



## Child and Vulnerable Adult Safeguarding Statement and Risk Assessment

### Child and Vulnerable Adult Safeguarding Statement

**Ennis Musical Society**, located in Ennis, Co. Clare, is a non-profit community group which produces and stages a musical each year and welcomes all members of the community to join in a variety of roles relating to this activity, including cast, ensemble, back stage team, front of house and fundraising.

The number of members of the society fluctuates yearly, depending on the musical being staged. While the society welcomes teen members who are above 16 years of age by a specified date and vulnerable adult members, membership of junior cast members under the age of 16 years is at the discretion of the production team and committee, and depends on the show being staged in a given year.

The society rents rehearsal venues throughout the year, which include, but are not limited to, Hasset's Bar, Barefield, and Holy Family Hall, Ennis. The society's musical is staged in Glór each year. Additionally, the society holds fundraising events throughout the year in a variety of venues and spaces. These include, but are not limited to: Hasset's Bar, Barefield; Dunnes Mall, Ennis; Ennis town; churches in Ennis town and the surrounding parishes.

The society is active from January to April each year, engaging in rehearsals and the production of the society's musical. Outside of these times, the society holds its AGM, screening night, and may engage in fundraising activities.

Ennis Musical Society believes that the best interests of the children, young people and vulnerable adults participating in the society are paramount. We believe that all children and vulnerable adults who are engaging in productions with the society have the right to be protected, treated with respect, listened to and to have their views taken into consideration in all decisions affecting them. Our guiding principles are underpinned by Children First: National Guidance for the Protection and Welfare of Children, Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice, the United Nations Convention on the Rights of the Child and current legislation such as the Children First Act 2015, Child Care Act 1991, Protections for Persons Reporting Child Abuse Act 1998 and the National Vetting Bureau Act 2012. Our guiding principles apply to all committee and society members, paid production and technical teams, orchestra members, back stage and front of house teams and volunteers within our society. All committee and society members, paid production and technical teams, orchestra members, back stage and front of house teams and volunteers must sign up to and abide by these guiding principles and our child and vulnerable adult safeguarding procedures. We will review our guiding principles and child and vulnerable adult safeguarding procedures every year or sooner, if necessary due to service issues or changes in legislation or national policy.

The Committee has adopted and will implement fully and without modification the Tusla Guidance on the preparation of Child Safeguarding Statements, as part of this overall Child and Vulnerable Adult Safeguarding Statement.

- The Designated Liaison Person (DLP) is: **Michelle Kelly**
- The Deputy Designated Liaison Person (Deputy DLP) is: **Carole Murphy**
- All other members of the committee of Ennis Musical Society are mandated persons. They are:  
**Claire Curtin, Geraldine Dean, Vanessa Kirwan and Mark Noble**
- The relevant person is **Michelle Kelly**

*(The relevant person is one who can provide information in respect of how the child and vulnerable adult safeguarding statement was developed and will be able to provide the statement on request. This person can also be the DLP.)*

The committee of Ennis Musical Society recognises that child and vulnerable adult protection and welfare considerations are central to the society's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the society will adhere to the following principles of best practice in child and vulnerable adult protection and welfare:

The society will:

- recognise that the protection and welfare of child and vulnerable adult members 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 and vulnerable adult protection and welfare matters;
- adopt safe practices to minimise the possibility of harm or accidents happening to child and vulnerable adult members and protect all other members or those hired by the society to perform specific roles from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- fully respect confidentiality requirements in dealing with child and vulnerable adult protection matters.

The following procedures/measures are in place:

- In relation to any member of the society who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child or vulnerable adult who is a member of the society, the society adheres to the relevant procedures set out in Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice.
- In relation to the selection or recruitment of production team or selection of other individuals engaging in roles which put them in close contact with child and vulnerable adult members, and their suitability to work with children and vulnerable adults, the committee 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.
- In relation to the provision of information and, where necessary, instruction and training, to committee in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the society:
  - Has provided each member with a copy of the society's Child Safeguarding Statement .
  - Ensures all new members are provided with a copy of the society's Child Safeguarding Statement.

