

Dublin Municipal Theatre

Dublin Municipal Theatre CLG Safeguarding Policy: Children, Young People and Vulnerable Adults

Policy Owner:	Chief Executive Officer
Adopted by:	Board of Directors, Dublin Municipal Theatre CLG, July 2026
Review cycle:	Annually, or earlier if required by legislative change

1. Safeguarding Commitment

Dublin Municipal Theatre CLG (“DMT”) is committed to safeguarding children and young people and ensuring that they are protected from harm while participating in, attending or engaging with activities delivered under the auspices of the organisation.

DMT recognises the right of every child and young person to be safe, respected and treated with dignity. The welfare of the child is paramount in all decisions relating to safeguarding and child protection.

DMT extends the same underlying commitment to adults at risk of harm. This reflects two features of DMT's actual work: direct delivery activity involving adults who may be vulnerable by virtue of age, disability, mental health, addiction recovery or other circumstance, partaking in DMT's participatory programmes or attending a production at our Smock Alley venue; and the organisation's location and role within Dublin's inner city, which means members of the public with additional needs, including people in crisis or experiencing homelessness or addiction, may enter DMT's premises unplanned, outside of any programmed activity. Both contexts create safeguarding responsibilities that sit alongside, but are distinct from standard publicly-funded arts organisation safeguarding obligations.

Unlike child safeguarding, adult safeguarding in Ireland is not yet governed by a single settled statutory scheme equivalent to the Children First Act 2015. Ireland's first National Policy Framework for Adult Safeguarding in the Health and Social Care Sector was published in December 2025, with underpinning legislation still in development. DMT's approach to safeguarding vulnerable adults is accordingly framed as an organisational commitment to current best practice and HSE guidance, adopted ahead of statutory requirement, and will be updated as Irish adult safeguarding legislation is enacted.

Legislative Framework

This policy is informed by:

- Children First Act 2015
- Children First: National Guidance for the Protection and Welfare of Children (2017)
- Addendum to Children First: National Guidance — Online Safety (2019)
- Addendum to Children First: National Guidance — Adult Retrospective Disclosures of Childhood Abuse (2023)
- Child Care Act 1991
- National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016

- Protections for Persons Reporting Child Abuse Act 1998
- Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Act 2012
- Criminal Law (Sexual Offences) Act 2017
- Online Safety and Media Regulation Act 2022
- Data Protection Acts 1988–2018 and the General Data Protection Regulation (GDPR)
- National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016, insofar as it applies to vulnerable persons
- HSE National Policy on Safeguarding Vulnerable Persons at Risk of Abuse (current operational guidance, applied by DMT as best practice)
- National Policy Framework for Adult Safeguarding in the Health and Social Care Sector (Department of Health, December 2025) —not yet enacted
- Assisted Decision-Making (Capacity) Act 2015

DMT commits to:

- Adopting a child-centred approach in all its activities
- Respecting the dignity, rights and welfare of children, young people and adults-at-risk
- Identifying and managing safeguarding risks specific to its theatre environments
- Providing clear reporting pathways for all staff, volunteers and contractors
- Responding appropriately to concerns, disclosures and allegations
- Ensuring that staff, artists, volunteers and contractors understand their safeguarding responsibilities
- Embedding safeguarding considerations within theatre operations, programming and partnerships
- Maintaining and displaying a Child Safeguarding Statement as required under the Children First Act 2015
- Applying the same standard of care, dignity and protection to adults at risk of harm engaging with DMT's activities or premises, in line with current best practice pending Irish adult safeguarding legislation

2. Scope

This policy applies to all:

- Staff (permanent and casual/temporary)
- Board members
- Freelancers and contractors
- Visiting companies
- Co-producing and festival partners
- Volunteers
- Facilitators and workshop leaders
- Artists in residence
- External hirers

It applies across all DMT activities including:

- Performances and promoted events
- Rehearsals and technical rehearsals
- Workshops and participatory programmes

- Festivals with external management
- Educational activity and schools engagement
- Online and digital engagement
- Participatory and community engagement programmes involving adults who may be at risk
- Unplanned engagement with members of the public, including people with additional needs who enter DMT's premises outside of any programmed activity

3. Definitions

Child

Under the Child Care Act 1991, a child is defined as a person under the age of 18 years, excluding a person who is or has been married.

Harm

Under the Children First Act 2015, harm means “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 sexual abuse of the child.”

