of Health and Children. We have implemented procedures covering:

- Code of behaviour for all staff and volunteers**;
- Reporting of suspected or disclosed abuse (see Appendix 1 for categories of abuse);
- Confidentiality;
- Recruitment and selecting workshop leaders;
- Managing and supervising workshop leaders;
- Involvement of primary carers;
- Allegations of misconduct or abuse by workshop leaders;
- Complaints and feedback;
- Incidents and accidents

This policy will be reviewed on 27th September 2024 and each September thereafter.
Signed:



Maeve Stone
Co-Artistic Director



Alex Gill
Co-Artistic Director

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*The Childcare Act 1991 defines a child as a 'person under 18 years other than a person who is or has been married' (S.2.1).

** Staff will include volunteers (Artistic director & Collaborators), and all contract workers (workshop leaders, guest workshop leaders etc)

Updated: 27th March 2024

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Section 2:

Code of Behaviour for all Staff

CLP's code of behaviour includes the following: Youth-centred Approach, Good Practice, Inappropriate Behaviour, Physical Contact, Health and Safety.

The artistic director is responsible for the management of the code of behaviour.

Youth-centred approach:

Listen to and respect young people;

Involve young people who attend CLP workshops in decision-making, as appropriate;

Provide encouragement and support;

Have fun and encourage a positive and friendly atmosphere at CLP;

Respect differences of ability, culture, religion, race and sexual orientation;

Create an atmosphere of trust;

Offer constructive criticism when needed;

Treat all young people as individuals;

Respect a young person's personal space;

Discuss boundaries when outlining activities with young people and their primary carers;

Agree contract of code of conduct before beginning activities with each new group of young people. Members under 18 will have their contracts co-signed by a parent or guardian;

Encourage feedback from group;

CLP is committed to making relevant artistic connections with the interests and backgrounds of young people;

CLP staff, workshop leaders and guest workshop leaders will lead by example;

CLP will be aware of a young person's other commitments when scheduling rehearsals or activities, e.g; school or exams

CLP will be cognisant of a young person's limitations, e.g. medical condition.

Good practice:

CLP will register and keep on file each young person's name, address, phone, special needs, attendance, emergency contact;

CLP staff will ensure strict confidentiality regarding the above in line with GDPR;

CLP Attendance notes will be taken at each workshop, rehearsal, outing and activity.

Concerns will be reported to the Designated Person and reporting procedures

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will follow;

First Aid Kit provided in all venues used by CLP and emergency procedures are in place;

CLP volunteers will attend workshops and courses on child safety given by the TUSLA as and when they are available;

Report and record any incidents and accidents;

Staff should not be passive in relation to concerns, but should follow reporting procedures.

Appropriate Behaviour:

All artistic work will be assessed to ensure the members understand it and are comfortable;

Staff will not single out a particular young person for unfair favouritism, criticism, ridicule, or unwelcome focus or attention;

Staff will not socialise inappropriately with young people, e.g; outside of structured organisational activities.

Physical Contact:

Seek consent and comfortable rapport with young people in relation to physical contact in workshops and rehearsals (except in an emergency or a dangerous situation);

Avoid horseplay

Procedure for travel involving young people / children

It is the policy of CLP that the responsibility or 'duty of care' remains with the parents/guardians until the time the young person is actually signed in event / workshop / class. Where CLP arranges for transport by bus / taxi for children/young people, CLP will request consent from the parent(s)/guardian(s) which will indicate an agreed pick-up and drop-off point. CLP will take all reasonable steps to ensure that "Garda cleared" drivers are used when transporting children and young people.

Keeping Parents and Guardians Informed:

CLP will keep parents and guardians informed of all aspects of the programme that their child is involved in. It is our policy to share information relating to the programme of activities, trips away, transport to and from events, etc. with the parents/guardians. It is our practice to inform parents/guardians first in the event of a child disclosing an incident of abuse, unless this could put the child in danger.

All enrollment forms for any children's activities will carry clear reference to CLP's child protection policy and this will be brought to parents / guardians attention at time of enrollment.

