

# **IMRAM**

## **FÉILE LITRÍOCHTA GAEILGE**

### **Polasaí um Chumhdach agus Leas Leanaí agus Daoine Óga**

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## 1. Ráiteas um Chumhdach Leanaí IMRAM 2019

Tá IMRAM tar éis an Ráiteas um Chumhdach Leanaí seo a aontú de réir mar atá leagtha amach inár *bPolasaí um Chumhdach agus Leas Leanaí agus Daoine Óga* agus de réir na riachtanas reachtúla atá orainn. Tá oibrithe IMRAM faoi cheangal ag an Ráiteas um Chumhdach Leanaí seo agus táimid tiomanta do leasa leanaí agus daoine óga lena chinntiú go gcuirtear gach gné dár gclár ealaíne agus oideachasúil agus gníomhaíochtaí uile IMRAM ar fáil i dtimpeallachtaí slána agus sábháilte.

### **Seirbhísí IMRAM:**

Eagraíonn IMRAM féile bhliantúil agus imeachtaí ar leith do leanaí agus daoine óga faoi 18 mbliana d'aois ar a dtugtar 'IMRAM na nÓg' gach fómhar i gcomhar le heagraíochtaí eile lena n-áirítear Comhairle Contae Dhún Laoghaire agus Ráth an Dúin, Glór na nGael, Éigse Éireann agus Foras na Gaeilge. Glacann leanaí agus daoine óga chomh maith le scríbhneoirí, ealaíontóirí, éascaitheoirí, múinteoirí agus teaghlaigh páirt sna himeachtaí a bhíonn ar siúl i scoileanna, leabharlanna agus ionaid éagsúla ar fud Bhaile Átha Cliath.

### **Nósanna Imeachta i bhfeidhm chun Riosca a Bhainistiú:**

Tá measúnú riosca déanta againn ar na féidearthachtaí dochair do leanaí agus daoine óga agus iad páirteach i bhféile IMRAM na nÓg agus ag freastal ar ár n-imeachtaí. Aithnítear na réimsí riosca agus na nósanna imeachta nó próisis a theastaíonn chun na rioscaí seo a mhaolú. Aithníodh na nósanna imeachta seo a leanas sa Mheasúnú Riosca le cosaint a thabhairt do leanaí a bhaineann úsáid as ár gcuid seirbhísí:

### ***Polasaí um Chumhdach agus Leas Leanaí agus Daoine Óga* agus *Polasaí Grinnfhiosrúcháin* lena n-áirítear:**

- Cód Iompair
- Treoir maidir le tuairisciú líomhaintí nó imní faoi mhí-úsáid in aghaidh baill foirne nó oibrithe
- Nósanna Imeachta Sábháilte maidir le hEarcaíocht agus Roghnúchán

**Oifigeach Ainmnithe ceaptha:** Majella Ní Chríocháin [majella@imram.ie](mailto:majella@imram.ie)

**Leas-Oifigigh Ainmnithe ceaptha:** Liam Carson, [liamog62@mac.com](mailto:liamog62@mac.com); Cathal Portéir [cathalpoirteir@gmail.com](mailto:cathalpoirteir@gmail.com)

Tá Ráiteas um Chumhdach Leanaí IMRAM forbartha de réir riachtanais na reachtaíochta atá leagtha amach san Acht um Thús Áite do Leanaí 2015. Déanfar athbhreithniú gach 12 mhí ar an ráiteas seo.

**Sínithe:** \_\_\_\_\_

**Cathaoirleach, Bord Stiúrtha IMRAM**

**Dáta:** \_\_\_\_\_

## **Polasaí um Chumhdach agus Leas Leanaí agus Daoine Óga - IMRAM**

Tá IMRAM tiomanta i dtreo cur chuige leanbháraithe san obair a bhíonn ar súil againn le leanaí agus daoine óga. Táimid tiomanta chun timpeallacht agus eispéireas slán sábháilte a chur ar fáil agus tús áite tugtha do leasa leanaí agus daoine óga i ngach gné de ghníomhaíochtaí IMRAM. Cloífidimid le *Tús Áite do Leanaí: Treoir Náisiúnta um Chosaint agus Leas Leanaí* tré nósanna imeachta a bheith againn agus iad a chur i bhfeidhm a bhaineann le:

- **Cód Iompair na Foirne, Oibrithe Deonacha agus Ealaíontóirí**
- **Nósanna Imeachta Tuairiscithe**
- **Ráiteas Rúndachta**
- **Nósanna Imeachta Sábháilte maidir le hEarcaíocht agus Roghnúchán**
- **Bainistíocht Shábháilte Foirne**
- **Páirtíocht Daoine Fásta Freagracha agus Roinnt Eolais**
- **Ag Déileáil le Droch-Chleachtas agus Líomhaintí in aghaidh Bail Foirne**
- **Nósanna Imeachta maidir le Gearáin agus Timpistí**
- **Ag Déileáil le Leanaí Cailte**
- **Cur i bhFeidhm**

### **2. Cód iompair na foirne, oibrithe deonacha agus ealaíontóirí:**

#### **Cur chuige leanbháraithe:**

- Tugtar tús áite do leas agus do shábháilteacht an linbh agus duine óg i gcónaí ag imeachtaí IMRAM.
- Caitear go cothrom le gach leanbh agus duine óg le meas agus le dínit.
- Caitear le gach leanbh agus duine óg mar dhuine aonair.
- Úsáidtear cumarsáid chúí (labhartha agus fisiciúil) i gcónaí.
- Fáiltítear roimh chead cainte agus páirtíocht i ndéanamh cinntí (mar is cúí).
- Tugtar misneach, tacaíocht agus moladh do leanaí agus daoine óga agus aiseolas cuiditheach nuair is gá.
- Léirítear meas agus aird ar éagsúlacht i gcumas, teanga, cultúr, reiligiún, cine agus gnéaschlaonadh.
- Tugtar aird ar na teorainn ama a bhíonn ag leanaí agus daoine óga nuair atá clár ama gníomhaíochtaí/cleachtaí á leagan amach, m.sh. obair scoile/scrúduithe agus eile.
- Cuirtear comhaontuithe/conarthaí i bhfeidhm le scoileanna/leabharlanna/ionaid ina mbeidh imeachtaí IMRAM ar siúl.
- Ní fhágfar ealaíontóir, oibrí deonach ná ball foirne IMRAM ina n-aonar le leanbh/duine óg ag aon am.
- Deimhnítear go mbeidh ball foirne, múinteoir, caomhnóir, oibrí deonach nó tuismitheoir ag maoirsiú gach leanbh i rith imeachtaí IMRAM na nÓg go léir.