Adult at Risk

For the purposes of this policy, an adult at risk is a person aged 18 or over who may be unable to protect themselves from harm, abuse, neglect or exploitation by reason of age, disability, illness, mental health difficulty, addiction, or other circumstance, and who may need additional support to do so. This definition is drawn from current HSE guidance and the direction of the National Policy Framework for Adult Safeguarding, rather than from a settled statutory definition, pending enactment of Irish adult safeguarding legislation. DMT recognises that a person's status as an adult at risk may be situational and temporary rather than fixed, and that all adults retain the right to make their own decisions where they have capacity to do so, in line with the Assisted Decision-Making (Capacity) Act 2015.

Harm (Adults at Risk)

Harm to an adult at risk may include physical, sexual, emotional or psychological abuse, financial or material abuse, neglect or acts of omission, discriminatory abuse, institutional abuse, and self-neglect. As with children, harm may occur once or repeatedly, and may arise from a family member, a partner, a member of staff, another service user, or a stranger.

Types of Abuse

Child abuse is categorised as neglect, emotional abuse, physical abuse and sexual abuse. Children may experience one or more forms of abuse at any time. Abuse may occur within families, communities or institutional settings. Detailed indicators for each category are set out in Appendix 2.

Child Welfare Concern and Child Protection Concern

A child welfare concern arises where a child’s development or wellbeing may be adversely affected but does not necessarily involve abuse. A child protection concern arises where there are reasonable grounds to believe a child has been, is being, or is at risk of being harmed.

Both types of concern must be reported to the DLP. The DLP will assess whether a formal report to Tusla is required and will use the appropriate form: the Child Protection and Welfare Report

Form for current concerns, or the Retrospective Abuse Report Form where an adult discloses abuse experienced as a child.

Chaperone

A chaperone is a named, Garda-vetted adult appointed to supervise a child performer or participant during rehearsals, performances or activities, and to ensure the child's welfare at all times while under DMT's auspices.

Safeguarding Risk Assessment

A safeguarding risk assessment is the process by which DMT identifies potential risks of harm to children in its operations and sets out the procedures and control measures in place to manage those risks. The risk assessment is specific to DMT's operational environment, including the physical characteristics of its listed building premises (see Appendix 5).

4. Roles and Statutory Functions

Relevant Person

For the purposes of the Children First Act 2015, the CEO is the Relevant Person. The name and contact details of the Relevant Person are set out in the published Child Safeguarding Statement provided to all staff, stakeholders and visiting companies.

The Relevant Person is responsible for:

- Ensuring DMT's Child Safeguarding Statement is prepared, published and reviewed
- Ensuring safeguarding risk assessments are completed
- Ensuring safeguarding procedures are implemented
- Acting as the first point of contact in relation to the Child Safeguarding Statement
- Ensuring safeguarding governance is maintained at organisational level

Designated Liaison Person (DLP)

The DLP is responsible for receiving and managing all safeguarding concerns and making reports to Tusla and/or An Garda Síochána where required. The DLP must have completed Tusla's DLP training before taking up the role.

The DLP will:

- Receive all concerns or disclosures from staff, volunteers and contractors
- Maintain safeguarding records in a secure and confidential manner
- Assess whether concerns meet reporting thresholds under the Children First Act 2015
- Liaise with Tusla and An Garda Síochána as appropriate
- Inform parents or guardians of intended reports to Tusla, except where doing so would further endanger the child or impair Tusla's ability to carry out its functions
- Support staff and volunteers in responding to concerns
- Maintain the list of Mandated Persons within DMT

The DLP also acts as DMT's organisational Safeguarding Lead for adults at risk. This is a role DMT has adopted as a matter of policy rather than a statutory designation, since no equivalent statutory role for adult safeguarding currently exists in Ireland. In this capacity the DLP receives and manages concerns relating to adults at risk in the same manner as concerns relating to children, escalating to the HSE, Sage Advocacy or An Garda Síochána as appropriate rather than to Tusla.

Deputy Designated Liaison Person

The Deputy DLP acts in the absence of the DLP and must have completed equivalent DLP training. Where an allegation is made against the DLP, the Deputy DLP will act and will escalate to the CEO/Board. Where an allegation is made against the CEO, the matter will bypass normal line management and escalate to the Board Chair, who will take responsibility for governance oversight.