- Encourages committee members and production team to avail of relevant training.
- In relation to reporting of child and vulnerable adult protection concerns to Tusla, all committee members are required to adhere to the procedures set out in this policy and those in relation to mandated reporting under the Children First Act 2015.
- All committee members are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the committee has carried out an assessment of any potential for harm to a child or vulnerable adult while attending or participating in society activities. A written assessment setting out the areas of risk identified and the society's procedures for managing those risks is included with the Child and Vulnerable Adult Safeguarding Statement.
- The various procedures referred to in this Statement can be accessed via the society's website, with the membership form or will be made available on request by the society.
- **Note:** The above is not intended as an exhaustive list. The committee shall also include in this section such other procedures/measures that are of relevance to the society in question.

This statement has been published on the committee's website and has been provided to all members of the society. It is readily accessible to members on request. A copy of this Statement will be made available to Tusla if requested.

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.

This Child Safeguarding Statement was adopted by the committee on 01/12/2025

This Child Safeguarding Statement was reviewed by the committee most recently on 1/12/2025

Signed: *Chaire Carlin*

Chairperson of Ennis Musical Society

Date: 1/12/2025

Signed: *Michelle Kelly*

Child Protection Officer

Date: 1/12/2025

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Ennis Musical Society

In accordance with Section 11 of the Children First Act 2015, the following is the Written Risk Assessment of Ennis Musical Society

List of society activities	The committee has identified the following risk of harm	The committee has the following procedures in place to address risk identified in this assessment
Training of committee members in Child Protection matters	Risk of harm or harm by anyone not being recognised or reported promptly	Child and Vulnerable Adult Safeguarding Statement and procedures made available to all members  Statement also made available on website  DLP& DDLP engage in Tusla Child First training
Recruitment of society personnel including <ul style="list-style-type: none"> <li>● committee</li> <li>● production team</li> <li>● technical crews</li> <li>● venue employees</li> <li>● child chorus chaperones</li> </ul>	Risk of harm or harm by anyone not being recognised or reported promptly	Child and Vulnerable Adult Safeguarding Statement and procedures made available to production team on recruitment  DLP & DDLP to view Tusla Child First training module  Garda Vetting Procedures will be put in place for the DLP, DDLP, relevant production team and chaperones  Technical crews and venue employees will not be in direct contact with children or vulnerable adults without a chaperone or member of committee present

Recruitment of cast and ensemble	Risk of harm by child or vulnerable adult being part of the society and production without parental/guardian knowledge	<p>Parental/guardian details are gathered by the committee for child or vulnerable adult members when they sign up for a production</p> <p>Parental/guardian details are gathered by the committee for child or vulnerable adult members when they complete the membership form</p>
	Child cast and ensemble joining society who are outside of the identified age ranges	Cast and ensemble age specifications are clearly outlined on the sign up and membership forms
	Risk of harm or harm by anyone not being recognised or reported promptly	Child and Vulnerable Adult Safeguarding Statement and procedures made available to all cast and ensemble members and their parents/guardians (if necessary) on completion of membership form
Arrival and dismissal of child or vulnerable adult members at rehearsal, performance or fundraising events.	Harm from production team, committee members, other members or volunteers at rehearsals.	<p>Rehearsal times for children and vulnerable adult members will be timetabled and communicated to their parents/guardians via the junior chorus/cast/ensemble WhatsApp groups</p> <p>A chaperone will be present for all junior chorus rehearsal sessions and will be scheduled by the committee</p> <p>If deemed appropriate by the committee, a parent/guardian may be required to serve as a chaperone at rehearsal sessions for members who are considered vulnerable</p> <p>Parents/guardians will be expected to collect child or vulnerable adult members immediately at the scheduled finish time. This expectation will be part of the membership form and agreed on by parents/guardians on form completion</p>
	Harm from production team, committee members, other members, technical team, orchestra members, venue staff, back stage team or volunteers at performances.	Call and finish times for children and vulnerable adult members will be timetabled and communicated to their parents/guardians via the junior chorus/cast/ensemble WhatsApp groups