**Iompar Míchuí:**

- Ní úsáidtear agus ní cheadaítear iompraíocht nó caint nó cumarsáid nó teagmháil gháirsiúil, mhíchuí nó mhaslach riamh.
- Ní léirítear fabhraíocht agus ní dhéantar cáineadh i leith aon leanbh/duine óg.
- Ní dhéantar ceap magaidh nó ní tharraingtear aird nó fócas nach bhfuil ag teastáil ar aon leanbh/duine óg.
- Ní cheadaítear agus ní úsáidtear aon teagmháil mhíchuí le leanbh/duine óg.
- Ní cheadaítear lámh a leagan ná gortú d'aon sórt a theacht ar leanbh/duine óg.
- Ná bíodh aon teagmháil shóisialta mhíchuí le leanaí/daoine óga, mar shampla, taobh amuigh de ghníomhaíochtaí struchtúrtha IMRAM.
- Ná bíodh aon teagmháil mhíchuí i scríbhinn nó ar líne nó ar na meáin shóisialta le haon leanbh/duine óg.
- Bíodh comhaontú le múinteoirí/tuismitheoirí/daoine fasta freagracha nuair is cuí maidir le hiompar inghlactha agus conas iompar míchuí a láimhseáil ag imeachtaí IMRAM.

**Teagmháil Fhísiceach:**

- Bíodh meas ar spás pearsanta leanaí agus daoine óga i gcónaí.
- Faigh cead ón leanbh/duine óg do theagmháil fhísiceach le tacú nó cabhrú leo (seachas i gcás éigeandála agus an leanbh/duine óg i ndainséir).
- Seachnaítear pleidhcíocht agus ní cheadaítear aon teagmháil mhíchuí le leanbh/duine óg.
- Cinntigh le leanaí/daoine óga faoina gcompord agus iad i mbun gníomhaíochtaí teagmhála.

**Sláinte agus Sábháilteacht:**

- Ná bíodh leanaí fágtha gan aon duine ina bhfeighil ná gan mhaoirsiú.
- Déan bainistiú ar aon ábhair dhainséaracha.
- Cuir timpeallacht shábháilte ar fáil.
- I gcás timpiste, ba cheart nósanna imeachta na scoile/na leabharlainne/an ionaid a chur i bhfeidhm mar is cuí.

### 3. Nósanna Imeachta Tuairiscithe

#### Ról agus freagrachtaí an Oifigigh Ainmnithe

Tá an tOifigeach Ainmnithe mar an phríomhphointe teagmhála má tá aon cheist ná inní mar gheall ar aon ghné de shábháilteacht agus leas linbh ná duine óg. Tá siad freagrach as comhairle a chur ar bhail foirne agus oibrithe deonacha mar gheall ar pholasaithe agus nósanna imeachta a bhaineann le cumhdach leanaí agus a chinntiú go gcuirtear na nósanna imeachta agus polasaithe i bhfeidhm. Tabharfaidh an tOifigeach Ainmnithe agus na Leas-Oifigigh Ainmnithe tacaíocht agus comhairle don bhfoireann sa chás is go mbíonn aon inní mar gheall ar chumhdach agus leasa leanaí. Tá sé mar fhreagracht orthu freisin teagmháil a dhéanamh leis an Gharda Síochána agus Tusla nuair is gá.

- **Oifigeach Ainmnithe d'IMRAM:** Majella Ní Chríocháin, Bainisteoir IMRAM agus is féidir teagmháil a dhéanamh léi ag +353879776852 agus [majella@imram.ie](mailto:majella@imram.ie)

- **Leas-Oifigigh Ainmnithe d'IMRAM:**

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Mura bhfuil Liam Carson ar fáil, déan teagmháil le Cathal Portéir Cathaoirleach IMRAM, ag +353 086-3375927 agus [cathalpoirteir@gmail.com](mailto:cathalpoirteir@gmail.com)

*Tabhair faoi deara: nuair a bhíonn imeachtaí eagraithe i scoileanna agus leabharlanna, beidh Oifigeach Ainmnithe ag gach scoil agus leabharlann agus is féidir dul i dteagmháil leo nuair is cuí.*

#### Cúiseanna réasúnta le h-inní a léiriú faoi aon leanbh/duine óg:

- féadfaidh leanbh/duine óg a insint duit faoin mhí-úsáid déanta air/uirthí;
- féadfaidh duine eile a insint duit go bhfaca siad mí-úsáid déanta ar leanbh/duine óg;
- fianaise, ar nós gortú fisiceach nó iompar ag teacht le mí-úsáid agus nach dócha aon mhíniú eile;
- d'fhéadfadh gortú nó a n-iompar a bheith mar chúis inní duit faoi mhí-úsáid le míniú neamhurchóideach, ach go bhfuil comharthaí comhthacaíoch eile ann ag teacht le cás mí-úsáide. Samplaí de seo ná patrún gortaithe, míniúchán nach bhféadfadh a chreidiúint, comharthaí eile den mhí-úsáid, iompar mífheidhmiúil.
- comharthaí seasta, thar tréimhse ama, go bhfuil leanbh/duine óg ag fulaingt faillí mhothúcháinach nó chorpártha.