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All enrollment forms carry parental consent for child's participation in events, medical information, and consent for photography.

CLP in line with Children First places the safety of the child as of utmost importance. If any concern is reported or disclosure made CLP will notify the parents in line with good practice and the incident will be referred to relevant agencies.

Health and Safety;

Manage any dangerous materials;

Keep First Aid Kit at venues used by CLP;

Provide a safe environment;

Be aware of accident procedure and follow accordingly;

Section 3: Reporting Procedures

Who to contact about issues related to child protection and welfare?

The Designated Person for Garda Vetting and Reporting Procedures has been designated as the person to contact if you have an issue or concern about any aspect of a child's or young person's safety and welfare. It is the responsibility of this person to support and advise staff about policy and to ensure that procedures are followed. It is also the responsibility of the designated person to liaise with the Health Service Executive or Gardai where appropriate.

Designated Person:

Alex Gill

Cracking Light Productions,

10 Ard Donagh,

Ennistymon,

Co. Clare

Mobile: 085 1347704

What would constitute reasonable grounds for concern?

Specific indication from the young person that s/he has been abused;

An account by a person who saw the young person being abused;

Evidence, such as injury or behaviour which is consistent both with abuse and unlikely to be caused in another way;

Evidence, such as injury or behaviour which is consistent with abuse and with

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an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse.[an example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour];

Consistent indication over a period of time, that a young person is suffering from emotional or physical neglect.

How can staff record a problem?

All concerns, queries or issues need to be recorded in an incident book. This book is stored securely in the office and you will need to request from either the Designated or Deputy Designated person. It is imperative that all staff ensure peoples' rights to confidentiality as outlined in CLP confidentiality statement.

Staff will need to record the following in the incident book:

Your suspicions, what are they and why?

Details of your concerns

Worrying observations

Behavioural changes

Record where possible dates and times of all of the above

Record the actions taken and outcomes of same

How do I deal with disclosure?

Please remember that in order to act in the best interest of the young person you should:

Stay calm and listen to the young person, allow him/her enough time to say:

what s/he needs to say;

Don't use leading or prompt details;

Reassure the young person before any disclosure is made, that their disclosure may need to be passed on to appropriate authorities;

Don't make the young person repeat the details unnecessarily;

Explain in age appropriate language to the young person what will happen next;

What happens next?

The person who has expressed the concern will be informed and kept up to date on a need to know basis.

All details, actions and outcomes will be updated in the incident book through to the point of resolution..

If a report is being made to TUSLA, parent/primary carer will be made aware unless it is likely to put the young person at further risk.

Ordinarily the Designated person or deputy designated person will be the CLP contact who will make contact with the TUSLA and or Gardai if the occasion arises. However, in the case of an emergency contact the local Duty Social worker or the

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TUSLA directly;

In the case of emergencies outside of normal working hours where there is an immediate threat to a young person, contact the Gardai directly.

Dealing with disruptive or challenging behaviour:

Staff who deal directly with children and young people will be given guidance and support in dealing with difficult behaviour. CLP ensures that the safety and welfare of the children and young people is a priority and that staff will deal sensitively and professionally with any difficult issues that may arise. Where instances of challenging or disruptive behaviour occur with children/young people, a record will be kept of this and the project co-ordinator. Where the instance requires the intervention of a worker or volunteer or where the safety and well-being of others are at risk two workers/volunteers should be present in dealing with the situation and the co-ordinator be present. Staff members who are present at the time, should complete the incident/accident report form (see Appendix 5).

The report of the incident should include:

The programme or activity which was happening at the time;

Date of Incident;

A record of what happened;

Details of who was involved;

Details of where and when it happened;

A record of any significant comments;

A record of any injury to person or property;

Details of how the situation was resolved or left.

Bullying:

Bullying behaviour can be defined as repeated aggression be it verbal, psychological or physical which is conducted by an individual or group against others.

Examples of bullying include:

Teasing

Taunting

Threatening

Hitting

Extortion

Exclusion.