Mandated Persons

Mandated Persons are individuals who have statutory reporting obligations under the Children First Act 2015 by virtue of their professional role. The DLP will maintain an up-to-date list of all Mandated Persons within DMT (Appendix 8), reviewed at least annually and updated whenever relevant staff or contractors join or leave.

Mandated Persons retain their statutory obligations independently of organisational reporting structures. They may make a joint mandated report with the DLP but cannot ask the DLP to make a mandated report on their behalf. All Mandated Persons must complete Tusla's Mandated Persons eLearning programme.

5. Safeguarding Training

DMT requires that all persons within scope of this policy complete safeguarding training appropriate to their role.

Who	Minimum Requirement	Frequency
All staff in direct contact with children / young people	Tusla Introduction to Children First eLearning	On induction; refresher every two years
DLP and Deputy DLP	Tusla DLP Training (in addition to above)	Before taking up role; refresher as required
Mandated Persons	Tusla Mandated Persons eLearning (in addition to above)	On taking up role; refresher every two years

Records of training completed will be maintained by Relevant Person. Freelancers and contractors working with children must provide evidence of appropriate training on request.

6. Code of Behaviour — Adults

All adults working under the auspices of DMT must:

- Treat children and young people with dignity and respect
- Maintain appropriate professional boundaries at all times
- Avoid favouritism or exclusionary behaviour
- Avoid unsupervised one-to-one situations where possible
- Never engage in abusive, coercive, sexualised or degrading behaviour
- Respect the privacy and dignity of children in dressing rooms and backstage spaces

- Report safeguarding concerns promptly to the DLP
- Follow DMT safeguarding procedures at all times

Adults must not:

- Communicate privately with children via personal social media, personal email or personal messaging applications
- Use inappropriate or sexualised language or behaviour
- Share images of children without written parental or guardian consent
- Be alone with a child in a closed or isolated space without appropriate safeguarding measures in place
- Make promises of confidentiality to a child
- Make physical contact with or otherwise create a loss of personal space or boundaries for the child or young person

7. Code of Behaviour – Children and Young People

Children and young people participating in DMT activity are encouraged to:

- Treat others with kindness and respect
- Respect personal space and boundaries
- Follow safety instructions given by supervising adults
- Not engage in bullying, harassment or exclusion of any kind (see Section 8)
- Speak up if something makes them uncomfortable or unsafe
- Respect theatre spaces and not use or make contact with any equipment which could lead to harm or injury

8. Responsibility of External Producers / Partners

All visiting companies, co-producing partners, festivals and external hirers involving children must comply with DMT's safeguarding procedures and broader Irish safeguarding legislation. Where a production intends to involve a child performer or participant, the following must be confirmed in writing before the first rehearsal or call:

- Age of the child
- Written parental or guardian consent
- Named supervising adult or chaperone
- Supervision arrangements backstage and in dressing rooms
- Garda vetting status of all adults in contact with the child
- Confirmation that no adult will be alone with the child in an isolated space
- Confirmation that all material involving the child is age-appropriate
- Named DLP within the visiting company, or confirmation that DMT's DLP will act in that capacity

DMT reserves the right to suspend rehearsal or performance where safeguarding documentation is incomplete or where safeguarding concerns arise. The welfare of the child overrides programming considerations in all circumstances.

9. Theatre-Specific Safeguarding Measures

DMT recognises that theatre environments – including its listed building premises comprising the Main Space, Boys School theatre and Banquet Hall – present specific safeguarding considerations. The physical characteristics of the building, including restricted sightlines, historic spaces, basement areas and interconnecting corridors, are addressed in the Safeguarding Risk Assessment at Appendix 5.

Supervision

- A named supervising adult or chaperone must be present at all times while a child is on-site
- Children must not be left unattended backstage, in dressing rooms, or in any isolated area of the building
- Sign-in and sign-out procedures must be agreed with parents or guardians in advance

Dressing Rooms

- Children must not share dressing rooms with unrelated adults unless supervision arrangements have been risk assessed and agreed in writing
- Dressing room access must be controlled and appropriate
- Full names of child performers must not be publicly displayed on dressing room doors
- Adults must not enter dressing rooms used by children without appropriate notice and with clear visibility

Backstage and Technical Areas

- Children must be supervised at all times backstage
- Technical areas, plant rooms and loading areas are restricted to children unless supervised
- Children must not operate technical equipment
- A site-specific briefing will be given to children prior to technical rehearsals

One-to-One Situations

- Closed-door one-to-one meetings between an adult and a child are not permitted
- Conversations with children should take place in observable spaces where possible
- Where an adult is working independently with children or young people through necessity, another adult must be aware and accessible, the space must remain open for observation by an appropriate second adult

Late Calls and Touring

- Children must not remain in the building after their scheduled call time without their supervising adult present
- Transport arrangements must be agreed in advance with parents or guardians

10. Anti-Bullying

DMT is committed to providing an environment free from bullying in all its forms, including verbal, physical, relational and online bullying.