#### An méid a cheart d'oibrí/ealaíontóir/oibrí deonach a dhéanamh:

Má tá inní ort faoi leanbh/duine óg a chostar ort le linn duit a bheith ag obair ag imeacht de chuid IMRAM na nÓg i scoil/leabharlann/ionad eile, déan an méid seo a leanas:

- Caithfidh tú labhairt leis an múinteoir/leabharlannaí nó duine fásta freagrach.
- Déan taifead scríofa faoin inní atá ort (féach Treoirínite Ginearálta Tusla thíos).
- Má thugtar tuairisc d'Oifigeach Ainmnithe na Scoile/Leabharlainne, caithfidh tú dul i dteagmháil le hOifigeach Ainmnithe IMRAM agus achoimre ghinearálta a thabhairt ar na nósanna imeachta curtha i gcrích sa Scoil/Leabharlann.

- Cé go mbeidh cúram ar bhaill foirne eile sa Scoil/Leabharlann an imní a chur ar aghaidh chuig Tusla, ba cheart duit a bheith ar an eolas go bhféadfadh Oibrí Sóisialta Tusla teagmháil a dhéanamh leat chun do chuntas féin a thabhairt faoin méid a chonaic tú nó faoin méid a dúirt an leanbh/duine óg leat.

### **Treoirínte Ginearálta Tusla**

- Déan taifead i scríbhinn den imní agus bíodh an dáta, am agus na daoine páirteach san imní/nochtadh, scríofa, mar shampla i Leabhar Teagmhais.
- Caithfidh an taifead i scríbhinn a bheith mar chuntas fíorasach.
- Caithfear fíricí a thabhairt sa taifead a thacaíonn le haon tuairimí tugtha.
- Cuir an tOifigeach Ainmnithe ar an eolas agus mura bhfuil sé /sí ar fáil, cuir in iúl don Leas-Oifigeach.
- Ba cheart don duine is oiriúnaí labhairt/dul i gcomhairle le tuismitheoirí/caomhnóirí/daoine fásta freagracha faoin imní/nochtadh.
- Ba cheart go mbeadh tuismitheoirí/caomhnóirí/daoine fásta freagracha curtha ar an eolas faoi aon tuairisc chuig Tusla, seachas sa chás go bhféadfadh an leanbh/duine óg a bheith curtha i mbaol a thuilleadh.
- Is féidir leis an Oifigeach Ainmnithe dul i dteagmháil le Rannóg Obair Shóisialta Tusla le haghaidh comhairliúchán neamhfhoirmiúil roimh dóibh tuairisc fhoirmiúil a dhéanamh.
- Roinnfear eolas ar bhonn ‘riachtanas eolais’ amháin (féach Ráiteas Rúndachta thíos).
- Má tá cúiseanna réasúnta le h-imní a léiriú faoi aon leanbh/duine óg, mar atá liostaithe thuas, rachaidh an tOifigeach Ainmnithe i dteagmháil leis an Oibrí Sóisialta ar dualgas sa cheantar Tusla ag baint úsáid as an [Fhoirm Thuairisce](#) atá ar fáil ó Tusla.
- Is féidir tuairiscí chuig an Oibrí Sóisialta ar dualgas a bheith ó bhéal ar dtús agus ansin ar an Fhoirm Thuairiscithe Chaighdeánach.
- Ba cheart tuairiscithe a chur chuig Tusla gan rómhoill.
- Mura bhfuil an tOifigeach Ainmnithe nó an Leas-Oifigeach Ainmnithe ar fáil, [téigh i dteagmháil go díreach le hOibrí Sóisialta áitiúil Tusla](#)
- I gcásanna éigeandála taobh amuigh d’uaireanta oibre Tusla, téigh i dteagmháil leis an Gharda Síochána.
- D’fhéadfadh cásanna a bheith ann ina mbeadh sábháilteacht láithreach an linbh/duine óg i mbaol agus bheadh gá teagmháil a dhéanamh go díreach leis an Gharda Síochána.

#### 4. Ráiteas Rúndachta

Táimid tiomanta in IMRAM i dtreo cearta rúndachta daoine a chinntiú. É sin ráite, i gcás cumhdaigh agus leasa leanaí, glacaimid orainn:

- Eolas a roinnt ar bhonn ‘riachtanas eolais’ amháin chun an leanbh/duine óg a chosaint.
- Ní sárú rúndachta atá i gceist nuair atá an t-eolas á roinnt le páirtithe eile ar mhaithe le cumhdach linbh/duine óg.
- **Ní féidir linn rúndacht iomlán a dheimhniú nuair atá leas an linbh/duine óg i mbaol.**
- Tá sé de cheart ag tuismitheoirí/caomhnóirí/daoine fásta freagracha leanaí agus daoine óga a bheith ar an eolas mar gheall ar eolas próbháideach a bheith roinnte agus/nó tuairisc a bheith déanta le Tusla, seachas sa chás go bhféadfadh roinnt an eolais an leanbh/duine óg a chur i mbaol a thuilleadh.
- Ní úsáidfeadh íomhánna de leanaí/daoine óga ar aon chúis gan cead a fháil ar dtús ó thuismitheoirí/caomhnóirí/daoine fásta freagracha. Ní féidir linn a dheimhniú, áfach, nach n-úsáidfeadh ceamaraí nó nach dtógfar físeáin ag léirithe phoiblí.
- Tá na nósanna imeachta maidir le húsáid íomhánna de leanaí/daoine óga ag dul le [Cód Iompraíochta Dochas maidir le hÍomhánna agus Teachtaireachtaí](#)
- Cuirfeadh nósanna imeachta i bhfeidhm maidir le taifeadadh agus stóráil eolais de réir ár bpolasaí rúndachta.