CLP will not tolerate any bullying behaviour by children/young people or adults and will deal with any incidents immediately in accordance with the CLP anti-bullying

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policy when working with children and young people (Appendix 6)

Section 4:

Cracking Light Productions Confidentiality Statement

We at CLP are committed to ensuring peoples' 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 the young person; Giving such information to others for the protection of a young person is not a breach of confidentiality;

We cannot guarantee total confidentiality where the best interests of the young person are at risk; Primary carers and young people have a right to know if personal information is being shared and/or a report is being made to the Health Service Executive, unless to do so might put the young person at further risk.

Consent will be sought to use images of the young person for archives of shows, website, press and promotional materials; Records are kept in a safe and confidential manner under the control of the Designated Person for Garda Vetting and Reporting Procedure.

Section 5:

Cracking Light Productions and Selection Policy Statement

Roles and responsibilities will be clearly defined for every position (paid or voluntary); We will endeavour to select the most suitably qualified personnel; Staff and volunteers will be selected by a panel of at least two representatives through an interview process;

No person who would be deemed to constitute a 'risk' will be employed. Some of the exclusions would include: any child-related convictions; refusal to sign declaration form; insufficient documentary evidence of identification; concealing information on one's suitability to working with children;

There will be a three month probationary period for all staff; All staff will be required to consent to Garda clearance, and where available, this will be sought.

Cracking Light Productions Management Policy Statement

To protect staff and young people, we undertake that:

New staff will:

- Be made aware of the organisation's code of conduct and reporting procedures;

- Undergo a probationary or trial period;

- Under go Garda Vetting clearance before working with children (and to be reviewed as required)

All staff will:

- Under go Garda Vetting clearance before working with children (and to be reviewed as required)

- Receive an adequate level of supervision and review of their work practices;

- Receive child protection training

- Be expected to have read and signed the Child Protection Policy Statement;

Section 7:

Cracking Light Productions Statement on the involvement of Primary Carers

CLP is committed to being open with all our primary carers.

We undertake to:

- Seek the signature of primary carers on contracts for members under 18;

- Issue consent forms for additional activities, where relevant;

- Comply with health and safety practices;

- Adhere to our recruitment guidelines;

- If we have concerns about the welfare of the young person, we will:

- Respond to the needs of the young person;

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Inform the primary carers of any serious concerns about the young person, unless this action puts the young person at further risk;
Where there are child protection and welfare concerns we are obliged to pass these on to the Duty Social Worker and, in an emergency, the Gardaí;
In the event of a complaint against a member of staff, we will immediately ensure the safety of the young person and inform primary carers as appropriate;

CLP is an organisation committed to working with children and young people and to putting their interests first. To that end we will;

Contact TUSLA (Child & Family Agency) and Gardaí where there is a child protection welfare concern;

Be available for consultation with primary carers in the case of any concern over a young person's welfare.

Section 8:

Cracking Light Productions policy for dealing with allegations made against a staff member.

Where an allegation is made against a workshop leader by a young person, the Steering Committee will appoint an appropriate person/s to deal separately with both parties.

The first priority is to ensure that no child or young person is exposed to unnecessary risk;

If allegations are made against the Designated Person, then the Deputy Designated Person should be contacted;

As outlined in Section 3 of these guidelines the reporting procedures must be followed. Both the primary carers and young person must be informed of actions planned and taken.

The workshop leaders will be informed as soon as possible; of the nature of the allegation;

The workshop leader should be given the opportunity to respond when an allegation is made

The Child Protection Policy will be put in place (the workshop leader will be suspended pending investigation)

The Chairperson of the organisation should be informed as soon as possible;

Any action following an allegation of abuse against workshop leaders should be taken in consultation with TUSLA and Gardaí;

Section 9:

Cracking Light Productions complaints and comments procedures.