Bullying among children participating in DMT activities or by adults toward children constitutes a serious safeguarding concern and will be managed through safeguarding procedures accordingly.

Parents and guardians may raise bullying concerns with the DLP or with DMT team, and all reports of bullying will be responded to promptly, ensuring there is sufficient support for children affected, and the behaviour of those responsible is addressed proportionately.

11. Online Safety and Digital Communication

DMT recognises that online and digital environments present specific safeguarding risks for children and young people. This section is informed by the 2019 Addendum to Children First National Guidance on Online Safety and the Online Safety and Media Regulation Act 2022.

Communication with Children

- Staff, artists, volunteers and contractors must not communicate with children via personal social media, personal email or personal messaging applications
- Where a group messaging platform is used for a project involving children, all communications must be visible to a supervising adult on a platform agreed by DMT management
- Adults must not send friend or follow requests to children on personal social media platforms

Recorded Material and Online Content

- Where DMT delivers online workshops, performances or educational content involving children, a minimum of two adults must be present in a supervising capacity and session must not be recorded without explicit written parental or guardian consent
- Online content involving children must be appropriate to their age and maturity

Online Bullying

- Online bullying involving children participating in DMT activities will be treated as a safeguarding concern
- Where a child discloses online abuse or exploitation, this must be reported to the DLP immediately

Images and Social Media

- No images or video footage of children may be published on DMT's social media, website or promotional materials without written parental or guardian consent
- Consent forms must specify the intended use of the image or footage
- Backstage or dressing room images involving children are not permitted under any circumstances

12. Filming and Recording Involving Children

- Explicit written parental or guardian consent must be obtained before any filming or recording
- The intended use of footage must be clearly explained to parents, guardians and the child
- The child must be informed in an age-appropriate way and be comfortable participating
- Consent may be withdrawn prior to publication without consequence
- No backstage or dressing room filming is permitted
- Filming must only take place while the chaperone or supervising adult is present

- Footage containing children must be stored securely with access appropriately controlled and in compliance with GDPR

13. Reporting Procedures

Any staff member, contractor or volunteer who has a safeguarding concern must report it to the DLP or Deputy DLP immediately. A person should not wait for certainty before reporting.

Reasonable Grounds for Concern

- A direct disclosure by a child
- Observation of harm or concerning behaviour
- A consistent pattern of indicators
- Information from a credible third party
- Concerning online behaviour or communications

DLP Assessment

The DLP will assess concerns and determine the appropriate response, including whether a report to Tusla is required using the Child Protection and Welfare Report Form, whether An Garda Síochána should be contacted in situations of immediate risk, whether a Retrospective Abuse Report Form is required, and whether it is appropriate and safe to inform the child's parents or guardians.

Mandated Persons retain their own statutory reporting obligations independently of DMT's procedures. They may make a joint report with the DLP but cannot ask the DLP to make a mandated report on their behalf. The DLP may consult informally with Tusla's duty social work team on any concern without giving identifying details.

14. Responding to Disclosures

Where a child makes a disclosure, the person receiving it should:

- Remain calm, listen carefully and give the child time
- Not promise confidentiality
- Reassure the child that they have done the right thing in speaking up
- Not ask leading questions or press for further detail
- Record the information accurately and as soon as possible, using the child's own words
- Report to the DLP immediately

Detailed guidance on responding to disclosures, including retrospective disclosures made by adults, is contained in Appendix 1.

15. Managing Allegations Against Staff or Contractors

Allegations involving staff, contractors or volunteers will be managed through child protection procedures and employment or contractual procedures concurrently.

Where an allegation is made against the CEO, the matter will bypass normal management structures and escalate directly to the Board Chair, who will take responsibility for governance oversight. Where an allegation is made against the DLP, the Deputy DLP will take responsibility and will escalate to the CEO/Board.

