

## 1. Document Details

|                    |  |
|--------------------|--|
| <i>Title:</i>      | Policy Document - Child Safeguarding Statement & Risk Assessment |
| <i>Author(s):</i>  | Centre Manager, Cosmos Education CLG                             |
| <i>Version No:</i> | 2  |
| <i>Status:</i>     | Final  |

Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

## 2. Revision History

| Version | Revision Date     | Summary of Changes  | Changes tracked? |
|---------|-------------------|---|------------------|
| 1       | April 2018        | Creation of the CEL Child Safeguarding Statement & Risk Assessment Policy | Y                |
| 2       | April & June 2018 | Presentation to the Board for review                                      | Y                |
| 3       | Nov 2018          | CEL Board Approval  | Y                |

## 3. Relevant Existing/Related Documents

Child Safeguarding & Risk Assessment, Child Protection Policy.

## 4. Approvals

This document requires following approvals (in order where applicable):

| Name                   | Date      | Details of Approval Required                   |
|------------------------|-----------|--|
| Education & H&S Teams  | Nov 2017  | Reviews with BCO Teams following consultation. |
| Cosmos Education Board | 7/6/2018  | Review by CEL Board for Approval               |
| Cosmos Education Board | 1/11/2018 | Compete Procedural Review by CEL Board         |

## 5. Consultation History

This document has been prepared in consultation with the following bodies:

Science Foundation Ireland, Child Safeguarding Statement 2018; Children First Guidance, 2017; Tusla Guidance on the preparation of Child Safeguarding Statements.

## Cosmos Education CLG

Directors: N. Smith • M. Loftus • A. O' Halloran • G O' Donovan • O. Flynn • J. O' Riordan

Tel: +353 (21) 432 6120 • Email: info@bco.ie • Registered in Ireland: Company Number 451645 • Registered Charity #CHY 18134

Registered Address: CIT Blackrock Castle Observatory, Castle Road, Blackrock, Cork, Ireland, T12YW52



## CHILD SAFEGUARDING STATEMENT COSMOS EDUCATION CLG

### 1. About:

CIT Blackrock Castle Observatory (BCO) is managed by Cosmos Education CLG (CEL); a wholly owned subsidiary company of Cork Institute of Technology. The Management Company operates the science and visitor centre at Blackrock Castle from a building owned by Cork City Council and under a license agreement with Cork City Council. The courtyard is a public area shared with Peapod Ltd. trading as The Castle Café under a lease with Cork City Council.

BCO – [www.bco.ie](http://www.bco.ie) is a science and discovery centre housed in an iconic 16th century landmark on Cork's inner harbour. Opened to the public in 2007, in 2018 BCO celebrates 11 years communicating STEM through the inspirational themes of astronomy and space; over that time over 1 million people have engaged with the work of the award-winning centre on explorations of contemporary science and technology.

BCO's mission is to affect positive change in attitudes toward science, technology, engineering and maths in Ireland, and be recognised and respected as a centre of excellence in scientific research, education and outreach. To achieve this, it incorporates several different approaches into its planning:

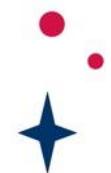
- \* by developing innovative programmes which increase STEM awareness
- \* by collaborating with governmental, industrial and educational establishments on programmes which increase STEM awareness through outreach and research in astronomy, optics and imaging;
- \* by exploring and developing applications for its research;
- \* through consultative services to governmental, professional, industrial and educational establishments;
- \* through its activities and commitment, to inspire people of all ages and from all walks of life to experience the wonder of science.

In this context, CEL aims to create a safe, creative and fun environment where children can engage with BCO staff and volunteers, where their welfare is paramount. CEL is committed to creating a safe and healthy environment for the children with whom it works and is committed to ensuring their safety and welfare at all times while they are participating in events run by or on behalf of BCO.

CEL adheres to the requirements of the [Children First Act 2015](#) ("CFA") and the National Guidance for the Protection and Welfare of Children, 2017 ("[Children First Guidance, 2017](#)") developed by the Department of Children and Youth Affairs and also requires those who run events on its behalf to do so.

Some of the services which BCO provides fall within the meaning of the term 'relevant service' under the CFA. Schedule 1, paragraph 5 of the CFA describes relevant services.