All complaints to CLP will be responded to within 4 weeks from date of receipt;

All staff have a responsibility to direct complaints/comments to the Designated Person for Garda Vetting ;

Verbal complaints will be logged and responded to by Designated Person for Garda Vetting

Cracking Light Productions Accidents Procedure

CLP will maintain an up-to-date register of contact details of all children/young people involved in its activities;

Young people's details should be cross referenced between the incident book and file;

External organisations with whom CLP has dealings must provide proof that they have public liability insurance;

First-aid boxes are available and regularly re-stocked;

The location of the first-aid box(es) must be known to staff;

Availability of the first-aid should be in accordance with the organisation's Health and Safety guidelines. The location of accident/incident books must be made known to staff;

Young people must be advised of risks of dangerous material;

Record details of risky equipment used and take steps to minimise risk;

Be aware of responsibility for first-aid on off-site trips.

In the event of a serious injury (a blow to the head, or injury resulting in severe loss of blood or loss of consciousness) incurred by a young person during CLP activities, the young person will be taken to hospital as a priority and the young person's parents/guardian will be contacted only after an ambulance has been called or lift to hospital arranged.

In the event of a minor injury causing pain or discomfort, CLP will ensure that the young person is able to get home and will wait with them until a lift, bus or taxi arrives.

APPENDIX 1

Definitions of Abuse

Appendices

The following are the four main categories of abuse as outlined in Children First: National Guidelines for the Protection and Welfare of Children. These are brief description of the information contained within that document. For the full definitions please refer to Children First: National Guidelines for the Protection and Welfare of Children 1993 (pp 32-34)

1 Neglect

“Neglect can be defined as being where the child suffers significant harm or impairment or development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care... The threshold of significant harm is reached when the child’s needs are neglected to the extent that his or her well-being and/or development are severely affected.” (Children First p.31)

2 Emotional abuse

Emotional abuse usually happens where there is a relationship between a carer and a child rather than as a specific incident or incidents. “Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.” (Child First p 31)

Examples of emotional abuse in children include:

- Imposition of negative attributes on children, expressed by persistent criticism, sarcasm, hostility or blaming;

- Emotional unavailability by the child’s parent/carer;

- Unresponsiveness, inconsistent or inappropriate expectations of the child;

- Premature imposition of responsibility on the child;

- Unrealistic or inappropriate expectations of the child’s capacity to understand something or to behave and control him/herself in a certain way;

- Under or over protection of the child;

- Use of unreasonably harsh discipline;

- Exposure to domestic violence.

3, Physical abuse

- Shaking Use of excessive force in handling

- Deliberate poisoning

- Suffocation;

- Allowing or creating a substantial risk of significant physical harm to a child.

4. Sexual abuse

- Exposure of the sexual organs or any sexual act intentionally performed in the presence of a child;

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Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification;

Masturbation in the presence of the child or involvement of the child in an act of masturbation;

Sexual intercourse with a child whether oral, vaginal or anal;

Sexual exploitation of a child may also include showing sexually explicit material to children which is often a feature of the 'grooming' process by perpetrators of abuse;

Consensual sexual activity involving an adult and an under-age person.

APPENDIX 2

Contact Details


Designated Person for Garda Vetting and Reporting Procedures for CLP Alex Gill, 10 Ard Donagh, Ennistymon, Co. Clare V95 EN80 Mobile: 085 1347704

Child and Family Agency,
Mid West,
HSE Building, Ballycummin Avenue
Raheen Business Park,
Raheen,
Limerick.
Tel 061-482792
areamanagermw@tusla.ie
Contact hours: 2 – 5pm

Any query or concern in relation to children out of hours should be reported to An Garda Síochána

Address: Abbey St, Lifford, Ennis, Co. Clare, V95 TR83, Ireland
Phone: +353 65 684 8100

**APPENDIX 3
Tusla Report Form**



An Ghníomhaireacht um
Leasú 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 style="width: 95%;" type="text"/>	Surname*	<input style="width: 95%;" type="text"/>
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address*	<input style="width: 95%; height: 100%;" type="text"/>	Date of Birth*	<input style="width: 95%;" type="text"/>
		Estimated Age*	<input style="width: 95%;" type="text"/>
		School Name	<input style="width: 95%;" type="text"/>
		School Address	<input style="width: 95%;" type="text"/>
Eircode	<input style="width: 95%;" 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"/>	Physical Abuse	<input type="checkbox"/>
Emotional Abuse	<input type="checkbox"/>	Sexual Abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>		