#### 5. Nósanna Imeachta Sábháilte maidir le hEarcaíocht agus Roghnúchán

Cinntoidh Bord Stiúrtha IMRAM go roghnófar agus go ndéanfar maoirseacht ar ár mbaill foirne agus oibríthe deonacha go sábháilte chun timpeallacht slán ealaíne a chur ar fáil do gach leanbh agus duine óg páirteach in imeachtaí IMRAM. Is de réir na ndea-chleachtas seo a leanas a earcaítear agus roghnaítear baill foirne agus oibríthe deonacha:

- Tá sonraí poist agus freagrachtaí ar leith aitheanta agus leagtha amach go soiléir do gach folúntas (íochta nó eile).
- Poist le hIMRAM a bheith fógartha go forleathan.
- Déanfaimid gach iarracht an pearsanra ag a bhfuil na cáilíochtaí cuí is fearr acu a earcú.
- Beidh ar fhoireann IMRAM dul faoi phróisis iarratais.
- Eagraíonn IMRAM imeachtaí go rialta i gcomhar le hÉigse Éireann agus Scéim na Scríbhneoirí sna Scoileanna agus rachaidh gach scríbhneoir páirteach sa Scéim faoi phróisis earcaíochta agus meantóireachta.
- Roghnóidh painéal de bheirt ar a laghad gach ball foirne lánaimseartha IMRAM.
- Tabharfaidh Stiúrthóir Féile Litríochta Gaeilge IMRAM nó Coiméadaí IMRAM na nÓg i gcomhar le Bord Stiúrthóirí IMRAM cuireadh d’ealaíontóirí a bheith páirteach in imeachtaí IMRAM.

- Ní earcófar aon duine a mheasfaí a bheith mar ‘riosca’ agus bheadh na cásanna seo a leanas san áireamh:
  - aon chiontuith a bhaineann le leanaí ina leith
  - diúltú foirm iarratais agus foirm dhearbhaithe a shíniú
  - gan a dhóthain fianaise dhoiciméadach aitheantais a bheith ar fáil
  - eolas a cheilt ar oiriúnacht dhuine a bheith ag obair le leanaí
- Beidh tréimhse phromhaidh chúí (trí mhí) i bhfeidhm d’fhoireann IMRAM.
- Beidh ar bhaill foirne agus oibrithe deonacha cuí toiliú tabhairt faoi Ghrinnfhiosrúcháin an Gharda Síochána agus lorgófar é seo i gcomhar le hÉigse Éireann atá mar an eagraíocht údaraithe chláraithe grinnfhiosrúcháin d’IMRAM.

## 6. Bainistíocht Shábháilte Foirne

### Chun leanaí, daoine óga agus baill foirne a chosaint, caithfidh baill foirne, oibrithe deonacha agus ealaíontóirí cuí

- a bheith curtha ar an eolas faoi Chód Iompair, Oifigeach Ainmnithe agus Ról an Oifigigh Ainmnithe agus Nósanna Imeachta IMRAM maidir le cosaint leanaí;
- *Polasaí um Chumhdach agus Leas Leanaí agus Daoine Óga IMRAM* a bheith léite acu;
- tabhairt faoi Ghrinnfhiosrúcháin an Gharda Síochána.

### D’fhostaithe IMRAM agus d’oibrithe deonacha cuí:

- cuirfear ar fáil oiliúint ar chumhdach leanaí i gcomhpháirt le hÉigse Éireann (beidh ar oibrithe deonacha nach mbeidh ar fáil don oiliúint pácaiste eolais ar pholasaithe agus nósanna imeachtaí na heagraíochta maidir le cumhdach leanaí a léamh);
- caithfear tabhairt faoi Ghrinnfhiosrúcháin an Gharda Síochána.

*Tabhair faoi deara: aontóidh saorealaíontóirí cloí le Polasaí um Chumhdach agus Leas Leanaí agus Daoine Óga IMRAM, agus/nó caithfidh a bpolasaithe féin a bheith de réir treoirlínte IMRAM.*

## 7. Páirtíocht Daoine Fásta Freagracha agus Roinnt Eolais

Tá Bord Stiúrtha IMRAM tiomanta i dtreo tús áite a thabhairt do leas an linbh/duine óg agus chun sin a bhaint amach:

- Oibreoimid leis an múinteoir/leabharlannaí/duine freagrach fásta nó déanfaimid teagmháil le Tusla/an Gharda Síochána nuair atá imní ann faoi chumhdach agus leas linbh/duine óg.
- Oibreoimid i gcomhpháirtíocht le daoine fásta freagracha de réir na dtreoirlínte atá leagtha amach ag IMRAM chun sábháilteacht leanaí a chinntiú.

Glacfaimid orainn féin:



- Múinteoirí/leabharlannaithe/daoine fásta freagracha a chur ar an eolas faoinár bpolasaí um chumhdach leanaí.
- Múinteoirí/leabharlannaithe/daoine fásta freagracha a chur ar an eolas faoinár n-imeachtaí agus imeachtaí ábhartha beartaithe.
- Conradh/Foirmeacha Toilithe a eisiú nuair is cuí.
- Cloí le cleachtais maidir le sláinte agus sábháilteacht.
- Polasaithe leanbháraithe a chur i bhfeidhm de réir dea-chleachtais.
- A chinntiú, a oiread agus is féidir, go bhfuil imeachtaí IMRAM na nÓg go léir aoisoiriúnach.
- Éascú a dhéanamh agus spreagadh a thabhairt do rannpháirtíocht mhúinteoirí/leabharlannaithe/daoine fásta freagracha, nuair is cuí.

Má tá imní orainn faoi leasa an linbh/duine óg:

- Freagróimid do riachtanais an linbh/duine óg.
- Cuirfimid múinteoirí/leabharlannaithe/daoine fásta freagracha ar an eolas ar bhonn leanúnach seachas sa chás go gcuirfeadh gníomh mar seo an leanbh/duine óg i mbaol.
- Nuair atá imní maidir le cumhdach agus leas an linbh/duine óg, is gá dúinn an imní seo a chur ar aghaidh chuig Oibrí Sóisialta Tusla atá ar dualgas agus i gcás éigeandála, chuig an Gharda Síochána
- I gcás gearáin in aghaidh ball foirne, cinnteoidimid sábháilteacht an linbh/duine óg láithreach agus leanfaimid na nósanna imeachta leagtha amach thíos faoi 'Déileáil le Droch-Chleachtas agus Líomhaintí in aghaidh Baill Foirne'.

