

Little Red Kettle

Child Safeguarding Policy and Procedures

Document Control

Organisation: Little Red Kettle

Document Title: Child Safeguarding Policy and Procedures

Effective Date: January 2026

Review Date: December 2026

Approved By: Little Red Kettle Management

Related Documents: Child Safeguarding Statement, Risk Assessment, Code of Behaviour, Complaints Procedure

1. Policy Statement

Little Red Kettle is committed to safeguarding and promoting the welfare, safety, and wellbeing of all children and young people involved in our activities.

We recognise that children have the right to be protected from harm, abuse, neglect, exploitation, bullying, and unsafe practices. We are committed to creating safe, inclusive, respectful, and supportive environments in accordance with:

- Children First Act 2015
- Children First: National Guidance for the Protection and Welfare of Children
- Tusla safeguarding requirements
- Relevant data protection and equality legislation

This policy applies to employees, volunteers, facilitators, artists, board members, contractors, partner organisations, and any adult acting on behalf of Little Red Kettle.

2. Purpose of this Policy

The purpose of this policy is to:

- Promote the safety and welfare of children
- Outline safeguarding responsibilities
- Provide procedures for recognising and reporting concerns
- Establish safe working practices
- Reduce the risk of harm to children
- Support staff and volunteers in safeguarding practice

3. Scope

This policy applies to all activities involving children and young people, including:

- Workshops and creative programmes
- Performances and rehearsals
- Outreach and community engagement
- Youth participation projects
- Online and digital activities
- Public events and festivals
- School and partnership programmes
- Photography and media activities
- Transport and off-site activities where applicable

4. Principles

Little Red Kettle is committed to the following safeguarding principles:

- The welfare of the child is paramount
- Every child has the right to be safe and heard
- All concerns are taken seriously
- Safeguarding is everyone's responsibility
- Children are treated with dignity and respect
- Inclusive practice is promoted
- Confidentiality is respected appropriately
- Concerns are responded to promptly and appropriately

5. Roles and Responsibilities

Management is responsible for ensuring safeguarding procedures are implemented, supporting safeguarding culture and training, reviewing policies annually, and appointing safeguarding personnel.

The Designated Liaison Person (DLP) is responsible for receiving safeguarding concerns and disclosures, consulting with Tusla, making reports where appropriate, and maintaining confidential records.

All staff and volunteers must follow safeguarding procedures, maintain professional boundaries, report concerns immediately, participate in safeguarding training, and promote safe environments.

6. Recruitment and Selection Procedures

Little Red Kettle is committed to safe recruitment practices.

Measures include:

- Garda vetting where required
- Reference checks
- Appropriate interview processes
- Role descriptions outlining safeguarding responsibilities
- Signing of codes of conduct
- Induction and safeguarding guidance

No individual may work unsupervised with children until recruitment procedures are complete.

7. Code of Behaviour

Adults working with children must:

- Treat children with respect and fairness
- Use appropriate language and behaviour
- Avoid favouritism
- Maintain appropriate boundaries
- Promote inclusion and participation
- Report concerns promptly

Adults must not:

- Engage in inappropriate physical contact
- Use abusive, humiliating, or discriminatory language
- Be alone unnecessarily with a child
- Communicate privately with children through personal social media
- Take photographs without consent
- Engage in bullying or intimidation

8. Supervision and Safe Management of Activities

Little Red Kettle will ensure:

- Appropriate supervision ratios
- Attendance and sign-in procedures
- Clear collection arrangements
- Safe physical environments
- First aid and emergency procedures
- Risk assessments for activities and venues

Where possible:

- Activities should take place in open or observable spaces
- Two adults should be present for higher-risk activities
- One-to-one situations should be avoided unless necessary

9. Online Safety and Digital Communication

Online engagement must be managed safely.

Procedures include:

- Use of approved communication platforms
- Group-based communication where possible
- Parental awareness and consent
- Appropriate moderation of online sessions
- No private messaging between staff and children
- Secure handling of digital content and recordings

Cyberbullying, inappropriate online behaviour, or digital safeguarding concerns must be reported immediately.

10. Photography and Media

Little Red Kettle recognises the importance of protecting children's privacy.

Procedures include:

- Written consent for photography or filming
- Appropriate use of images
- Secure storage of media
- No identifying personal information shared without consent
- Use of approved organisational devices where possible

11. Recognising Child Welfare or Protection Concerns

Concerns may arise from:

- Direct disclosure by a child
- Observation of behaviour or injuries
- Information from another person
- Online interactions
- Patterns of behaviour or neglect

Recognition of a concern does not require proof.

12. Responding to a Disclosure

If a child discloses abuse or harm:

Do:

- Stay calm
- Listen carefully

- Reassure the child they have done the right thing
- Record the information accurately
- Report the concern to the DLP promptly

Do Not:

- Promise secrecy
- Ask leading questions
- Investigate the concern yourself
- Express shock or disbelief
- Delay reporting

13. Reporting Procedures

All safeguarding concerns must be reported to the Designated Liaison Person without delay.

The DLP will:

- Assess the concern
- Consult with Tusla where necessary
- Make a formal report where appropriate
- Maintain confidential documentation

Emergency situations involving immediate danger should be reported to:

- An Garda Síochána (999 / 112)
- Tusla Child and Family Agency

14. Confidentiality and Record Keeping

Safeguarding information will:

- Be shared only on a need-to-know basis
- Be stored securely
- Be managed in line with GDPR requirements
- Be retained appropriately

Safeguarding records are confidential and accessible only to authorised personnel.

15. Complaints and Allegations Against Staff or Volunteers

Concerns or allegations involving adults working with children will be handled promptly, fairly, confidentially, and in line with Children First guidance.

Protective measures may be implemented while concerns are being assessed.

16. Anti-Bullying Commitment

Little Red Kettle does not tolerate bullying.

This includes:

- Physical bullying
- Emotional bullying
- Verbal abuse
- Social exclusion
- Cyberbullying
- Discriminatory bullying

All bullying concerns will be addressed promptly and appropriately.

17. Training and Awareness

Safeguarding awareness and guidance will be provided regularly.

Training may include:

- Children First awareness
- Reporting procedures
- Online safety
- Appropriate boundaries
- Inclusion and behaviour management

18. Review and Monitoring

This policy will be reviewed annually, updated following legislative changes, incidents, or organisational changes, and communicated to all relevant personnel.

19. Key Contacts

Designated Liaison Person (DLP)

Name: ELMÉR CHEAM

Role: Director of Programming

Email: elmer@littleredkettle.ie

Phone: 051 349800

Deputy Designated Liaison Person

Name: NICOLA BUTLER

Role: Admin Assistant

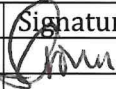
Email: nello@littleredkettle.ie

Phone: 051 349800

Relevant External Contacts
 Tusla Child and Family Agency
 Website: www.tusla.ie

An Garda Síochána
 Emergency: 999 / 112

20. Approval

Name	Role	Signature	Date
SINEAD CROWW	CHAIRPERSON		28/01/2026

Appendix A – Incident Reporting Template

Date	Person Reporting	Concern / Incident	Action Taken	Follow-Up

Appendix B – Safeguarding Checklist

Item	Status
Staff trained in safeguarding	Done
Garda vetting completed	Yes
Consent forms updated	Yes
Risk assessments completed	Yes (for all individual progs)
Incident procedures reviewed	✓
Online safety guidance reviewed	✓
DLP details communicated	✓