6. Details of Reporter

First Name	<input style="width: 95%;" type="text"/>	Surname	<input style="width: 95%;" type="text"/>
Address if reporting in a professional capacity, please use your professional address	<input style="width: 95%; height: 100%;" type="text"/>	Organisation	<input style="width: 95%;" type="text"/>
		Position Held	<input style="width: 95%;" type="text"/>
		Mobile No.	<input style="width: 95%;" type="text"/>
		Telephone No.	<input style="width: 95%;" type="text"/>
Eircode	<input style="width: 95%;" type="text"/>	Email Address	<input style="width: 95%;" type="text"/>



An Ghníomhaireacht um
Leasú 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)

Is this a Mandated Report made under Sec 14, Children First Act 2015?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Mandated Person's Type				

7. Details of Other Persons Where a Joint Report is Being Made

First Name		Surname	
Address if reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

First Name		Surname	
Address if reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

8. Parents Aware of Report

Are the child's parents/carers aware that this concern is being reported to Tusla?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If the parent/carer does not know, please indicate reasons:				

9. Relationships

Details of Mother

First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
		Eircode	


Is the Mother a Legal Guardian?*

	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Details of Father

First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
		Eircode	

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Child Protection and Welfare Report Form

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

Is the Father a Legal Guardian?* Yes No

10. Household Composition

First Name	Surname	Relationship	Date of Birth	Estimated Age	Additional Information e.g. school, occupation, other

11. Details of Person(s) Allegedly Causing Harm

First Name*	<input type="checkbox"/>	Surname*	<input type="checkbox"/>
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address	Date of Birth		
	Estimated Age		
	Mobile No.		
	Telephone No.		
Eircode	Email Address		
Occupation	Organisation		
Position Held			

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	

First Name*	<input type="checkbox"/>	Surname*	<input type="checkbox"/>
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address	Date of Birth		
	Estimated Age		
	Mobile No.		
	Telephone No.		
Eircode	Email Address		
Occupation	Organisation		
Position Held			

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	

TUSLA 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)*

First Name		Surname		Date Sent	
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Authorised Person Signature*	
Date*	

Child Previously Known	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Allocated Case No					

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APPENDIX 4

Acceptance of Cracking Light Productions Child Protection Policy

Declaration from all staff and volunteers working with children and young people

Surname _____ Forename _____

Date of Birth _____

Address _____

Contact Phone Number _____

I have read the Cracking Light Production's Child Protection Policy and code of behaviour and agree to abide by its contents.

Signature _____

Date _____

There is no reason why I would be considered unsuitable to work with children or young people.

Signature _____

Date _____

APPENDIX FIVE

Incident/accident report form

Name of event/meeting where the incident/accident occurred _____

Date _____

Location _____

Briefly describe what happened _____

Who was involved _____

Any injury sustained? _____

Who dealt with the situation? _____

How was it resolved/dealt with? _____

Any follow up required? _____

Please attach any additional information if required _____

Signature: _____

Name (block letters): _____

APPENDIX 6

CLP's Anti Bullying Policy when working with children/young people

What is bullying?

Bullying behaviour can be defined as repeated aggression be it verbal, psychological or physical which is conducted by an individual or group against others.

Examples of bullying include:

- Teasing
- Taunting
- Threatening
- Hitting
- Extortion
- Exclusion

CLP's Policy on Bullying when working with children/young people

CLP will not tolerate any bullying behaviour by children/young people or adults and will deal with any incidents immediately in accordance with this policy. This policy covers:

- Children/young people bullying other children/young people;
- Adults bullying children/young people;
- Children/young people bullying adults.

The policy is as follows:

All children/young people and adults who participate in activities run by CLP will be treated with dignity and respect by adults and by other children/young people and will not be subject to bullying.

All children/young people and adults who participate in activities run by CLP have a responsibility to treat other children/young people and adults with dignity and respect and refrain from bullying behaviour.