## **8. Ag Déileáil le Droch-Chleachtas agus Líomhaintí in aghaidh Baill Foirne**

Sa chás is go mbíonn líomhain déanta in aghaidh ball foirne, tá dhá nós imeachta ar leith a chaithfear a leanúint:

### **A) An nós imeachta tuairiscithe a bhaineann leis an leanbh/duine óg**

### **B) An nós imeachta a bhaineann le deileáil leis an mball foirne sa chás is go bhfuil IMRAM ag plé go díreach leis an líomhain**

- Is é/í an tOifigeach Ainmnithe a bheas ag déileáil le ceistanna a bhaineann leis an leanbh/duine óg
- Is é/í an Leas-Oifigeach Ainmnithe i gcuideachta le Bord Stiúrtha IMRAM a bheas ag déileáil le ceistanna a bhaineann leis an oibrí

Sa chás is go bhfuil an Scoil/Leabharlann ag déileáil leis an líomhain:

- Is é/í Oifigeach Ainmnithe na Scoile/Leabharlainne a bheas ag déileáil le ceistanna a bhaineann leis an leanbh/duine óg.
- Is é/í Leas-Oifigeach Ainmnithe na Scoile/Leabharlainne i gcuideachta le Cathaoirleach Bhord Stiúrtha IMRAM a bheas ag déileáil le ceistanna a bhaineann leis an oibrí.



Caithfear a chinntiú ar an chéad dul síos nach bhfuil aon riosca, a d'fhéadfadh a sheachaint, ag dul don leanbh/duine óg

- Má tá líomhaintí déanta in aghaidh an Oifigigh Ainmnithe, téigh i dteagmháil leis an Leas-Oifigeach Ainmnithe.
- Leanfar na Nósanna Imeachta Tuairiscithe mar atá leagtha amach anseo i gCuid a 3 thuas.
- Caithfear tuismitheoirí/caomhnóirí/daoine fásta freagracha agus leanaí/daoine óga (aoisoiriúnach) a chur ar an eolas mar gheall ar ghníomhaíochtaí tógtha agus beartaithe.
- Cuirfear an ball foirne ar an eolas a luaithe is féidir go bhfuil líomhain déanta ina (h)aghaidh agus an cineál líomhain atá déanta.
- Tugfar deis don mball foirne freagra a thabhairt.
- Cuirfear Cathaoirleach Bhord Stiúrtha IMRAM ar an eolas a luaithe is féidir.
- Is i gcomhar le Tusla agus an Gharda Síochána a thógfar aon ghníomh maidir le líomhain faoi mhí-úsáid déanta in aghaidh ball foirne.
- I ndiaidh comhairliúcháin, cuirfidh Cathaoirleach an Bhoird comhairle ar an duine atá cúisithe agus leanfar nósanna imeachta aontaithe.
- Leanfaidh Bord Stiúrtha IMRAM dea-chleachtas chomh maith agus rachaidh siad i dteagmháil le foireann Tusla atá páirteach le hadmháil a thabhairt agus le cinntiú go bhfuil an imní faighte acu.
- Rachaidh an tOifigeach Ainmnithe i mbun gnímh de réir riachtanais an róil leis an duine atá cúisithe agus cuirfidh siad an Scoil/Leabharlann ar an eolas go bhfuil na nósanna imeachta seo á leanúint.

## **9. NÓSANNÁ IMEACHTA MAIDIR LE GEARÁIN AGUS TIMPISTÍ**

- Cuirfear freagra ar ghearáin/tráchtanna taobh istigh de thrí seachtaine.
- Beidh sé mar dhualgas ar an Oifigeach Ainmnithe, Siobhán Nic Gaoithín, aon ghearáin/tráchtanna a chur ar aghaidh chuig an duine cuí.
- Déanfar taifead d'aon ghearáin ó bhéal agus cuirfear freagra orthu.

**NÓSANNÁ IMEACHTA MAIDIR LE TIMPISTÍ** (*Ní bheidh sé seo i gcónaí infheidhme ach nuair atá, cuirfear na nósanna imeachta seo a leanas i bhfeidhm*)

- Beidh ar eagraíochtaí seachtracha fianaise a chur ar fáil go bhfuil árachas dliteanais phoiblí acu.
- Beidh boscaí garchabhracha ar fáil agus déanfar iad a athstocáil go minic.
- Beidh fáil ar gharchabhair de réir nósanna imeachta na scoile/leabharlanna/ionad óstála.
- Beidh fáil go héasca ar bhoscaí garchabhracha agus leabhair theagmhais agus beidh siad lipéadaithe go soiléir.
- Cuirfear comhairle ar leanaí/daoine óga maidir le haon riosca a bhaineann le hábhair dhainséaracha.

- Má bhíonn riosca ag baint le haon treallamh in úsáid, déanfar taifid agus cur síos ar na céimeanna chun an riosca sin a laghdú.
- Nuair is cuí, tógfaidh IMRAM freagracht maidir le garchabhair ar aon turais.

*Tabhair faoi deara: caithfear taifead a dhéanamh d'aon eachtraí/timpistí a bhaineann le leanáí agus caithfear an bhainistíocht a chur ar an eolas a luaithe is féidir.*

## 10. Ag Déileáil le Leanáí Cailte

Seo treoirínte ginearálta maidir le déileáil le leanáí atá cailte. Baineann siad seo le himeachtaí in ionaid IMRAM agus le himeachtaí seachtracha:

- Cé go moltar nár chóir d'fhostaí/oibrí deonach nó ealaíontóir a bheith ar a n-aonar le haon leanbh/duine óg, aithnítear nuair atá leanbh cailte agus ar strae, go gcaithfidh an fostaí déileáil leis an gcás láithreach.
- Má tá leanbh cailte, ba cheart don fhostaí fiafraí don leanbh cá háit a bhfuil na tuismitheoirí/duine fásta freagrach agus iarraidh ar an leanbh é/í a thabhairt chucu.
- Má aimsíonn an fostaí na tuismitheoirí/duine fásta freagrach, ba cheart don fhostaí a chur in iúl dóibh go bhfuil sé de dhualgas orthu súil a choinneáil ar an leanbh agus iad san fhoirgneamh.
- Mura n-éiríonn leis an bhfostaí na tuismitheoirí/duine fásta freagrach a aimsiú san fhoirgneamh, ba cheart don fhostaí an leanbh cailte a thabhairt go dtí an bpríomhdheasc fáiltithe.
- Níor cheart don fhostaí, i gcás ar bith, an leanbh a thabhairt isteach in oifig/seomra folamh.
- Más gá, cuir fios ar an Gharda Síochána agus cuir ar an eolas iad faoin gcás.
- Má tá an fostaí ina aonar leis an leanbh, caithfidh sé/sí dul i dteagmháil le comhghleacaí chun fanacht ina dteannta go dtí go n-aimsítear na tuismitheoirí/duine fásta freagrach nó go dtagann na Gardaí.