CEL has specific legal responsibilities under the CFA, including to prepare a risk assessment of any potential for harm to a child while availing of their services, to prepare a 'child safeguarding statement' and to appoint a person to be a first point of contact in respect of CEL's child safeguarding statement (a 'relevant person').



The BCO Executive has appointed a Designated Liaison Person for child safeguarding in accordance with the Children First Guidance, 2017 who is also the relevant person for the purposes of the CFA.

## 2. SCOPE:

This Statement applies to all employees of CEL working at BCO or any other person who works with children at BCO (hereafter referred to collectively as “staff”). Everyone to whom this Statement applies should familiarise themselves with it.

BCO operates from a public building. Most parts of the building, including toilets, are open to the public. Staff does not supervise visiting children other than during official workshop times, on tours and in planetarium shows. Accordingly, there are limits to the extent that CEL can control who enters the building and may come into contact with children.

## 3. List of services being provided:

BCO provides a range of directly managed programmes that engage children. BCO also delivers activities engaging families at a range of public events organised by third parties, such as the Mallow Science and Maths Fair, Cork Science Festival and during the Festival of Curiosity. As part of its remit, CEL funds third parties that potentially engage children in STEAM activity or develop and deliver STEM engagement activities with children as primary participants. To deliver the list of services outlined below, CEL at times engages other STEM professionals as service providers, volunteers and mentors.

The list of relevant services is detailed below:

### Relevant Services Directly Managed by CEL/BCO:

#### I. Workshops and Visits to BCO:

BCO is home to three exhibits; *Cosmos at the Castle*, where visitors explore the wonders of the Universe and the importance of Space exploration in a series of interactive displays, immersive games and live planetarium shows; *Journeys of Exploration*, where visitors investigate Cork’s maritime heritage traditions supported by scientific commentary; and the SFI *Discover Zone*, a series of interactive and multi-touch table top exhibits with problem solving challenges that mesh together the scientific, maritime and heritage themes.

Exhibits are open daily; admission includes planetarium shows and guided tours of the fort and observatory tower.

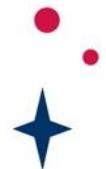
Schools engage in a variety of workshops, as part of formal curricular learning and as more informal school tour visits.

STEM themed birthday parties, open night family friendly workshops, Space Camp and Junior Space Camp are part of the informal workshop portfolio. Workshops are generally led by Education Team, at times workshops may be led by volunteer mentors or partners.

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## II. Offsite workshops and event

Examples of offsite child-centred activities at second level are [CanSat](#), an SFI ESERO funded project coordinated by BCO (Appendix 1. Child Safeguarding Risk Assessment sample)

## III. Public Events and Festivals

BCO directly manages [Space Week](#) and participates in a range of public events throughout the year. These include Science Week Open Days with Cork Science Festival and theatre events with BCO Artist in Residence [Dr Niamh Shaw](#), the Mallow Science and Maths Fair, the BT Young Scientist and Technology Exhibition, Culture Night and a range of Space Career events. This is not an exhaustive list.

At these events BCO recruits and coordinates the attendance of a mix of staff, non-employee volunteers, SFI funded researchers and SFI partners to participate.

The events and festivals can require volunteers to assist in hosting a stand. This involves directing people around the stand and speaking to children and their guardians about STEM and career experiences. It can involve guiding children through workshop activities where they design or make objects. To engage students with our relevant websites, competitions may be run where prizes are awarded for correctly answering questions.

## III. In-Classroom Events

BCO directly manages activity that involves BCO staff and volunteers engaging with children in primary and post primary school classrooms. In this case, BCO has been responsible for coordinating the visit to the school.

## IV. Online Queries and Photos

Queries from BCO websites <https://www.bco.ie/>, <https://www.spaceweek.ie>, [www.sciencespace.ie](http://www.sciencespace.ie) are directly linked to general email within the BCO team.

Typical queries from children could be enquiries to have a STEM speaker visit their school, or to look for work experience. Where a minor is engaging with BCO staff, a second staff member, usually on Education Team, is copied in to the correspondence. Where further contact is required, a standard reply is formulated to request the child to engage their teacher/guardian to contact BCO on their behalf. Where a general query is received from a child, links to relevant websites may be sent from the general email.

As part of the promotion of BCO in the media and across other associated social media channels, photographs/video footage of children can be used if school and/or parental consent has been obtained. Where a child's image or footage of a child is taken, children may be identified by their full name or, if children are named alongside their school name, only their first name is provided.