It will be made clear to all children/young people and adults participating in CLP events/activities that bullying is not acceptable and that other children/young people and adults should be treated with dignity and respect.

There will be adequate supervision by CLP or other staff/volunteers at all events/activities involving children/young people. This will help to prevent bullying.

CLP or other staff/volunteers will monitor all events/activities run by CLP involving children/young people to ensure that no bullying is taking place.

If a CLP or other staff/volunteer witnesses bullying or suspects that bullying is taking place he/she will follow the procedure outlined below.

If a child/young person witnesses bullying or suspects that bullying is taking place he/she should report it to a CLP or other staff/volunteer. CLP or other staff/volunteer will follow the procedure outlined below.

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If a child/young person is the victim of bullying he/she should report it to a CLP or other staff/volunteer who will follow the procedure outlined below.

Procedure for dealing with bullying

All reports of bullying will be recorded, investigated and dealt with by an appropriate CLP staff member or other staff/volunteer.

CLP or other staff member who has received the complaint or witnessed the bullying will consult with the CLP Child Protection Officer, if present or the most senior CLP staff member present to decide who is the most appropriate person to follow up on the complaint.

The staff member dealing with the complaint will keep a record of the alleged bullying incident/s and the investigation and action taken.

The staff member dealing with the complaint will speak separately to all involved in order to get all sides of the story. The staff member should also speak to others who may have witnessed the incident/s, if appropriate. The staff member will interview all involved in a calm manner and will seek answers to what, where, when, who and why.

If the victim of the alleged bullying is a child their parent/guardian will be informed of the complaint and the outcome of the investigation.

If the perpetrator of the alleged bullying is a child their parent/guardian will be informed of the complaint and the outcome of the investigation.

If the perpetrator of the alleged bullying is an adult, the Director of CLP or the parent organisation of the staff member/volunteer (if appropriate) will be informed of the complaint and the outcome of the investigation.

If the staff member dealing with the complaint concludes that bullying has not taken place, the following action will be taken:

- The complainant, alleged victim and alleged perpetrator/s will be informed of the outcome of the investigation and the reasons why it was concluded that bullying did not take place;
- Support will be given to the complainant, alleged victim and alleged perpetrator/s if necessary;
- A meeting will be arranged between the alleged victim and alleged perpetrator to discuss the issues involved if both are agreeable and it is deemed appropriate.

If the staff member dealing with the complaint concludes that bullying has taken place, the following action will be taken:

- The complainant, alleged victim and alleged perpetrator/s will be informed of the outcome of the investigation and the reasons why it was concluded that bullying took place;
- Support will be given to the victim;
- A meeting will be arranged between the alleged victim and alleged perpetrator to discuss the issues involved if both are agreeable and it is deemed appropriate;
- A meeting will be held with the perpetrator to discuss the bullying behaviour.

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They will be informed of the disciplinary action, which will be taken as a result of this bullying behaviour.

Disciplinary action

When the inquiry into the alleged bullying incident has taken place and it has been concluded that bullying occurred, it will be necessary to take some disciplinary action against the perpetrator of the bullying. The disciplinary action should be agreed between at least two staff members of CLP and should be appropriate to the seriousness of the incident/s. If the perpetrator of the bullying is a child/young person, the parent/guardian of the child/young person and the child/young person will be informed of the disciplinary action which will be taken. If the perpetrator of the bullying is an adult the following people will be informed of the disciplinary action, which will be taken:

the Director CLP;

the director of the organisation which the adult works for (if relevant); and

the perpetrator.

The options for disciplinary action include:

For serious incidents involving children/young people, sending the child/young person home and not allowing them to participate in any further CLP events/activities;

For less serious incidents involving children/young people, allowing the child/young person to continue to participate in the event/activity once they have apologised to the victim and stated that they would not engage in any further bullying behaviour. Their behaviour would then be closely monitored;

Providing support to the child/young person to get them to understand that their behaviour is not acceptable and monitoring their behaviour;

For offences involving staff/volunteers from other organisations, informing their parent organisation of the offence and not working with that staff member or volunteer again.