## 11. Cur i bhFeidhm:

Aithnímid gur próiseas leanúnach é seo. Tá IMRAM tiomanta don *Pholasaí um Chumhdach agus Leas Leanáí agus Daoine Óga* seo agus na nósanna imeachta atá leagtha amach chun sábháilteacht agus cosaint leanáí agus daoine óga a chinntiú.

Chuipe sin, déanfar athbhreithniú orthu uair amháin in aghaidh na bliana chun aon athruithe sa reachtaíocht a chur san áireamh agus chun dea-chleachtas a dheimhniú.

**Oifigeach Teagmhála Ainmnithe:** Majella Ní Chríocháin, Bainisteoir IMRAM  
353879776852 [majella@imram.ie](mailto:majella@imram.ie)

### Leas-Oifigigh Teagmhála Ainmnithe:

Liam Carson, Stiúrthóir IMRAM, +353 872912797, [liamog62@mac.com](mailto:liamog62@mac.com)

Cathal Portéir, Cathaoirleach IMRAM 086-3375927

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# **IMRAM**

## **FÉILE LITRÍOCHTA GAEILGE**

### **Policy for the Protection and Welfare of Children and Young People**

#### **Contents:**

- 1. Child Safeguarding Statement**
- 2. Code of Behaviour for Staff, Volunteers and Artists**
- 3. Reporting Procedures**
- 4. Confidentiality Statement**
- 5. Safe Recruitment and Selection Procedures**
- 6. Safe Management of Staff**
- 7. Responsible Adult Involvement and Sharing of Information**
- 8. Dealing with Incidences of Poor Practice and Allegations  
against Staff**
- 9. Complaints and Accidents Procedure**
- 10. Dealing with Lost Children**
- 11. Implementation**

## 1. IMRAM Child Safeguarding Statement 2019

IMRAM in accordance with our *Policy for the Protection and Welfare of Children and Young People* and our legislative requirements have agreed this Child Safeguarding Statement which is binding on all employees. IMRAM is committed to the safeguarding of children and young people by ensuring that all elements of our artistic and educational programme and all our activities take place in safe and secure environments.

### **IMRAM services:**

IMRAM organise a dedicated annual Irish language literature and arts festival called 'IMRAM na nÓg' every autumn and occasional events for children and young people in conjunction with other organisations including Dún Laoghaire Rathdown County Council, Glór na nGael, Poetry Ireland and Foras na Gaeilge. Children and young people as well as writers, artists, facilitators, teachers and families participate in the events which take place in schools, libraries and other venues across Dublin.

### **Procedures in Place to Manage Risk:**

We have completed a Risk Assessment of the potential for harm to children when they are participating in our festival and attending our activities by identifying risk of harm and procedures and guidelines in place to address risk of harm. The following procedures were identified in this Risk Assessment to safeguard children availing of our services:

### ***Policy for the Protection and Welfare of Children and Young People and Vetting Policy* which include:**

- Code of behaviour
- Guidance for reporting allegations or concerns of abuse by staff or employees
- Recruitment and selection procedures for new staff

**Designated Officer appointed:** Majella Ní Chríocháin [majella@imram.ie](mailto:majella@imram.ie)

**Deputy Designated Officers appointed:** *Liam Carson*, [liamog62@mac.com](mailto:liamog62@mac.com), Cathal Portéir,  
[cathalpoirteir@gmail.com](mailto:cathalpoirteir@gmail.com) Cathaoirleach IMRAM,

Our Child Safeguarding Statement had been prepared in accordance with the legislative requirements contained in the Children First Act 2015. This statement will be reviewed every 12 months.

**Signed:** \_\_\_\_\_

**Chairperson, IMRAM Board of Directors**

**Date:** \_\_\_\_\_

## **IMRAM - Policy for the Protection and Welfare of Children and Young People**

We in IMRAM are committed to a child-centred 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 will adhere to the *Children First: National Guidelines for the Protection and Welfare of Children* by having and implementing procedures covering:

- **Code of behaviour for staff, volunteers and artists**
- **Reporting procedures**
- **Confidentiality statement**
- **Safe recruitment and selection procedures**
- **Safe management of staff**
- **Responsible adult involvement and sharing of information:**
- **Dealing with Incidences of poor practice and allegations against staff**
- **Complaints and Accidents Procedure**
- **Dealing with Lost Children**
- **Implementation**

### **2. Code of behaviour for staff, volunteers and artists:**

#### **Child-centred approach:**

- The well-being and safety of the child and young person is the priority of all IMRAM activities.
- All children and young people are treated equally with respect and dignity.
- All children and young people are treated as individuals.
- Appropriate language (physical and verbal) is always used.
- Freedom of expression and participation in decision making is allowed, as appropriate.
- Encouragement and support is given to children and young people and constructive feedback, when necessary.
- Differences of ability, language, culture, religion, race and sexual orientation is respected.
- Awareness is given to a child's/young person's time limitations e.g. school/exams when scheduling rehearsals/activities
- Contracts/agreements are in place with school/library/host organisation
- No artist, volunteer or IMRAM staff member should be left alone with a child at any time
- All children must be supervised by a staff member, teacher, guardian, volunteer or parent throughout the duration of all IMRAM na nÓg events.

