

Updated 5<sup>th</sup> March 2018

# GALWAY FILM FLEADH

# CHILD PROTECTION POLICY

## JGFF Child Protection Policy Statement

We at the Junior Galway Film Fieadh (an annual film festival for young people aged 7 – 18 years old screening films and running workshops both during the festival and as part of our Outreach Programme) are committed to making sure that children are protected and kept safe from harm while they are taking part in our workshops with our tutors. We achieve this through the following:

- Our workshops (minimum age 12) have been carefully devised so that children are provided with a safe and comfortable atmosphere where they can voice their concerns or complain if there is anything they are not happy about
- We make sure our tutors are carefully selected and trained to work with young people. Each tutor is assigned a vetted assistant to help with the smooth running of the workshops.
- We work closely with the school/youth group involved in each workshop ensuring everyone is aware of what will be involved

The Junior Galway Film Fleadh has carried out a risk assessment of any potential for harm to child while attending any of our workshops. Below is the list of areas identified and a list of procedures for managing these risk.

**Measúnú Priacail (Riosca) / Risk Assessment:**

|   | <b>Priacal (Riosca)<br/>Aitheanta</b><br><i>Identified Risk</i>                                       | <b>Rangú</b><br><i>Classification</i><br>( <i>Ard/High, Meán/Medium, Íseal/Low</i> ) | <b>Gnás in áit chun an priacal (riosca) a bhainistiú</b><br><i>Procedure in place to manage risk</i>  |
|---|---|--|---|
| 1 | Risk of injury to a young person if there is a very physical scene in a drama workshop eg fight scene | Low  | The tutor will vet the script developed by the students in advance + identify any scenes that may cause injury. S/he will then work with the students to ensure a suitable injury free alternative is developed + rehearse the students in advance of the scene |
| 2 | Age appropriate material  | Low  | The tutor working with the students on their script idea will guide them in creating material appropriate for their age group.  |
| 3 | Student Feeling Uncomfortable in their role   | Low  | The tutor will discuss with the students in advance of the workshop to ensure everyone is comfortable in their roles whether in front of the camera or behind the scenes + are fully aware of what is required from them  |
| 4 | Disruptive Behaviour  | Low  | The tutor will discuss with the student(s) in question why the issue has arisen (always with a 2nd adult present) and work towards a mutually agreeable solution.   |
| 5 |   |  |   |
| 6 |   |  |   |

# JGFF Code of Behaviour

## For workshop tutors employed by the Junior Galway Film Fleadh

These guidelines are in place to protect both the child and the tutor and have 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

It is important to always remember that the workshops are about the children and developing their ideas and helping them to learn the basic skills of film making and storytelling. In doing this, the worker should always be careful to:

- Listen to the children
- Value and respect the children as individuals
- Involve them decision making, where appropriate
- Encourage and praise their work

It is important at the outset of the workshop to make clear what will be expected from the group and what is accepted as regards behaviour from tutors and children.

- Tutors should be sensitive to the risks involved in participating in any particularly physical scenes when shooting a film
- Tutors should be sensitive to the material they develop within the workshop, ensuring that it is appropriate to the age group involved
- Tutors should make sure that all children are comfortable with the roles they play in the film and are not forced to play any part which makes them uncomfortable. If they have a problem it should be shared and discussed with the child but in an open and safe environment
- If a worker needs to speak with a child alone in a room they should leave the door ajar and inform another co-worker(teacher) what they are doing
  - Tutors must create a space that is comfortable and safe for children and make them feel that they can share any reservations they may have about/during the workshop
- While physical contact is a valid way of comforting or reassuring a child - it should only be done when it is acceptable to those concerned
- Tutors should never physically punish or be in any way verbally abusive to a child nor should they tell jokes of a sexual nature in the presence of children

- Tutors should be sensitive to the possibility of developing favouritism, or becoming over involved or spending a great deal of time with any one child
- Tutors should encourage children to report any bullying to them that may take place in the course of the workshop
- It is not recommended that tutors give lifts in their cars to individual young people, especially on long journeys.
- Tutors should be clear about start and finish times so that there is no confusion to children/parent arrangements.
- When dealing with a disruptive member of a group it is advisable to have a second tutor present
- Where behaviour by one member of the group may put others in the group at risk they should record this on an incident form
- Where possible there should be no more than ten children to one experienced worker in any workshop
- If any disclosure of child abuse is made to a worker they should report it to the designated person.
- Any concerns regarding children must be reported to the designated member of staff.

Designated Person in Junior Galway Film Fleadh:

Annette Maye

Festival Coordinator

Tel: 091 562 200    Mobile: 087 7918017

## JGFF Recruitment Procedures

The JGFF has in place a thorough recruitment process to help ensure only suitable candidates are involved in the running of our workshops. Our process includes:

- Job Description
- Application Form
- Declaration for suitability
- Interview
- References
- Identification
- Completion and return of Garda Vetting Forms

### Induction and Training

- Induction
- Trial Period
- Records
- Additional Training

# JGFF Workshops (Filmmaking and Storytelling) and Outreach Programme

## Job Description

The JGFF Workshops and Outreach Programmes have been in operation since 1999. Over the years based on running the workshops and outreach programmes we have devised a basic outline of how the workshops/outreach programmes run. Please find a full breakdown attached.