		<p>A chaperone will be present to supervise the junior chorus during performances and will be scheduled by the committee</p> <p>If deemed appropriate by the committee, a parent/guardian may be required to serve as a chaperone at performances for members who are considered vulnerable</p> <p>Parents/guardians will be expected to collect child or vulnerable adult members immediately at the scheduled finish time. This expectation will be part of the membership form and agreed on by parents/guardians on form completion</p>
	<p>Harm from committee members, other members, volunteers or unknown adults at fundraising events.</p>	<p>Attendance at fundraising events will be scheduled for children and vulnerable adult members and communicated to their parents/guardians via the junior chorus/cast/ensemble WhatsApp groups</p> <p>Junior chorus members will be accompanied by a parent/guardian at fundraising events</p> <p>Teen members will be scheduled to be with at least one other member at a fundraising event and within close proximity to a committee member</p> <p>If deemed appropriate by the committee, a parent/guardian may be required to serve as a chaperone at fundraising events for members who are considered vulnerable</p> <p>Parents/guardians will be expected to collect child or vulnerable adult members immediately at the scheduled finish time. This expectation will be part of the membership form and agreed on by parents/guardians on form completion</p>
<p>One-to-one direction/choreography</p>	<p>Harm by production personnel</p>	<p>One-to-one direction/choreography sessions for child or vulnerable adult members will not be scheduled by the production team. This</p>

		<p>expectation will be communicated by the committee on hiring the production team.</p> <p>Chaperones will be present for all rehearsal sessions involving junior cast members.</p>
Toilet areas	Inappropriate behaviour resulting in harm by anyone	<p>Junior cast members will be expected to inform their chaperone when going to the toilet during rehearsals and productions.</p> <p>When rehearsing in the Holy Family Hall, junior cast members will use separate toilets to other members</p> <p>Singing rehearsal will be timed so that junior cast members will only be needed for a minimum amount of time.</p> <p>The society has a zero tolerance policy on bullying, racism or inappropriate behaviour as outlined in its constitution. Members agree to adhere to this policy on signing of the membership form</p>
Breaks for cast and ensemble members during rehearsal or performances	Harm from production team, committee members, other members, volunteers or visitors during breaks	<p>Rehearsal times for children and vulnerable adult members will be timetabled to avoid them being present for longer than they are needed or having long wait times between the times they are needed.</p> <p>A chaperone will be present for all junior chorus rehearsal sessions and will be scheduled by the committee</p> <p>If deemed appropriate by the committee, a parent/guardian may be required to serve as a chaperone at rehearsal sessions for members who are considered vulnerable</p> <p>Junior cast members will be expected to inform their chaperone when going to the toilet during rehearsals and productions.</p>

	<p>Harm caused from production team, committee members or other members, through bullying</p>	<p>The society has a zero tolerance policy on bullying, racism or inappropriate behaviour as outlined in its constitution. Members agree to adhere to this policy on signing of the membership form</p>
	<p>Risk of harm by a child leaving the rehearsal venue during rehearsals or without permission</p>	<p>Rehearsal times for children and vulnerable adult members will be timetabled and communicated to their parents/guardians via the junior chorus/cast/ensemble WhatsApp groups</p> <p>A chaperone will be present for all junior chorus rehearsal sessions and will be scheduled by the committee</p> <p>If deemed appropriate by the committee, a parent/guardian may be required to serve as a chaperone at rehearsal sessions for members who are considered vulnerable</p> <p>Children and vulnerable adults must notify a member of the production team, committee or their chaperone before leaving. Junior chorus will only be permitted to leave with a parent/guardian present</p> <p>Parents/guardians will be expected to collect child or vulnerable adult members immediately at the scheduled finish time. This expectation will be part of the membership form and agreed on by parents/guardians on form completion</p>
	<p>Risk or harm from non-members of the society or visitors at rehearsals or performances</p>	<p>Rehearsals will be closed sessions and the committee is responsible for knowing the identity of who is in the rehearsal or performance space at all times. Only those with a specific duty or role to carry out in relation to the production (e.g. photographer, AIMS adjudicator/president) will be permitted to be present at rehearsals or back stage at any time</p> <p>Any unknown visitor to a rehearsal or back stage at a performance will be asked to leave immediately</p>