Protective measures (such as redeployment or suspension from activities involving children) may be implemented pending investigation where necessary to protect children. Such measures do not constitute a finding of wrongdoing.

16. Parental Notification

In most circumstances, the DLP will inform the parents or guardians of a child where a concern has been reported to Tusla. This is best practice under Children First guidance.

The DLP will not inform parents or guardians where doing so would: further endanger the child; impair Tusla's ability to carry out its functions; or compromise a Gardaí investigation. Where notification is not possible in advance, the DLP will document the reasons.

17. Confidentiality and Record Keeping

Safeguarding records will be factual, contemporaneous and signed by the person making the record. They will be stored securely and separately from general personnel records, shared only on a need-to-know basis, and retained for such period as is required by law and Tusla guidance.

Children's personal information will not be publicly displayed unnecessarily. Full names of child performers will not appear on dressing room doors or in other public areas.

18. Recruitment and Garda Vetting

DMT operates safe recruitment procedures for all roles involving ongoing direct delivery with children, including:

- Garda vetting where legally required under the National Vetting Bureau Acts 2012–2016
- Reference checks
- Identity verification
- Safeguarding induction, including review of this policy
- Role clarification and supervision arrangements

Garda vetting must be completed before a person begins work in a relevant role. Freelancers and contractors working with children on behalf of DMT must provide evidence of current Garda vetting before beginning work.

19. Safeguarding Our Team

DMT recognises that staff, particularly front-of-house, box office and building-facing roles, may encounter distressed, vulnerable or unpredictable members of the public as a function of DMT's city-centre location, independent of any programmed activity. This section sets out how DMT supports staff safety and wellbeing in that context.

Personal safety principles

- No staff member is expected to manage a situation involving a distressed or unpredictable member of the public alone, or beyond their training. Seeking a second colleague or calling for help is always the correct response, not an escalation to be avoided.
- Staff should keep a clear route to an exit available to themselves when engaging with any member of the public whose behaviour is unpredictable, and should not place themselves in an enclosed or isolated space to do so.
- Where practical, front-of-house and box office roles should not be left as sole cover during performance arrival / departure or other periods when the building is more exposed; a buddy system should be used at higher-risk times.
- Staff must never attempt to physically restrain, block, or forcibly remove a member of the public.

Training and awareness

- Staff in public-facing roles will receive basic awareness training covering recognising signs of distress, de-escalation techniques, and DMT's escalation pathway, in addition to any Children First or adult safeguarding training relevant to their role.
- Training will be refreshed periodically and following any significant incident.

Support after a difficult incident

- Any staff member involved in or affected by a difficult or distressing incident with a member of the public will be offered a debrief and support, and will not be expected to continue their shift unsupported if they do not feel able to.
- Incidents should be logged (see Section 20) and reviewed with the DLP/Safeguarding Lead, both to support the staff member and to identify any pattern requiring a change to procedures, staffing or training.

20. Responding to Members of the Public with Additional Needs

DMT's premises sit within Dublin's south inner city, and members of the public with additional needs - including people experiencing homelessness, addiction, acute distress, or a mental health crisis - may enter the building unplanned, unconnected to any DMT activity. This section sets out DMT's approach.

Guiding principles

- Every person is treated with dignity and respect, regardless of their presentation or behaviour.
- Staff should not attempt to diagnose, label, or make assumptions about the reason for a person's presentation.
- The safety of the person themselves, of other visitors and patrons, and of staff, takes priority over any other consideration, including performance schedules.
- De-escalation and a calm, unhurried approach come before any other intervention.

Immediate steps for staff

- Approach calmly, at a measured pace, and from a position that keeps an exit route available to you.
- Speak in a calm, clear, unhurried tone. Do not raise your voice or crowd the person.
- Where safe and appropriate, offer a seat, water, or a quieter part of the foyer rather than asking the person to leave immediately.

- If the person declines assistance and is not causing risk to themselves or others, they may remain in a public area of the building; a staff member should note the encounter (see Documentation below) rather than escalate unnecessarily.

When to call for help

- Immediate danger to the person's life or a medical emergency: call 999 or 112 without delay.
- A welfare concern where there is no immediate emergency (for example, a person appears distressed, disoriented, or in need of support but is not in danger): contact the HSE or an appropriate local outreach service (for example, Dublin Simon Community or Merchants Quay Ireland outreach) for advice or referral.
- Behaviour that is disruptive or concerning but not an emergency: An Garda Síochána's non-emergency line may be contacted for advice.
- Any threat or actual harm to staff or other visitors: prioritise moving other people away from the area where safe to do so, and contact An Garda Síochána on 999/112 immediately.

