



Poetry Ireland Writers in Schools Programme

Risk Assessment 2018

In accordance with section 11 of the Children First Act 2015, the following is the Risk Assessment for Poetry Ireland's Writers in Schools Scheme.

1.0 Poetry Ireland Writers in Schools (WIS) Activities

- Writer in Schools single visits to schools / libraries
- Writers in Schools residencies in schools / libraries
- Workshops for children in the Poetry Ireland Centre
- WIS Mentoring Programme
- Poetry Aloud
- Recruitment of artists for WIS Programme
- Recruitment of staff for PI Education Programme
- Use of video/ photography and other media to record events

2.0 Poetry Ireland has identified the following risk of harm in respect of its activities

- Inadequate supervision of children / young people during writer visits / residencies / on-site events in the Poetry Ireland Centre
- Inadequate safeguarding training and/or provision of information and instruction to WIS artists
- Inadequate safeguarding training and/or provision of information and instruction to PI Education staff
- WIS artists not being vetted prior to recruitment / selection
- Lack of awareness among WIS artists / PI Education Staff of policy and procedures around reporting of an incident
- Concerns about abuse / harm not being reported
- Inappropriate relationship / communications between child and another adult
- Lack of adherence to procedures with regards to photography / video / social media
- PI Education staff / WIS artists communicating with pupils in inappropriate manner via social media, texting, digital device or other manner
- PI Education Staff / WIS artists accessing / circulating inappropriate material via social media, texting, digital device or other manner.

3.0 Poetry Ireland Writers in Schools has the following procedures in place to address and manage the risks of harm identified in this assessment

- All PI Education staff must be familiar with *Children First National Guidance 2017*, and it is recommended that they complete the Tusla Children First e-learning programme
- All PI Education Staff are provided with a copy of the *WIS Child Safeguarding Guidelines* which includes details on procedures with regards to reporting a concern and codes of behaviour
- All PI Education staff are provided with a copy of the *WIS Child Safeguarding Statement*
- All PI Education staff complete and submit a vetting application
- Encourage board of management members to avail of relevant training
- All WIS artists must be familiar with *Children First National Guidance 2017*, and it is recommended that they complete the Tusla Children First e-learning programme
- All WIS artists are provided with a copy of the *WIS Child Safeguarding Statement*
- All WIS artists are provided with a copy of the *WIS Child Safeguarding Guidelines*
- All WIS artists complete and submit a vetting application
- A teacher / responsible adult must remain with the visiting writer to a school / library at all times.
- All students under the age of 18 must be supervised at all times by a parent / guardian / carer excluding time spent in the workshop / event at the Poetry Ireland Centre.
- Parental consent forms issued for events where permission necessary for photographic / video recording

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 management has endeavoured to identify as far as possible the risks of harm that are relevant to Poetry Ireland Writers in Schools 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, Poetry Ireland 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 Board of Poetry Ireland. It shall be reviewed as part of the organisation’s annual review of its Child Safeguarding Statement.

Signed _____

Chairperson of Poetry Ireland Board of Management

Date _____