**Inappropriate behaviour:**

- Offensive or sexually suggestive physical and/or verbal language is not used/allowed.
- Do not single out a particular child/young person (for unfair favouritism, criticism, ridicule, or unwelcome focus or attention).
- Do not allow/engage in inappropriate touching of any form.
- Do not hit or physically chastise children/young people.
- Do not socialise inappropriately with children/young people e.g. outside of structured IMRAM activities.
- Do not engage inappropriately with children/young people in writing, on line or on social media.
- Agreement on behaviour and related sanctions, as appropriate, to be discussed with teachers/parents/responsible adults at IMRAM events.

**Physical Contact**

- Respect the personal space of children and young people.
- Seek consent of child/young person in relation to physical contact to support/help a child (except in an emergency if a child is in danger).
- Avoid horseplay and inappropriate touch is not permitted.
- Check with children/young people about their level of comfort when doing touch exercises.

**Health and Safety**

- Don't leave children unattended or unsupervised.
- Manage any dangerous materials.
- Provide a safe environment.
- In the case of an accident, school/library/venue accident procedures should be followed accordingly.



### 3. Reporting Procedures

#### Role and responsibility of Designated Officer

The Designated Officer is the main point of contact where there is an issue or concern about any aspect of a child's or young person's safety and welfare. It is their responsibility to advise staff and volunteers about policy and procedures in relation to child protection and to ensure that procedures are followed. The Designated Officer and Deputy Officers will support and advise staff in the event of a concern regarding child protection and welfare.

It is also their responsibility to liaise with Tusla or Gardaí where appropriate.

- **The Designated Officer for IMRAM** is Majella Ní Chríocháin, Manager IMRAM who can be contacted at +353 879776852 and [majella@imram.ie](mailto:majella@imram.ie)
- **The Deputy Designated Officers are:**  
Liam Carson, Director of IMRAM who can be contacted at +353 872912797, [liamog62@mac.com](mailto:liamog62@mac.com)  
In the event that Liam Carson is unavailable, contact  
Cathal Portéir, Chair of IMRAM 086-3375927 [cathalpoirteir@gmail.com](mailto:cathalpoirteir@gmail.com)

*Note: When organising events in schools and libraries, every school and library will also have a Designated Officer, who can be contacted as necessary.*

#### The following would constitute reasonable grounds for concern:

- specific indication from the child or young person that s/he has been abused.
- an account by a person who saw the child/young person being abused.
- evidence, such as an injury or behaviour, which is consistent with abuse and unlikely to be caused another way.
- an injury or behaviour which is consistent both with abuse and with 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 child is suffering from emotional or physical neglect.

#### What an employee/artist/volunteer should do:

If the concern is about a child/young person you meet while working at an IMRAM event in a school/library/other venue, you do the following:

- You must speak to the teacher/librarian or responsible adult.
- Make a written record of the concern (see General Tusla Guidelines below).
- If a report is made to the Designated Officer in the school/library you must then contact IMRAM's Designated Officer and give a general outline of the procedures completed in the school/library.
- Although other staff in the local organisation will be the one passing the concern onto Tusla, you should be aware that the Tusla Social Worker may contact you to hear your direct observations or what the child/young person said to you.

### **General Tusla Guidelines:**

- Make a written record of the concern, including the date, time and people involved in the concern/disclosure, for example in an incident book.
- Information recorded should be factual.
- Any opinions recorded should be supported by facts.
- Inform the Designated Officer or, if unavailable, their Deputy.
- The most appropriate person should discuss the concern/disclosure or consult with parents/carers/responsible adults.
- Parents/carers/responsible adults should be told of a report to Tusla unless it is likely to put the child/young person at further risk.
- The Designated Officer may contact the Tusla Social Work Department for an informal consultation prior to making a report.
- Information will be shared on a strictly 'need to know' basis (see Confidentiality Statement below).
- If there are reasonable grounds for concern as outlined above, the Designated Officer will contact the Duty Social Worker in Tusla area using [the standard reporting form](#) available from Tusla.
- Reports to the Duty Social Worker can be made verbally initially and then followed by the standard reporting form.
- Reports should be made to Tusla without delay.
- If the Designated Officer/deputy is not available then [contact the local Tusla Social Worker directly](#).
- In emergencies which are out of Tusla Social Work hours then contact the Gardaí.
- There may be situations which threaten the immediate safety of a child/young person where it may be necessary to contact the Gardaí.

#### 4. Confidentiality Statement:

We in IMRAM are committed to ensuring people's rights to confidentiality. However, in relation to child protection and welfare we undertake that:

- Information will only be passed on, on a 'need to know' basis in order to safeguard the child/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.**
- Parents/carers/responsible adults, children and young people have a right to know if personal information is being shared and/or a report is being made to Tusla, unless doing so could put the child/young person at further risk.
- Images of a child/young person will not be used for any reason without the consent of the parent/guardian/responsible adult (however, we cannot guarantee that cameras/videos will not be used at public performances).
- Procedures around the use of images of children/young people follow the [Dochas Code of conduct on Images and Messages](#).
- Procedures will be put in place for the recording and storing of information in line with our confidentiality policy.

#### 5. Safe Recruitment and Selection Procedures:

IMRAM Board of Directors will ensure that our staff and volunteers are carefully selected and supervised to provide a safe artistic environment for all children and young people participating in IMRAM events. It is good practice that staff and volunteers are recruited along the following lines:

- There are clearly defined roles and responsibilities for every vacancy (paid or otherwise).
- IMRAM staff posts advertised widely.
- We will endeavour to select the most suitably qualified personnel.
- IMRAM staff will be required to go through an application process.
- IMRAM run regular events in conjunction with Poetry Ireland, Writers in Schools Scheme (WIS), and all WIS artists will undergo a recruitment and mentoring process.
- IMRAM full-time staff will be selected by a panel of at least two.
- Artists will be invited by IMRAM Féile Litríochta Gaeilge's director, or by the curator of IMRAM na nÓg in consultation with IMRAM's Board of Directors, to participate in IMRAM events.
- No person who would be deemed to constitute a 'risk' will be recruited. Some of the exclusions would include:
  - any child related conviction
  - refusal to sign application form and declaration form
  - insufficient documentary evidence of identification

- concealing information on one's suitability to working with children
- There will be a relevant probationary period (three months) for IMRAM staff.
- All relevant IMRAM employees and volunteers will be required to consent to Garda Vetting, and this will be sought with the co-operation of Poetry Ireland who are the authorised registered organisation for IMRAM.