Documentation

- Every such encounter, however it is resolved, should be briefly logged - date, time, a factual description, and the action taken - and passed to the DLP/Safeguarding Lead.
- Logs are reviewed periodically to identify any pattern (for example, a recurring individual or a particular time of day) that should inform staffing, training, or a review of the safeguarding risk assessment at Appendix 5.

21. Complaints and Concerns

Children, parents, guardians and staff may raise concerns about safeguarding, behaviour or welfare with the DLP or with DMT management. Concerns will be treated seriously, responded to promptly and managed respectfully.

Retaliation against any person raising a safeguarding concern in good faith will not be tolerated and will be treated as a serious disciplinary matter.

22. Governance and Escalation

The CEO (as Relevant Person) retains ultimate responsibility for ensuring safeguarding compliance across the organisation. The Board retains oversight of safeguarding governance and will receive a safeguarding report at least annually.

Operational safeguarding functions are delegated to the DLP and Deputy DLP; governance oversight remains with the CEO and the Board.

Where safeguarding documentation or supervision arrangements are incomplete prior to a rehearsal, performance or activity involving a child, DMT may suspend the participation of the child until compliance is confirmed.

23. Child Safeguarding and Adult Safeguarding Statements

In addition to this policy, DMT is required to prepare and publicly display a Child Safeguarding Statement under Section 11 of the Children First Act 2015. This is a separate statutory document that specifies the relevant service provided, identifies the potential risks of harm to children, sets out the procedures and controls in place, and names the Relevant Person.

The Child Safeguarding Statement must be displayed prominently on DMT premises and made available to any person on request. It must be reviewed within 24 months or on material change.

24. Review

This policy will be reviewed by the Board:

- At least every two years
- Sooner if required by legislative or operational change
- Sooner following any material change – including a significant safeguarding incident, material change to DMT’s activities involving children, or relevant changes to Irish law or statutory guidance

The review will be conducted by the DLP and CEO and submitted to the Board for approval. The Board is responsible for approving all revisions to this policy.

Next review due	July 2028 (or earlier on material change)
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Appendices

Appendix 1 — Guidance for Responding to Disclosures

If a child discloses

- Stay calm and give the child your full attention. Do not show shock, disbelief or alarm.
- Let the child speak at their own pace, in their own words. Do not interrupt, lead, or ask probing or investigative questions - your role is to listen, not to investigate.
- Never promise to keep what is said a secret. Explain, gently and honestly, that you may need to share the information with someone who can help.
- Reassure the child that they were right to speak up and that what has happened is not their fault.
- Do not make promises you cannot keep about what will happen next.
- As soon as possible afterwards, write down what was said using the child's own words, along with the date, time, location and who was present. Do not delay this - memory of exact wording fades quickly.
- Report to the DLP (or Deputy DLP) immediately. Do not decide alone whether the concern is "serious enough" to report - that assessment is the DLP's role, not yours.

Retrospective disclosures by adults

Where an adult discloses abuse experienced in childhood, the same principles of calm, non-judgemental listening apply. The DLP will assess whether a Retrospective Abuse Report Form should be submitted to Tusla, taking into account whether the person named may currently pose a risk to children.

- Listen without judgement and avoid expressing shock or disbelief.
- Do not press for detail beyond what the person chooses to share.
- Record what is said as soon as possible, in the person's own words where practical.
- Refer to the DLP, who will consider whether the person named may have current access to children and assess the appropriate statutory response.

What not to do

- Do not promise confidentiality.
- Do not ask leading questions - ask only open, non-suggestive questions if clarification is unavoidable ("is there anything else you want to tell me?").
- Do not confront the person who is the subject of the disclosure.
- Do not discuss the disclosure with anyone other than the DLP and those with a legitimate need to know.

Appendix 2 — Types of Abuse and Indicators

No single indicator below confirms abuse on its own. Indicators should be considered in combination and in context, and any concern - however uncertain - should be reported to the DLP rather than assessed informally by the person who notices it.

Neglect

A failure to provide for a child's basic physical, emotional, medical or educational needs, likely to result in serious impairment of health or development.