In taking on the job of a Workshop tutor it is required that all tutors are:

- Experienced in working with groups of children from ages 10yrs-18yrs.
- Experienced in teaching basic film production and camera/lighting Techniques
- Experience of tutoring groups at second level as Gaeilge for our Gearrscannain Programme.
- Experienced in developing scripts with young people from idea to working script, to script breakdown to shooting schedule
- Capable of delegating the various tasks to each member of the group and overseeing them in those roles
- Working as a liaison between the editor, Festival Coordinator and the group involved to see the project to the end
- Producing a short film on dvd ready in time to screen at the JFF in November within the timeframe and budget allocated
- For our Storytelling and Script Competition helping the children with their entry into the competition in time for the deadline (mid October)
- For our outreach programme experienced in screening films in schools and leading workshop discussions around the themes and topics raised in the films. Fluent in Irish (where necessary)

JGFF Workshop Tutor Application Form

1. Name (Mr/Mrs/Ms) \_\_\_\_\_

2. Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel No.  
(Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_ Mobile \_\_\_\_\_

3. Date of Birth / /Place of Birth \_\_\_\_\_

4. Occupation \_\_\_\_\_

5. Please outline why you want to become a Workshop Tutor

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Please give details of youth training/any previous experience/involvement in working with young people/children

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



7. Do you suffer from any illness/disability/medical condition, which may at times affect your ability to work with young people? If so please give details.

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8. Please supply the name, address, telephone numbers and position of two people (non-relative) who know you well and can provide us with a reference

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Tel. No. \_\_\_\_\_ Tel No. \_\_\_\_\_

Position \_\_\_\_\_ Position \_\_\_\_\_

I confirm nothing within my personal or professional background deems me unsuitable for a post which involves working with children.

I declare that the above information is true and agree that I will abide and accept the terms and conditions of participation.

Signed : \_\_\_\_\_

Date : \_\_\_\_\_

For Office Use Only:

Checked by: phone \_\_\_\_\_ Visit \_\_\_\_\_ Letter \_\_\_\_\_

Checked by: \_\_\_\_\_ Date \_\_\_\_\_

# Staff Declaration Form

Surname:

Forename:

Date of Birth:

Place of Birth:

Any other name previously known as:

Have you ever been convicted of a criminal offence or been the subject of a Caution or of a Bound Over Order?

Yes No

If yes, please state below the nature and date(s) of the offence(s):

Nature of offence    Date of offence

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# JGFF Reporting Procedure

Designated Person in Junior Film Fleadh:  
Annette Maye Festival Coordinator  
Tel: 091 562 200  
Mobile: 087 79 18017

William Fitzgerald  
Programmer  
Tel: 091 562 200  
Mobile 085 767 4354

During the course of the JFF workshops if there is concern about the safety or welfare of a child (including on-going neglect and bullying), or if a child makes a disclosure to a worker regarding child abuse, the following course of action must be followed.

- The worker will inform the designated person (DP) as specified above.
- It is then the responsibility of the designated person to consider and record the concern
- The DP will call the duty social worker in the WHB for some informal advice without sharing the identity of the child.
- When appropriate and when advised to do so by the duty social worker, a formal report will be made on the standard reporting form, (copy attached)
- The family of the child in question should be made aware of the report **unless doing so may put the child at further risk**. Advice will be sought from the social work department in relation to this.
- In the absence of the DP (William Fitzgerald) a second name must be put forward to take responsibility for concerns regarding children.

## Emergency Situations/Outside of Social Work Department Hours

An Garda Siochana should be contacted in emergency situations where a child is in immediate danger.

Important contacts:  
Brid Burke  
Children First Information and Advice Officer,  
Merlin Park  
Tusla / HSE West 091 775 314 / 086 255 6103

Garda Siochana  
Millstreet 091 538000

## Standard Reporting Form

1. Date of report:
2. Name of person reporting:
3. Address of person reporting:
4. Relationship of person reporting with the child concerned:
5. Method of report: (telephone call, personal call to office)

### 6. FAMILY DETAILS

(Details of child concerned)

Surname:

Forename:

D.O.B.:

Male/Female:

Alias (also known as)

Address:

Correspondence address (if different):

Telephone no.:

7. Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's views, child's views if known. (Use additional paper if needed)

8. Details of person allegedly causing concern in relation to the child:

Name:

Age:

Male/Female:

Address:

Relationship to child:

Occupation:

## Confidentiality Statement

In the event of a disclosure being made to a worker, the following guidelines regarding confidentiality must be adhered to.

