



SOLSTICE ARTS CENTRE
RAILWAY STREET,
NAVAN, CO. MEATH
IRELAND
C15 KWP1
T: + 353 (0)46 909 2300
SOLSTICEARTSCENTRE.IE

SWIFT CULTURAL CENTRE
HIGH ST,
TOWNPARKS NORTH,
TRIM, CO. MEATH
C15 P668
T: + 353 (0)46 908 7000
SWIFTCULTURALCENTRE.IE

Child Safeguarding Statement

Solstice Arts Centre and Swift Cultural Centre are regional arts centres of excellence operated by MAC DAC Ltd. Through their programme, Solstice and Swift aim to inspire, entertain, enthral, challenge, and connect, providing a hub for cultural, arts and community activities. As well as presenting theatre, opera, music, film, dance, comedy and visual arts, the centres facilitate creative workshops and engagement opportunities for all.

Solstice and Swift are committed to a child-centred approach to our work with children and young people. All staff undertake to provide a safe environment and experience, where the welfare of the child/young person is paramount. Solstice and Swift will adhere to the recommendations of Children First: National Guidelines for Child Protection and Welfare 2017, published by the Department of Health and Children.

Our policy declaration applies to all staff, volunteers, board members, external facilitators, and students on work placement within our organisation. All board members, staff, external facilitators, volunteers, and students must abide by the policies, procedures and guidance encompassed by this policy declaration and our child safeguarding statement.

We will review our child safeguarding statement and accompanying child safeguarding policies and procedures every 2 years or sooner if necessary, due to service issues or changes in legislation or national policy.

Designated Liaison Person: Alison Dowling

Deputy Designated Liaison Person: Belinda Quirke

For queries, please contact [Louise Kirwan](#), Relevant Person under the Children First Act 2015.



2. Child Safeguarding Risk Assessment

In accordance with the Children First Act 2015, Solstice Arts Centre and Swift Cultural Centre have both assessed any potential for harm to a child while availing of our services.

In the context of this Risk Assessment, the risk of “Harm” is as defined in the Children First Act 2015 and not general health and safety risk.

Section 2 of the Children First Act 2015 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.’

Solstice Arts Centre/Swift Cultural Centre have attempted, as far as possible, to identify the risks of harm that are relevant to children and young people participating in activities both on the premises of, or organised by, Solstice Arts Centre/Swift Cultural Centre and to ensure that adequate control measures, policy and procedures are in place to manage all risks identified. While it is difficult to foresee and remove all risk of harm, Solstice Arts Centre/Swift Cultural Centre will operate control measures, policy and procedures listed in this Risk Assessment to manage and reduce risk as far as possible.

This Risk Assessment has been conducted by Solstice Arts Centre/Swift Cultural Centre as part of our review of our Child Protection & Safeguarding Policy.



Child Safeguarding Risk Assessment

Risk	Risk Group	Likelihood	Impact	Control Measures	Person(s) Responsible	Details of further actions
Risk of harm not noted by Solstice Arts Centre/Swift Cultural Centre staff, workshop facilitators, and Board of Directors	Children and young people attending Solstice Arts Centre/Swift Cultural Centre.	Low	High	<ul style="list-style-type: none"> • Staff induction and training in Solstice Arts Centre/Swift Cultural Centre. • Ensure that staff roles under the child protection and safeguarding policy and reporting procedures are clearly understood. • Provision of child protection training by Solstice Arts Centre/Swift Cultural Centre, MCC and Tulsa. • Regular staff meetings to encourage effective communication between Artistic Director/CEO and staff members regarding any concerns. 	DLP & Deputy DLP	Ongoing training for DLP to ensure Solstice/Swift Policy and Procedures are in line with current Child Protection Legislation.
Risk of harm not being reported correctly or in good time by Solstice /Swift staff or workshop facilitators.	Children & young people attending Solstice Arts Centre/Swift Cultural Centre.	Low	High	<ul style="list-style-type: none"> • Staff are aware of the role of the designated liaison officer. • Staff are trained in child safeguarding monitoring. • Staff are trained in how to report concerns regarding child safeguarding. 	DLP/ deputy DLP, all Solstice Arts Centre/Swift Cultural Centre staff and facilitators	Ongoing training for DLP, Solstice Arts Centre/Swift Cultural Centre staff and facilitators to ensure knowledge of current policy and the need to report concerns.

Solstice Arts Centre & Swift Cultural Centre: Child Safeguarding Statement



Child Safeguarding Risk Assessment cont.