## V. Transition Year and Student Work Experience Placements, internal to BCO

CEL supports developing the potential of children and young people. In this context BCO facilitates the placement of post primary students, particularly those in Transition Year (TY). A team of volunteer 'Space Explorers' are also part of the BCO Team. These students are under 18 and fall within the definition of a child.

## VI. Relevant Activities in partnership with CEL/BCO:

CEL does not accept responsibility for the management of volunteers or staff that participate in these activities where CEL is not the 'provider of the service', as defined by the Act. It is the responsibility of the Organising Body to ensure that they are compliant with all applicable law. However, going forward, CEL will explicitly require partners to comply with the provisions of the CFA and guidance on child safeguarding issued by the Department of Children and Youth Affairs and Tusla.

Existing partners will be contacted shortly after the implementation of CEL's Child Safeguarding Statement 2018 informing them that CEL expects that they comply with the CFA if it is applicable to their activities and informing them that CEL will seek assurance of their compliance, within a timeframe to be specified.

As part of the BCO Space Careers programme, partners coordinate volunteer visits to schools, site visits and workshops.

The Space Week programme encourages local partnerships with for example, Institutions working with libraries, county councils and community centres. CEL expects compliance by relevant funded and non-funded partners with the principles laid down by the CFA.

CEL will be contacting its partners shortly after the implementation of CEL's Child Safeguarding Statement 2018 to seek assurance that their partners comply with the CFA if it is applicable to their activities. Without this compliance, CEL will no longer endorse the partner activity.

## VII. Commissioned work/sub-contractors

An Education and/or Public Engagement event that is managed by BCO can require the engagement of sub-contractors. CEL requires parties/subcontractors commissioned in this context to comply with the provisions of the CFA, if applicable. This is reflected in the request for tender for any such work.

## Child Safeguarding Statement

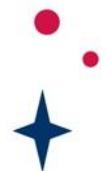
Cosmos Education CLG is a registered company whose main objects are to deliver educational, training and research services through the establishment, operation and management of a scientific educational and cultural exhibition centre at Blackrock Castle Observatory.

## **Cosmos Education CLG**

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The Company coordinates educational activities and provides STEM education to pupils from Junior Infants to Sixth Class and First Year to Leaving Certificate Year students and the general public.

Activities take place at Blackrock Castle Observatory, at schools and at other public locations.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Cosmos Education CLG has agreed the Child Safeguarding Statement set out in this document.

1 The Board has adopted and will implement fully and without modification the Department's Children First Child Protection Procedures as part of this overall Child Safeguarding Statement

2 The Designated Liaison Person (DLP) is Clair McSweeney

3 The Deputy Designated Liaison Person (Deputy DLP) is Alan Giltinan

4 The Board recognises that child protection and welfare considerations permeate all aspects of life and must be reflected in all of the Company's policies, procedures, practices and activities.

The Board will adhere to the following principles of best practice in child protection and welfare; and:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

Cosmos Education CLG will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

5 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child, the Company adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for staff which are published on the DES website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the Company adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.

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- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the Company:
  - Has provided each member of staff with a copy of the Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages Board members to avail of relevant training
  - The Board maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, BCO personnel are required to adhere to the procedures set out in relation to mandated reporting under the Children First Act 2015.
- the Board has appointed the above named DLP as the “relevant person” (as defined in the Children First Act 2015) to be the first point of contact in respect of the child safeguarding statement.
- In accordance with the Children First Act 2015, the Board has carried out an assessment of any potential for harm to a child while attending the facility or participating in BCO activities. A written assessment setting out the areas of risk identified and the Company’s procedures for managing those risks is attached as an appendix to this statement.
- The various procedures referred to in this Statement can be accessed via the Cosmos Education CLG website or will be made available on request.

**Note:** The above is not intended as an exhaustive list.

- 6 This statement has been published on the [www.bco.ie](http://www.bco.ie) website and has been provided to all members of company personnel and the Board of Directors.

It is readily accessible to parents, teachers and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.

- 7 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.



## Appendix 1.

### Child Safeguarding Risk Assessment

Section 11 of the Children First Act mandates that providers of relevant services must prepare a risk assessment of any potential for harm to a child while availing of such services.