- In matters of child abuse a worker can never promise to keep secret any information that is divulged.
- The worker must explain to the child why he/she cannot keep this information secret and explain what he/she intends to do with it
- Every effort must be made to help the child understand this course of action and consent to it.
- All information regarding concern or assessment of child abuse should be shared on "a need to know" basis in the best interest of the child.
- The giving of information to relevant others, for the protection of the child, is not a breach of confidentiality.
- It must be clearly understood that information, which is gathered for one purpose, must not be used for another without consulting the person who provided that information.
- Anyone who receives information from colleagues about possible or actual abuse must treat it as having been given in confidence.
- There is an onus on the person receiving this information to act in accordance with the organisation's Child Protection Guidelines.

## JGFF Staff Allegations Procedure

In the event of an allegation being made against any worker taking part in any Junior Film Fleadh Workshops. The following guidelines must be followed.

- The Managing Director Miriam Allen should be informed as soon as possible
- Appropriate action against the worker must be taken. These measures should be proportionate to the level of risk to the child and must not penalise the worker financially or otherwise unless necessary to protect the child.
- Contact should be made with the HSE West and the Garda Siochana and a meeting set up to discuss further action.
- The accused party should be informed of the allegation and that a report on the matter is being made. If it has been decided that the worker must be suspended until the matter has been investigated, the worker must be thus informed and relevant contractual agreements honoured.
- At this stage appropriate action in line with the professional guidance of the WHB and Gardal will inform the next course of action.

**Note:** Action taken in reporting an allegation of child abuse against a worker should be based on an opinion formed reasonably and in good faith.

Important contacts:

Brid Burke  
Children First Information and Advice Officer,  
Merlin Park  
Tusla/HSE West 091 775 314 /086 255 6103

Sandra Claxton  
Information and Advice Officer Children First Tusla/HSE West  
St. Mary's Hospital  
Co. Mayo 094 904 2579  
087 907 4669

Garda Siochana  
Millstreet 091 538000

The Junior Galway Film Fleadh recognizes that implementation is an on-going process. We are committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while attending our festival and workshops.

This Child Safeguarding Statement will be reviewed annually (or sooner if there have been any changes in any matter to which this statement refers)

Signed:

Provider/Designated Person

A handwritten signature in black ink, appearing to read 'Annette Maye', written in a cursive style.

Annette Maye  
Festival Co-ordinator

Date 26/2/2018

A handwritten signature in black ink, appearing to read 'Kate O'Toole', written in a cursive style.

Kate O'Toole  
Chairperson

Date: 26/2/2018



## GFF Incident Form

Describe accident/incident involved:

Describe circumstances leading up to accident/incident:

Names of people involved:

Injury caused to persons/property:

How was situation resolved:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# JGFF Accident Procedure

At the outset of each workshop tutors should establish if any child has a particular medical condition, which may require special attention.

When on location ensure:

- Everyone is aware where the emergency numbers are
- Everyone is aware where the First Aid Kit is located
- Tutors have a functioning mobile phone. Also establish where the nearest landline is in case of no network coverage
- Tutors have an incident form, which must be completed in the case of an accident.
- Tutors have access to home numbers for all children involved in case of an emergency

Emergency numbers

In an emergency call 999 or 112

Ask for the emergency service you require (ambulance, gardai, fire brigade...)

Give precise details of the location where help is needed.

Other useful numbers:

University College Hospital, College Road Newcastle: 091 54 45 44

Garda Siochana, Millstreet: 091 538000

# Course Schedule

The course covers a series of workshops on scripting, pre production planning, digital camera operations, location sound recording, video editing and encoding. During the course of the week, participants will script, shoot, and rough cut a ten - minute film. This is a fun and informative course that is largely practical and hands on. Participants will be guided through the film making process, learning about how films are made and introduced to professional film making equipment.

## Pre Production

### Day One

Preliminary pre production meeting:

Introduction to Film Making:

- The Production Process
- Cast and Crew Roles
- Script development – The Three C’s – Character- Conflict – Change!
- Storyboarding.

At this stage worksheets will be distributed to the class and the TY teacher will continue to refine the script during the rest of the week and complete the storyboard.

### Day Two

Morning: Finalizing the script & storyboard

Crew Allocation

Afternoon: Camera & Sound Workshop

Composition Workshop – Visualizing the script - Blocking

At this stage the teacher & students identify locations suitable for the filming and arrange permissions & transportation if necessary.

## Production

### Day Three

Morning: Production Meeting

Rehearsals

Filming Commences

Afternoon: Filming continues

## **Day Four**

Morning: Production Meeting

Rehearsals

Filming Commences

Afternoon: Filming Commences

## **Day Five**

Morning: Editing Workshop

Afternoon: Music

Titling

Encoding Workshop

Wrap Party!

Times: Morning Session: 9:30am – 12:30pm

Afternoon Session: 1:30pm – 3:30pm

(Times to be confirmed with school)