		<p>Committee will approve any visitors to rehearsals or back stage at performances and a committee member will remain with the visitor until they have concluded their reason for being at the rehearsal</p> <p>Visitors will never be left alone with children or vulnerable adult members.</p> <p>The production team will be expected to provide notice to the committee if they wish to bring a visitor to rehearsals or backstage to performances.</p> <p>A chaperone will be present for all junior chorus rehearsal sessions and performances and will be scheduled by the committee</p> <p>If deemed appropriate by the committee, a parent/guardian may be required to serve as a chaperone at performances for members who are considered vulnerable</p>
<p>Dressing or undressing to get into or out of costume</p>	<p>Harm by production team, committee members, other members, backstage team, volunteers or Glór staff</p>	<p>A chaperone will be present for all junior chorus rehearsal sessions and performances and will be scheduled by the committee</p> <p>If deemed appropriate by the committee, a parent/guardian may be required to serve as a chaperone at rehearsal sessions and performances for members who are considered vulnerable</p> <p>When changing into costume in rehearsal spaces and in Glór, Junior chorus members will be assigned a designated dressing area</p> <p>Teen and vulnerable adults cast and ensemble members will change in a designated dressing area in rehearsal spaces and in Glór</p> <p>Quick changes involving child or vulnerable adult cast members will be avoided where possible. If quick changes are necessary, a specific space will be sectioned off for this with only dressers or others who are changing being permitted to be present at that time.</p>

<p>Inappropriate contact or attention from other members</p>	<p>Unwanted or inappropriate physical contact when taking costume measurements or altering costumes</p>	<p>Only members approved by committee in the role of costuming for the production will take measurements of children and vulnerable adult members for costumes.</p> <p>Child and vulnerable adult members will not be alone with the person taking costume measurements or when they are pinning or placing costumes for alteration.</p>
	<p>Unwanted or inappropriate physical or verbal interactions or attention from other members</p>	<p>Child and Vulnerable Adult Safeguarding Statement and procedures made available to all cast and ensemble members and their parents/guardians (if necessary) on completion of membership form</p> <p>The society has a zero tolerance policy on bullying, racism or inappropriate behaviour as outlined in its constitution. Members agree to adhere to this policy on signing of the membership form.</p> <p>The committee will immediately act on any information provided to them in relation to a report or suspicion of unwanted or inappropriate physical or verbal interactions or attention.</p> <p>Depending on the severity or frequency of occurrence of the incident, a three warning system will be in place for any person found to have been engaging in unwanted or inappropriate physical or verbal interactions or attention:</p> <ol style="list-style-type: none"> <li>1. verbal warning</li> <li>2. a written warning</li> <li>3. removal from the society</li> </ol> <p>A chaperone will be present for all junior chorus rehearsal sessions and performances and will be scheduled by the committee</p>
	<p>Risk of harm caused by member the society communicating with child or vulnerable adult members in an inappropriate manner</p>	<p>Child and Vulnerable Adult Safeguarding Statement and procedures made available to all cast and ensemble members and their parents/guardians (if necessary) on completion of membership form</p>

	<p>via social media, texting, digital device or other manner</p>	<p>The society has a zero tolerance policy on bullying, racism or inappropriate behaviour as outlined in its constitution. Members agree to adhere to this policy on signing of the membership form.</p> <p>The committee will immediately act on any information provided to them in relation to a report or suspicion of unwanted or inappropriate physical or verbal interactions or attention.</p> <p>Depending on the severity or frequency of occurrence of the incident, a three warning system will be in place for any person found to have been engaging in unwanted or inappropriate physical or verbal interactions or attention:</p> <ol style="list-style-type: none"> <li>1. verbal warning</li> <li>2. a written warning</li> <li>3. removal from the society</li> </ol>
	<p>Risk of harm caused by a member of society accessing/circulating inappropriate material via social media, texting, digital device or other manner</p>	<p>Child and Vulnerable Adult Safeguarding Statement and procedures made available to all cast and ensemble members and their parents/guardians (if necessary) on completion of membership form</p> <p>The society has a zero tolerance policy on bullying, racism or inappropriate behaviour as outlined in its constitution. Members agree to adhere to this policy on signing of the membership form.</p> <p>The committee will immediately act on any information provided to them in relation to a report or suspicion of unwanted or inappropriate physical or verbal interactions or attention.</p> <p>Depending on the severity or frequency of occurrence of the incident, a three warning system will be in place for any person found to have been engaging in unwanted or inappropriate physical or verbal interactions or attention:</p> <ol style="list-style-type: none"> <li>1. verbal warning</li> </ol>