Risk	Risk Group	Likelihood	Impact	Control Measures	Person(s) Responsible	Details of further actions
Risk of harm due to bullying	Children and young people attending Solstice Arts Centre/Swift Cultural Centre.	Low	High	<ul style="list-style-type: none"> Any incidents of suspected bullying within Solstice Arts Centre/Swift Cultural Centre or during online engagement activities or events to be reported to the designated liaison person. Solstice Arts Centre/Swift Cultural Centre is committed to providing children with an environment free from bullying, harassment, and sexual harassment. Our policy outlines what constitutes bullying, harassment, and sexual harassment, who complaints should be directed to, and what action Solstice Arts Centre/Swift Cultural Centre will take in dealing with an offence of this nature. Solstice Arts Centre/Swift Cultural Centre acknowledges the right of all children to be treated with fairness, dignity, and respect and to work in an environment free from bullying, harassment, and sexual harassment. 	Health & Safety Officer, all staff, and facilitators	Ongoing training for staff and facilitators on our Anti-bullying Policy

Solstice Arts Centre & Swift Cultural Centre: Child Safeguarding Statement



Child Safeguarding Risk Assessment cont.

Risk	Risk Group	Likelihood	Impact	Control Measures	Person(s) Responsible	Details of further actions
Risk of child or young person being harmed by Solstice Arts Centre/Swift Cultural Centre staff, volunteers, or facilitators	Children and young people attending Solstice Arts Centre/Swift Cultural Centre	Low	High	<ul style="list-style-type: none"> Child Protection & Safeguarding Policy relating to recruitment: Recruitment of all staff will be in line with the normal HR recruitment process, Solstice Arts Centre/ Swift Cultural Centre shall not permit any person to undertake relevant work or activities on behalf of the organisation, unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person. Training/induction is provided in relation to Solstice Arts Centre/Swift Cultural Centre Child Protection Policy. All staff/facilitators must read the code of behaviour for dealing with children and young people. Children and young people shall never be left alone with an adult in the building; a two adult policy will be in place at all times when children are in the building. 	Chairperson of the board of directors and Director/CEO/ Administration Manager	<ul style="list-style-type: none"> Ongoing training for staff and facilitators to stay updated on current policy. DLP to ensure Receipt of, and storage of vetting disclosure of staff, contractors, and facilitators. Never allow any adult to be alone with children in any space within the centre.

Solstice Arts Centre & Swift Cultural Centre: Child Safeguarding Statement



Child Safeguarding Risk Assessment cont.

Risk	Risk Group	Likelihood	Impact	Control Measures	Person(s) Responsible	Details of further actions
Risk of harm due to inadequate supervision	Children and young people attending Solstice/Swift Centres	Low	High	<p>It is the policy of Solstice Arts Centre/Swift Cultural Centre to ensure that children are supervised appropriately while in Solstice/Swift facilities and while taking part in online activities or events. This includes their attendance at workshops, school group visits and membership of any cast/performance group using the either Centres.</p> <ul style="list-style-type: none"> We require two adults present with any group of children numbering between 1 and 8 and one further adult for every additional 8 children. Parents/guardians must drop children to the stage door or main entrance of Solstice/Swift and see them safely into the building in order that unsupervised children are not left outside either Centres. For online engagement, a parent/guardian/teacher(s) or designated youth worker(s) must be present at all times during the activity or event. 	Technical Manager or appointed stage manager for groups using Solstice/Swift.	<p>Visiting companies, facilitators and parents must be made aware of Meath Arts Centre's Child/Adult ratio and the drop off and collection procedures.</p> <p>Parents/guardians/teachers/youth workers must be made aware of Solstice/Swift Online Engagement Policy</p>

Solstice Arts Centre & Swift Cultural Centre: Child Safeguarding Statement



Child Safeguarding Risk Assessment cont.

Risk	Risk Group	Likelihood	Impact	Control Measures	Person(s) Responsible	Details of further actions
Risk of harm due to an inappropriate relationship with a member of staff	Children & young people attending or participating in Solstice Arts Centre/Swift Cultural Centre in-house or online events	Low	High	<ul style="list-style-type: none"> All staff working with children and young people within Solstice Arts Centre/Swift Cultural Centre must have read, understood, and signed a copy of the Solstice/Swift Child Protection Policy. Adults will never be alone with a child either within the building or in any other situation, e.g. lifts home, during online engagement. 	DLP/ deputy DLP, all Solstice Arts Centre/Swift Cultural Centre staff	Ongoing training for staff on the understanding and implementation of Solstice/Swift Child Protection & Safeguarding Statement and Guidelines for Online Engagement Policy
Risk of harm due to staff communicating in an inappropriate way via social media, text, email or in any other manner.	Children and young people attending Solstice Arts Centre/Swift Cultural Centre in-house or online events	Low	High	<ul style="list-style-type: none"> Staff will never communicate on a 1-1 basis with a child either by text, email, or social media. Children under 16 accessing Solstice/Swift online events can only do so through parent/guardian accounts, with consent and adult supervision. Older teenagers may, in agreement with parents, communicate with staff using a group platform such as Facebook Messenger. Parents may be added to these message groups if they so request. Care must be taken with group platforms so that they themselves do not become a vehicle for bullying. 	Marketing Manager and all Solstice Arts Centre/Swift Cultural Centre staff	Ongoing training on up-to-date best practice governing group communication platforms such as Twitter, Facebook Messenger, Instagram and Zoom amongst others.