## **6. Safe Management of Staff**

### **To protect children, young people and staff, all relevant staff, volunteers and artists will:**

- be made aware of IMRAM's Code of Conduct, Designated Officer and their role, and the Child Protection Procedures;
- be expected to have read IMRAM's *Policy for the Protection and Welfare of Children and Young People*;
- will undergo Garda Vetting.

### **All IMRAM employees and relevant volunteers will:**

- be offered child protection training in conjunction with Poetry Ireland (volunteers not available for training will be required to read an information pack on the organisation's child protection policies and procedures);
- will undergo Garda Vetting.

*Note: Freelance artists will agree to abide by IMRAM's 'Policy for the Protection and Welfare of Children and Young People', and/or their own policy must be consistent with the IMRAM guidelines.*

## **7. Responsible Adult Involvement and Sharing of Information:**

The IMRAM Board of Directors are committed to putting the interest of the child/young person first. To that end we will:

- Work with the teacher/librarian/responsible adult or contact Tusla/Gardaí where there is a child protection welfare concern.
- Work in partnership with responsible adults under the guidelines set out by IMRAM to ensure the safety of children.

We undertake to:

- Inform teachers/librarians/responsible adults of our child protection policy.
- Inform teachers/librarians/responsible adults and schools of all relevant IMRAM activities and potential activities.
- Issue contact/consent forms where relevant.
- Comply with health and safety practices.
- Operate child-centred policies in accordance with best practice.
- Ensure as far as possible that all activities are age appropriate.

- Encourage and facilitate teacher/ librarian/responsible adult involvement where appropriate.

If we have concerns about the welfare of the child/young person we will:

- Respond to the needs of the child or young person.
- Inform the teachers/librarians/ responsible adults on an ongoing basis unless this action puts the child or young person at risk.
- Where there are child protection and welfare concerns we are obliged to pass these on to the Tusla 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 child/young person and follow the procedures outlined below in 'Incidences of poor practice and allegations against staff'.

## **8. Dealing with Incidences of poor practice and allegations against staff**

In the event of an allegation against staff, there are two separate procedures to be followed:

**A) The reporting procedure in respect of the child/young person.**

**B) The procedure for dealing with the worker in the event that the allegation is being directly dealt with by IMRAM:**

- The Designated Officer will deal with issues related to the child/young person.
- The Deputy Designated Officer will deal with issues related to the worker in liaison with the IMRAM Board of Directors.

In the event that the allegation is being dealt with by the school/library:

- The school/library Designated Officer will deal with issues related to the child/young person.
- The deputy Designated Person will deal with issues related to the worker in liaison with the Chairperson of IMRAM Board of Directors.

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

- If allegations are made against the Designated Officer then contact the Deputy Designated Officer
- The reporting procedures as outlined under Section 3 of these guidelines will be followed
- Parents/carers/responsible adults and child/young person (age appropriate) should be informed of actions planned and taken
- The staff member will be informed as soon as possible that an allegation has been made against him/her and the nature of the allegation
- The staff member will be given the opportunity to respond
- The Chairperson of the IMRAM Board of Directors will be informed as soon as possible

- Any action following an allegation of abuse against an employee will be taken in consultation with Tusla and Gardaí
- After consultation, Chairperson will advise person accused and agreed procedures will be followed
- The IMRAM Board of Directors will also follow good practice and contact the Tusla team involved, acknowledging and ensuring that the concern has been received
- The Designated Officer will act in accordance with their role with the person against whom the allegation was received and inform the school/library that these procedures are being followed.

## **9. Complaints and Accidents procedures:**

- Complaints/comments will be responded to within three weeks.
- The Designated Officer, Siobhán Nic Gaoithín will have responsibility for directing complaints/comments to the appropriate person.
- Verbal complaints will be logged and will be responded to.

**Accidents Procedure** (*This may not always be applicable, but in the event that it is, the following procedure will apply*).

- Outside organisations will be required to provide proof that they have public liability insurance.
- First aid boxes will be available, and regularly restocked.
- Availability of first aid will be in accordance with the school/library/host organisation.
- Incident books and first aid boxes will be clearly labelled and easily available.
- Children and young people will be advised of risks of any dangerous materials.
- Details of risky equipment used will be recorded and steps taken to minimise risk.
- Where applicable responsibility for first-aid on trips will be taken by IMRAM.

*Note: All incidents/accidents regarding children should be recorded and reported to management as soon as possible.*

## **10. Dealing with Lost Children:**

The following are general guidelines for dealing with children who are lost. These apply both to events at an IMRAM venue or at external events:

- While it is recommended that an employee/volunteer or artist should not be alone with a child or young person, it is recognised that where a child is lost and wandering around, an employee must deal with that situation immediately.
- If a child is lost, the employee should ask the child where their parent or adult responsible for them is and ask that the child bring the employee to them.
- If the employee locates the parent/adult, they should be advised that while the child is on the premises, they must ensure that the child remains supervised.

- If the employee cannot locate the parent/adult, in the building, the employee should bring the lost child to the main reception desk.
- Under no circumstances should an employee bring any child into an empty office or room.
- If necessary, contact the Gardai and advise them of the situation.
- If alone with a child, the employee must contact a colleague to remain with them, until either the parent/guardian returns or the Gardai arrive.

## **11. Implementation:**

We recognise that this is an ongoing process. IMRAM is committed to this *Policy for the Protection and Welfare of Children and Young People* and the procedures outlined to ensure the safety and safeguarding of children and young people.

These guidelines therefore will be reviewed annually to include any changes to legislation and to ensure best practice.

**Designated Officer:** Majella Ní Chríocháin Manager of IMRAM 087 9776852  
[majella@imram.ie](mailto:majella@imram.ie)

### **Deputy Designated Officers:**

Liam Carson, Stiúrthóir IMRAM, +353 872912797, [liamog62@mac.com](mailto:liamog62@mac.com)

Cathal Portéir, Chair of IMRAM 086-3375927

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