Section 2 of the Act defines harm as follows:

“harm means in relation to a child –

- (a) *Assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child’s health, development or welfare, or*
- (b) *Sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omission or circumstances or otherwise.”*

Under Section 2 of the Child Care Act 1991 a “child” means a person under the age of 18 years other than a person who is or has been married.

| Risk identified  | Procedure in place to manage risk identified  |
|--|---|
| <ol style="list-style-type: none"> <li>1. Child is harmed by a BCO staff member, volunteer or other person, while availing of our services or services supported by CEL</li> <li>2. The nature of the activity, or other material to which a child is exposed, may be inappropriate and potentially harmful</li> </ol> | <p><i>General</i></p> <p>(a) All BCO staff will complete the induction briefing on the Child Safeguarding Statement, which is informed by the Children First e-learning training and incorporates training on the recognition of harm;</p> <p>(b) BCO staff and volunteers will be vetted in accordance with CEL’s Garda Vetting Policy;</p> <p>(c) CEL has appointed a Designated Liaison Person from the BCO team. The Designated Liaison Person is responsible for ensuring that appropriate training and information is provided to staff regarding BCO’s Child Safeguarding Statement.</p> <p>The Designated Liaison Person is responsible for delivering an appropriate briefing on CEL’s Child Safeguarding Statement to BCO volunteers before their participation.</p> <p>The Designated Liaison Person will ensure that staff and volunteer induction materials are relevant and up to date.</p> <p>(d) A record of the induction briefing provided to BCO staff members and a record of induction</p> |



|  |   |
|--|---|
|  | <p>briefings provided to BCO volunteers will be maintained by the Designated Liaison Person.</p> <p>These records will include written confirmation that BCO staff members/ volunteers agree to adhere to CEL's Child Safeguarding Statement, Child Protection Policy and Child Safeguarding Code of Conduct;</p> <p>(e) Where competitions are run on behalf of BCO parent/teacher contact details are requested and parental consent to entry to the competition is obtained;</p> <p>(f) BCO iPads/other IT devices at public events are pin-coded and used under supervision;</p> <p>(g) BCO obtains parental consent to take photographs and/or video footage of children. Individual or group photographs/or video footage of children is not permitted in the absence of this consent being obtained. Where a child's photograph or footage of a child is taken, children will be identified by their full name or, if children are named alongside their school name, only their first name is provided;</p> <p>(h) Clear signs will be placed in areas where filming or photographs are taking place, notifying persons in the area of this fact;</p> <p>(i) If a child is missing or found at an event managed by BCO, staff members/volunteers should inform the event organisers immediately;</p> <p>(j) Queries from websites such as <a href="http://www.bco.ie">www.bco.ie</a> <a href="http://www.sciencespace.ie">www.sciencespace.ie</a> and <a href="http://www.spaceweek.ie">www.spaceweek.ie</a> are directly linked to general email within the Education and BCO teams. Typical queries from children could be an enquiry to have a role model speaker visit their school, or where to look for work experience. Where further contact is required, a standard reply is formulated to request the child to engage their teacher/guardian to contact BCO on their behalf.<br/>Where a general query is received from a child, links to relevant websites may be sent from the general email by a member of the BCO team.</p> |
|--|---|



|  |   |
|--|---|
|  | <p><i>TY and Student Work Experience Placements</i></p> <p>(k) TY students will be given an induction briefing which will incorporate training on CEL's Child Safeguarding Statement, Child Protection Policy and Child Safeguarding Code of Conduct and they will be requested to confirm their understanding of these policies by signing them. The signed policies will be maintained by the Designated Liaison Person;</p> <p>(l) The DLP will refresh the staff member supervising the student on CEL's child safeguarding policies;</p> <p>(m) CIT has web filtering software in place and students working within BCO will be reminded of the acceptable usage and social media policies;</p> <p>(n) BCO will assign work that is deemed appropriate for the student;</p> <p><i>Specific to public events</i></p> <p>(o) All BCO staff and volunteers are given a verbal or electronic refresher briefing on CEL's Child Safeguarding Statement, Child Protection Policy and Child Safeguarding Code of Conduct in advance of a BCO managed event;</p> <p>(p) At events directly managed by BCO, BCO will have oversight of the content to ensure it is appropriate;</p> <p><i>Specific to in-classroom events</i></p> <p>(q) All BCO staff and volunteers attending a school must be accompanied by a teacher or other person assigned by the school to supervise the class at all times and should not allow themselves to be left unattended with children;</p> <p>(r) All BCO staff and volunteers are asked to consider CEL's Child Safeguarding Statement when reviewing and selecting material for an in-classroom event appropriate for the intended audience;</p> |
| 3. A child discloses to a BCO staff member or volunteer that they are being harmed by persons either within or | (a) CEL has developed a guide for BCO staff and volunteers for reporting child welfare and protection concerns;   |

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outside BCO and this disclosure is not appropriately reported to the Designated Liaison Person or Tusla.