		<ul style="list-style-type: none"> <li>2. a written warning</li> <li>3. removal from the society</li> </ul>
Use of external personnel to stage performances	Harm by unknown adults	<p>Rehearsals will be closed sessions and the committee is responsible for knowing the identity of who is in the rehearsal or performance space at all times. Only those with a specific duty or role to carry out in relation to the production (e.g. photographer, AIMS adjudicator/president) will be permitted to be present at rehearsals or back stage at any time</p> <p>Committee will approve any personnel to rehearsals or back stage at performances and a committee member will remain with the visitor until they have concluded their reason for being at the rehearsal</p> <p>External personnel will never be left alone with children or vulnerable adult members.</p> <p>The production team will be expected to provide notice to the committee if they wish to bring outside personnel to rehearsals or backstage to performances</p> <p>A chaperone will be present for all junior chorus rehearsal sessions and performances and will be scheduled by the committee</p> <p>If deemed appropriate by the committee, a parent/guardian may be required to serve as a chaperone at rehearsal sessions and performances for members who are considered vulnerable</p>
Use of video/photography/other media to record society	Harm by society personnel and others	<p>Only photographers/videographers approved by the society will be permitted to take photos or videos of cast members at rehearsals or backstage at performances</p> <p>Glór have a no-photography or video policy during performances and committee will expect that Glór staff follow their own protocol in</p>

		<p>incidences where audience members are found taking unauthorised photos or videos of productions</p> <p>Members and their parents/guardians provide permission for photos and videos to be taken of their child or vulnerable adult members when signing up to participate in a production</p>
Fundraising events involving child or vulnerable adult members	Harm by members and unknown members of the public	<p>Child and Vulnerable Adult Safeguarding Statement and procedures made available to all cast and ensemble members and their parents/guardians (if necessary) on completion of membership form</p> <p>Child under 16 can only take part in fundraising events with their own parent/guardian present</p> <p>Children who are 16 or 17 years of age or vulnerable adults engaging in bucket collection or church gate collection fundraising will either be scheduled in a location in threes or with a parent/guardian.</p> <p>At least one committee member will be in close proximity to all members fundraising at all times when bucket collecting on the street.</p>
<p><b>Important Note:</b> 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.</p>		

## Procedures

Our Child and Vulnerable Adult Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, the Children First: National Guidance, 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 and vulnerable adults while they are engaging in rehearsals, performances or other events:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child or vulnerable adult availing of our service
- Procedure for the safe recruitment and selection of production and technical teams, backstage team and volunteers to work with children
- Procedure for provision of and access to child and vulnerable adult safeguarding training and information, including the identification of the occurrence of harm
- Procedure for the reporting of child and vulnerable adult 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

All procedures listed are available upon request

## Implementation

We recognise that implementation is an ongoing process. Our society is committed to the implementation of this Child and Vulnerable Adult Safeguarding Statement and the procedures that support our intention to keep children and vulnerable adults safe from harm while engaging in activities with the society. This Child and Vulnerable Adult Safeguarding Statement will be reviewed on December 2026 or as soon as practicable after there has been a material change in any matter to which the statement refers.

Signed: *Clair Cervin*  
Chairperson of Ennis Musical Society

Date: 1/12/2025

Signed: *Michelle Kelly*  
Child Protection Officer

Date: 1/12/2025