- Persistent hunger, poor hygiene, inadequate or inappropriate clothing for the conditions
- Untreated illness or injury, or repeated missed medical or developmental appointments

- Consistent tiredness, or being left alone or unsupervised for inappropriate periods

Emotional abuse

Persistent emotional ill-treatment likely to have severe or persistent adverse effects on emotional development - including rejection, hostility, humiliation, or exposure to domestic violence.

- Low self-esteem, excessive anxiety, or an unusual eagerness to please adults
- Extreme attention-seeking or, conversely, extreme withdrawal
- Developmental delay not attributable to a physical or learning condition

Physical abuse

Deliberately inflicted injury, or a failure to prevent physical harm to a child.

- Injuries inconsistent with the explanation given, or with the child's age or mobility
- Unexplained bruising, burns, bite marks or fractures, particularly in patterns or locations unlikely to result from ordinary accidents
- Fear of a particular person, or reluctance to go home

Sexual abuse

Use of a child by another person for their own sexual gratification or arousal, or that of others.

- Age-inappropriate sexual knowledge or behaviour
- Sudden changes in behaviour, withdrawal, or regression
- Physical signs including pain, injury or infection in the genital or anal area, where present
- Reluctance to be alone with, or fear of, a particular adult or young person

Appendix 3 — Safeguarding Reporting Form

This form should be completed by any staff member, volunteer or contractor recording a safeguarding concern, and passed to the DLP immediately. It is not a substitute for reporting - complete it as a record, but speak to the DLP in person or by phone without delay.

Field	Detail
Name of person completing form	
Role	
Date and time of concern / disclosure	
Location	
Child's name / initials and age (if known)	
Description of concern (factual, using the child's own words where applicable - avoid interpretation or opinion)	
Others present at the time	
Any immediate action already taken	
Date and time reported to DLP	

Name of DLP / Deputy DLP notified	
Signature of person completing form	

This form and any related records will be stored securely and separately from general personnel files, in accordance with Section 17 of this policy.

Appendix 4 —Company Safeguarding Declaration

To be completed by any company, co-producing partner, festival or external hirer whose activity at DMT involves a child performer or participant, and returned to DMT before the first rehearsal or call.

Confirmation	Details / Yes-No
Name of production / company	
Age of child(ren) involved	
Written parental or guardian consent obtained	
Named supervising adult or chaperone (name and Garda vetting status)	
Supervision arrangements backstage and in dressing rooms confirmed	
Garda vetting confirmed for all adults in contact with the child	
Confirmation that no adult will be alone with the child in an isolated space	
Confirmation that all material involving the child is age-appropriate	
Named DLP within the visiting company, or confirmation that DMT's DLP will act in that capacity	
Signed on behalf of visiting company / partner	
Date	

DMT reserves the right to suspend rehearsal or performance where this declaration is incomplete or where safeguarding concerns arise, in accordance with Section 8 of this policy.

Appendix 5 — Theatre-Specific Safeguarding Risk Assessment

This risk assessment covers the identified safeguarding risks within DMT's listed building premises and will be reviewed annually, following any material change to the building's use, and after any safeguarding incident.

Area / Risk	Specific Concern	Control Measures
Main Space - restricted sightlines from wings and control positions	A child could be out of an adult's direct line of sight for periods during a performance or technical rehearsal	Named chaperone stationed with sightline to the child at all times; radio contact maintained between chaperone and stage management
Boys School theatre - historic layout, narrow corridors	Multiple routes and blind corners make casual supervision difficult	Fixed supervision points agreed in advance of any activity involving children; children briefed on out-of-bounds areas
Banquet Hall - shared use with commercial hire	Children may be present in a space also used by unrelated adults attending a separate commercial event	Scheduling separates child-involving activity from unrelated commercial hire where possible; where not possible, a dedicated chaperone and controlled-access area is agreed in advance
Basement areas	Isolated, low-footfall areas with restricted natural oversight	Basement areas are out of bounds to children at all times unless a specific supervised activity requires access, in which case two adults must be present
Interconnecting corridors between spaces	Children moving unsupervised between rehearsal, dressing room and stage areas	Children are escorted between spaces by their named supervising adult; unsupervised transit is not permitted
Dressing rooms	Risk of unsupervised access or inappropriate adult presence	Access controlled per Section 9 of this policy; full names not displayed on doors; sign-in/out maintained by chaperone
Technical areas, plant rooms, loading bay	Physical hazard and unsupervised access risk	Restricted to children at all times unless part of a supervised, briefed technical rehearsal activity
Front of house and public circulation areas	Children present among general public during performances or events	Parents/guardians and chaperones retain responsibility for supervision in public areas; front-of-house staff briefed on reporting pathway for any concern observed

Appendix 6 — Code of Conduct for Children and Young People

A simple guide for children and young people taking part in activities at Dublin Municipal Theatre.