(b) If any disclosures of harm are made to CEL or a BCO staff member or volunteer they should contact the Designated Liaison Person as a matter of urgency to seek advice on any necessary steps to take.

CEL considers the likelihood of any of the risks set out above occurring to be low in light of the policies and procedures it has in place.

**Important Note:** It should be noted that risk in the context of this risk assessment is the risk of "harm" as defined in the Children First Act 2015 and not general health and safety risk.

In undertaking this risk assessment, the board of Cosmos Education CLG has endeavoured to identify as far as possible the risks of harm that are relevant to children involved and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the Company has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Cosmos Education CLG Executive and Safety Committee. It shall be reviewed as part of the Company's annual review of its Child Safeguarding Statement.

Signed



Date 17/4/18

Clair McSweeney  
 Secretary to the Board of Cosmos Education CLG

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## Appendix 2.

### Checklist for Review of the Child Safeguarding Statement

Under the [Children First Act 2015](#) ("CFA") the Board of Cosmos Education CLG must undertake a review of its Child Safeguarding Statement; the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review ensures that Cosmos Education meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. The CEL Board may include other items in the checklist that are of relevance to the activity in question.

As part of the overall review process, the Board should also assess relevant Company policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the Child Safeguarding Statement and the Children First Act 2015.

|  | <b>Yes/No</b> |
|--|---------------|
| 1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the Children First Guidance, 2017?   | Yes           |
| 2. As part of the Child Safeguarding Statement, has the Board formally adopted, without modification the recommendations of Children First: National Guidelines for the Protection and Welfare of Children, published by the Department of Children and Youth Affairs? | Yes           |
| 3. Does the Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?   | Yes           |
| 4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?   | Yes           |
| 5. Has the DLP attended available child protection training?   | yes           |
| 6. Has the Deputy DLP attended available child protection training?  | To be set     |
| 7. Have any members of the Board attended child protection training?   | yes           |
| 8. Are there both a DLP and a Deputy DLP currently appointed?  | yes           |
| 9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?   | yes           |
| 10. Has the Board arrangements in place to communicate the Child Safeguarding Statement to new personnel?  | yes           |
| 11. Is the Board satisfied that all Company personnel have been made aware of their responsibilities under Children First: National Guidelines for the Protection and Welfare of Children, published by the Department of Children and Youth Affairs.                  | yes           |
| 12. Has the Board received a Child Protection Oversight Report at each Board meeting held since the last review was undertaken?  | n/a           |
| 13. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP?  | None made     |
| 14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made?   | None made     |
| 15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel?  | None made     |

### Cosmos Education CLG



|   | <b>Yes/No</b> |
|---|---------------|
| 16. Has the Board been provided with and reviewed all documents relevant to the Child Protection Oversight Report?  | yes           |
| 17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?  | None made     |
| 18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*          | None made     |
| 19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?  | yes           |
| 20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?   | yes           |
| 21. Has the Board ensured that Cork Institute of Technology has been provided with the Child Safeguarding Statement?  | Yes           |
| 22. Has the Board ensured that the Child Safeguarding Statement is available to parents on request?   | Yes           |
| 23. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all personnel (employees and volunteers)? *  | Yes           |
| 24. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied in relation to all BCO personnel (employees and volunteers)?*                                     | yes           |
| 25. Is the Board satisfied that the 'Child Protection Procedures' are being fully and adequately implemented by the Company?  | yes           |
| 26. Has the Board identified any aspects of the Child Safeguarding Statement and/or its implementation that require further improvement?  | no            |
| 27. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement? | n/a           |
| 28. Has the Board ensured that any areas for improvement that were identified in any previous review of the Child Safeguarding Statement have been adequately addressed?  | n/a           |

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Cosmos Education CLG

Signed \_\_\_\_\_ Date \_\_\_\_\_

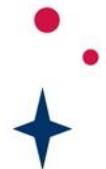
Secretary to the Board of Cosmos Education CLG

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## Appendix 3.