Child Safeguarding Risk Assessment cont.

<p>Risk of harm due to inappropriate use of images of a child</p>	<p>Children and young people attending Solstice Arts Centre/Swift Cultural Centre.</p>	<p>Low</p>	<p>High</p>	<ul style="list-style-type: none"> • Images of any child or young person participating in activities on the premises of or organised by Solstice Arts Centre/Swift Cultural Centre will not be used for any reason without the consent of the parent/guardian. This includes on-line events, remote learning activities, or workshops. If images or recordings are taken it will be clearly stated in advance. • Activities organised by Solstice/Swift will require consent forms to be distributed to parents where images are taken for use in publicity and promotion etc. • While Solstice Arts Centre/Swift Cultural Centre request that photography and filming of children during performances does not happen, we are unable to guarantee that members of the audience will not use cameras, video, or camera phones for the capturing of images. 	<p>DLP/ deputy DLP, all staff.</p>	<p>Ongoing training on up-to-date best practice governing the risks involved in taking, keeping, and using images and video for promotional or archive use.</p>
--	--	------------	-------------	---	------------------------------------	---

Child Safeguarding Risk Assessment cont.

<p>Harm due to inappropriate use of personal data.</p>	<p>Children and young people attending Solstice Arts Centre/Swift Cultural Centre.</p>	<p>Low</p>	<p>High</p>	<ul style="list-style-type: none"> Solstice Arts Centre/Swift Cultural Centre fully support and complies with the Data Protection Act 2018. Solstice Arts Centre/Swift Cultural Centre respects the privacy of their patrons. If collecting personal data or creating profiles online, please note that parental consent is required for children under 16. Any personal data collected through our websites or provided by our audience will be processed in accordance with the act and will only be used for the purpose(s) stated at the point of collection. Online data is shared between Solstice Arts Centre/Swift Cultural Centre and Ticketsolve only to enable our customers to book tickets or workshop places online. Ticketsolve acts as a data processor on behalf of Solstice Arts Centre/Swift Cultural Centre. No data collected by Solstice Arts Centre/Swift Cultural Centre or Ticketsolve is disclosed to a third party and remains confidential. 	<p>DLP/ deputy DLP, GDPR Designated Person</p>	<p>Ongoing training for staff with regard to GDPR and the safe processing and storage of personal data.</p>
---	--	------------	-------------	--	--	---

3. Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children (2017), and Tusla’s Child Safeguarding: A Guide for Policy, Procedure and Practice. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

- Storage of Information received:
Physical Records: Stored in secure, locked filing cabinets or secure storage rooms to prevent unauthorized access and damage.

Digital Files: Store on secure servers, utilizing encryption for sensitive data at rest and in transit.

Access Control: Access to sensitive information is restricted to authorized personnel using user permissions and roles.

Data Protection: Use firewalls, secure file management, and regular backups (often in separate locations) for disaster recovery.

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service.
- Procedure for the safe recruitment and selection of workers and volunteers to work with children.
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm.
- Procedure for the reporting of child protection or welfare concerns to Tusla
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons.
- Procedure for appointing a Relevant Person under the Children First Act 2015
- Incident Reporting
- Meath Arts Centre's Child/Adult ratio and the drop off and collection procedures.

4. Policies

- Online engagement policy
- GDPR Policy
- Anti-bullying policy

5. Implementation

We recognise that implementation is an on-going process. Our Centres are committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our services.

This Child Safeguarding Statement will be reviewed in January 2028 or as soon as practicable after there has been a material change in any matter to which the statement refers.

Solstice Arts Centre & Swift Cultural Centre: Child Safeguarding Statement



Signed:  (Artistic Director/CEO)



6. ADDENDUM

Copies of related material as to the information listed above can be provided upon request to the Relevant Person under the Children's First Act 2015, Louise Kirwan.

Policies include:

- Policy & Procedures for the Protection and Safeguarding of Children 2025
- Solstice Arts Centre Guidelines for Online Engagement in Activities with Children and Young People.
- Privacy & Cookies Policy