While you're here

- You are safe here, and you can always tell an adult if something doesn't feel right.
- Be kind and respectful to everyone you meet.
- Listen to the instructions of the adults supervising you, especially about safety.
- Stay with your chaperone or supervising adult - let them know if you need to go somewhere else in the building.
- If you are asked to be alone with an adult behind a closed door - tell your chaperone, your parent or guardian, or any adult you trust.
- It's okay to say no to anything that makes you feel uncomfortable.
- Please don't touch technical equipment, lighting or sound gear unless an adult has shown you how and is with you.
- If you see or experience bullying of any kind, tell an adult - it will be taken seriously.

Who to talk to

You can talk to your chaperone, your parent or guardian, or any member of the DMT team if something is worrying you. You will always be listened to and taken seriously.

Appendix 7 — Filming and Recording Consent Guidance and Form

Guidance

- Explain clearly to the child and their parent/guardian what the footage will be used for (e.g. promotional, archival, educational) before recording begins.
- Consent must be written, specific to the stated use, and obtained before recording takes place.
- Consent may be withdrawn at any point prior to publication, without needing to give a reason and without consequence.
- No filming or photography is permitted in dressing rooms or backstage changing areas under any circumstances.
- A chaperone or supervising adult must be present throughout any filming or recording session.
- Footage must be stored securely, with access limited to those who need it, and in line with GDPR retention requirements.

Consent Form

Field	Detail
Child's name	
Parent / guardian name	
Production / activity	
Intended use of footage (e.g. promotional, educational, archival - be specific)	
Consent given for the above use	Yes / No

I understand consent may be withdrawn at any time prior to publication	Yes / No
Parent / guardian signature	
Date	

Appendix 8 — List of Mandated Persons

This register is maintained confidentially by the DLP, held separately from the published policy, and reviewed at least annually and on any staff or contractor change. The template below shows the fields to be recorded; the completed register is not published as part of this policy.

Name	Role	Date became Mandated Person	Tusla Mandated Persons eLearning completed (date)

Appendix 9 — Online Safety Guidance

Approved communication platforms

Any group messaging or online collaboration platform used for a project involving children must be nominated and agreed by DMT management in advance, and must allow full visibility of all communications to a supervising adult at all times. Personal social media, personal email and personal messaging apps must never be used to communicate with a child.

Prohibited conduct

- Sending or accepting friend, follow or connection requests to or from a child on personal social media
- Private one-to-one messaging with a child on any platform
- Sharing, requesting or discussing images of a child outside of an approved, consented context
- Recording online sessions involving children without explicit written parental or guardian consent

If an online safeguarding concern arises

- Do not engage with or respond to concerning content or messages beyond what is necessary to ensure immediate safety
- Take a screenshot or note of the concern where safe and practical to do so, without sharing it further than necessary
- Report to the DLP immediately, following the same reporting pathway as any other safeguarding concern (Section 13)
- Where the concern involves immediate risk or suspected criminal content, contact An Garda Síochána without delay in addition to notifying the DLP

Appendix 10 — Vulnerable Adult Indicators and Public Encounter Quick Reference

As with child abuse, no single indicator below confirms harm to an adult at risk on its own; indicators should be considered in combination and in context.

Physical / behavioural indicators

- Unexplained injuries, bruising, or a pattern of frequent injury
- Signs of malnutrition, dehydration, or poor personal hygiene inconsistent with the person's usual presentation
- Withdrawal, fearfulness, or reluctance to be alone with a particular person
- Unexplained changes in financial circumstances, or a person controlling another adult's money or documents without clear authority to do so

Quick reference: unplanned public encounters

See Section 20 for full guidance. In summary:

- Immediate danger to life or medical emergency -> 999/112
- Welfare concern, no immediate emergency -> HSE or local outreach service (e.g. Dublin Simon Community, Merchants Quay Ireland)
- Concerning but non-emergency behaviour -> An Garda Síochána non-emergency line
- Threat or harm to staff/visitors -> move others to safety, then 999/112
- Always log the encounter and pass to the DLP/Safeguarding Lead