### Notification regarding the Board of Cosmos Education CLG's review of the Child Safeguarding Statement

To: \_\_\_\_\_

The Board of Cosmos Education CLG wishes to inform you that:

- The Board's annual review of the Company Child Safeguarding Statement was completed at the Board meeting of \_\_\_\_\_ [date].
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's 'website [www.education.ie](http://www.education.ie)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Cosmos Education CLG

Signed \_\_\_\_\_ Date \_\_\_\_\_

Secretary to the Board of Cosmos Education CLG

**Cosmos Education CLG**

Directors: N. Smith • M. Loftus • A. O' Halloran • G O' Donovan • O. Flynn • J. O' Riordan

Tel: +353 (21) 432 6120 • Email: [info@bco.ie](mailto:info@bco.ie) • Registered in Ireland: Company Number 451645 • Registered Charity #CHY 18134

Registered Address: CIT Blackrock Castle Observatory, Castle Road, Blackrock, Cork, Ireland, T12YW52



## Appendix 4.

### Examples of activities, risks and procedures

It is acknowledged that CEL already has in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in BCO activities and that some activities will carry low or minimal risks of harm compared to others.

In the context of the risk assessment, the Children First Act, 2015 refers to risk as “any potential for harm”. Therefore, it is important that, as part of its risk assessment process, BCO staff lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm).

Doing so will help BCO to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of BCO activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

Important Note: It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act, 2015 and not general health and safety risk.

### Examples of Cosmos Education Activities

- Daily arrival and dismissal of students on visits to Blackrock Castle Observatory
- Recreation breaks for pupils
- Workshop teaching
- Outdoor teaching activities
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas at Blackrock Castle Observatory
- Fundraising events involving pupils
- Use of off-site facilities for BCO activities
- School transport arrangements including use of bus escorts
- Care of children with special educational needs
- Care of any vulnerable adult students
- Management of challenging behaviour amongst pupils
- Administration of Medicine
- Administration of First Aid
- Prevention and dealing with bullying amongst pupils
- Training of personnel in child protection matters
- Use of video/photography/other media to record school / public events

Care of pupils with specific vulnerabilities/ needs such as

- Pupils from ethnic minorities/migrants
- Members of the Traveller community
- Lesbian, gay, bisexual or transgender (LGBT) children
- Pupils perceived to be LGBT
- Pupils of minority religious faiths
- Children in care
- Children on CPNS

Recruitment of personnel including -

- Teachers
- Science Communicators
- Administrators
- Cleaners
- External Tutors/Guest Speakers
- Volunteers/Parents in BCO activities
- Visitors/contractors present at BCO
- Students participating in work experience at BCO
- Student teachers undertaking training placement at BCO

### Examples of Risks of Harm

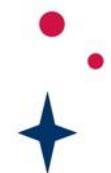
- Risk of harm not being recognised by Cosmos personnel
- Risk of harm not being reported properly and promptly by Cosmos personnel
- Risk of child being harmed at BCO by a member of personnel
- Risk of child being harmed at BCO by another child
- Risk of child being harmed at BCO by volunteer or visitor to the science centre
- Risk of child being harmed by a member of personnel, a member of staff of another organisation or other person while child participating in out of school activities
- Risk of harm due to bullying of child
- Risk of harm due to inadequate supervision of children
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to children with SEN who have particular vulnerabilities
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation, mentoring
- Risk of harm caused by member of Cosmos personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner
- Risk of harm caused by member of Company personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

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## Procedures to address risks of harm

- All personnel are provided with a copy of the *Child Safeguarding Statement*
- Personnel are required to adhere to CEL policies in relation to the *Children First Act 2015*
- The Company has a Health and Safety policy
- The Company adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The Company complies with the agreed disciplinary procedures for staff
- The Company has in place a policy and procedures for the administration of First Aid
- The Company has in place a Critical Incident Management Plan
- The Company has in place a policy and procedures in respect of students undertaking work experience at BCO

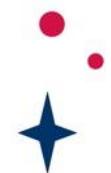
### **CEL's Designated Liaison Person and relevant person under the CFA is:**

Clair McSweeney, Centre Manager

CIT Blackrock Castle Observatory, Blackrock, Cork, Ireland. T12YW52

T: [+353 \(0\) 21 432 6124](tel:+353214326124) | M: +353 (0) 86 8165 162 | [www.bco.ie](http://www.bco.ie)

**All procedures listed above are available upon request.**



## Appendix 5.

### CEL's Child Protection Policy

#### Policy Summary

Cosmos Education CLG is committed to safeguarding the wellbeing of children while they are participating in events run by or on behalf of Cosmos Education CLG. Our aim is to create a safe, creative and fun environment where children and young people across all levels can engage with STEM and where their welfare is paramount. To realise this aim, we will adhere to the recommendations of Children First: National Guidelines for the Protection and Welfare of Children, published by the Department of Children and Youth Affairs.

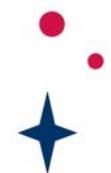
#### Cosmos Education CLG undertakes to:

- Treat children with care, respect and dignity;
- Ensure communication with children is open and clear;
- Assess the risks posed to children when undertaking activities;
- Ensure volunteers never spend time alone with children away from other adults;
- Recognise that all children have a right to protection from harm or abuse;
- Ensure best practice in the recruitment of staff or volunteers, which includes good HR practices in interviewing, induction training, probation, Garda vetting (where required);
- Provide guidance for staff and volunteers, who may have grounds for concern about the welfare of children involved;
- Fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- Fully respect confidentiality requirements in dealing with child protection matters.

#### Contact

It is the responsibility of all staff and volunteers to promote the protection of children (under 18) and to comply with this policy.

Please contact [info@bco.ie](mailto:info@bco.ie) to discuss any aspect of our Child Protection Policy.



## Appendix 6.

### CEL's Child Safeguarding Code of Conduct

BCO staff and volunteers are expected to work within the policies and procedures of the Cosmos Education CLG programmes and adhere to its ethos. As representatives of CEL, volunteers and staff members are expected to adhere to the Child Safeguarding Code of Conduct when engaging with children.

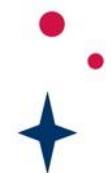
#### **BCO staff and Volunteers will:**

- Follow all CEL policies and procedures that apply to their role and commit to delivering content in an appropriate manner, relevant to the audience;
- Review and comply with CEL's Child Protection Policy, Child Safeguarding Code of Conduct and CEL's Child Safeguarding Statement;
- Prepare for the staff or volunteer role by reviewing briefing materials and the Child Safeguarding Statement, reviewing presentation materials and referencing websites' resources;
- Wear clothes appropriate to their responsibilities; they should be clean and tidy at all times;
- Report for their role in a timely manner and free from influence of alcohol and drugs;
- Show respect and consideration at all times for fellow workers and members of the public;
- Encourage a young person with positive words at all times;
- Contact the relevant supervisor/event organiser in the event of a lost child to ensure they are re-connected with their parent/guardian;
- Keep staff informed of progress, concerns and problems with the role;
- Keep personal opinions and actions separate from those made as representatives of Cosmos Education CLG;
- Avoid activity that could be considered detrimental to Cosmos Education CLG and which could specifically result in personal injury to themselves, other volunteers or a member of the public;
- Report any accidents, incidents or injuries involving children while volunteering to the Designated Liaison Person;

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- Where there is immediate risk to a child, inform Tusla or An Garda Síochána.

The nature of working and volunteering with Cosmos Education CLG means that personnel will come in contact with young people (less than 18 years of age). It is important that volunteers should not be in a situation where they are left alone with a young person.

### **BCO staff and volunteers will not:**

- Physically touch a young person (handshakes are acceptable);
- Contact a young person directly in any way (via email, text, befriend on social media, phone or arrange to meet in person after the activity);
- Take photos/videos of a young person unless their parent has completed a CEL approved consent form;
- Use vulgar or inappropriate language, or make remarks that could be considered offensive;
- Discriminate on the grounds of race (including skin colour, nationality or ethnic origin), religion, sex, age, civil status, family status, disability, sexual orientation or membership of the Traveller community;
- Take any action which could harm or threaten the health or safety of themselves, a child, a young person, other volunteers or members of the public.

### **Appendix 7.**

#### **Child Protection and Welfare Report Form available from:**

[http://www.tusla.ie/uploads/content/Child\\_Protection\\_and\\_Welfare\\_Report\\_Form\\_FINAL.pdf](http://www.tusla.ie/uploads/content/Child_Protection_and_Welfare_Report_Form_FINAL.pdf)

