

# Irish Manufacturing Research

## Child Safeguarding Statement

**1: Name of Service being Provided:** IMR is providing Outreach programs to schools and students delivering positive STEM experiences

### 2: Nature of service and principles to safeguard children from harm

The IMR Outreach Programme aims to engage a wide stakeholder group in our research while ensuring that these stakeholders are aware of the STEM research taking place in Ireland particularly in the area of Manufacturing. As part of our strategy to achieve this, we develop and deliver workshops and activities for both Primary and Secondary Level students with the aim of providing them with positive experiences of STEM/research enabling them to make more informed decisions when choosing subjects and hence contributing to the uptake of STEM courses at third level. These workshops and activities are mainly carried out face to face in IMR's facilities or in schools where a teacher is present. If delivering online activities or workshops all the communication is done through the teachers at the schools participating. IMR is committed to ensuring the welfare and safety of all stakeholders involved in IMR Outreach Programme.

This safeguarding policy and procedure aim to ensure that every child, regardless of their age, disability, gender, race, religion or belief, sexual orientation has a right to equal protection from harm and keep them safe from adults and other children who might pose a risk.

### 3: Risk assessment

Below is a list of the risks to vulnerable people identified and the list of procedures for managing these risks.

The site and locations are: IMR Lab in Mullingar, IMR Office in Rathcoole and online.

	Risk Identified	Procedure in Place to Manage Risk
1	IMR employees or volunteer being alone with a minor or vulnerable adult	IMR Employees or volunteers have instruction to avoid being alone with a child during Outreach programs, public events, or work placements. For this reason, our employees should never work with a group of children by themselves, and we ensure adequate staffing of activities to avoid this situation. Activities are generally carried out in open spaces and with big groups.
2	Physical contact with a minor or vulnerable adult	The nature of the activities we provide is such that little to no physical contact is required during delivery. IMR employees are made aware of the policies around physical contact prior to all activity and should attain consent from the individual before initiating physical

		contact. In any case where the child’s safety, health or wellbeing is perceived to be in immediate danger, non-consensual physical contact may be initiated to safeguard the child from the perceived risk.
3	The nature of the activity, or other material to which a child is exposed, may be inappropriate and potentially harmful	<p>Workshop and activities are developed considering the audience’s age group. Content shall only include scientific and technological background.</p> <p>Health and safety protocols are in place for tours of the IMR lab. IMR employees must adhere to and follow these protocols to ensure that health and safety of any visitor. Visitors do not have access to areas or machines that could potentially be harmful.</p> <p>IT devices at public events, activities or workshops are pin coded and used under supervision</p>
4	Harm occurs to students while participating in an online/digital engagement	<p>Before the engagement:</p> <ul style="list-style-type: none"> <li>• Ensure that content is appropriate for the intended audience age and that this is clearly communicated in the event booking information.</li> <li>• Online registration will be targeted to adults e.g. Teachers, parents, guardians. Only official platforms will be used in IMR’s name that is set up for purely professional purposes.</li> <li>• Devices used for online engagements are for work purposes only.</li> </ul> <p>During the engagement:</p> <ul style="list-style-type: none"> <li>• Digital or online events will have a moderator in place to manage any issues which may arise and moderate the chat. The chat function will be disabled for any event without a moderator.</li> <li>• Background for the engagement will be safe and appropriate and does not risk visibility of inappropriate or personal information.</li> <li>• If sharing screens or content, no content open on the screen will be inappropriate for the audience. Participants should be prevented from screen-sharing.</li> <li>• The event will not be recorded when engaging with young people unless active consent has been received by all participants in advance of the events and a reminder that recording is taking place is made at the start and end of the recording.</li> <li>• The rules of the event will be explained at the start of each event.</li> </ul>

4	Use of cameras or recording devices	<p>No IMR employee or volunteer are permitted to use personal recording devices/cameras during any activity without prior consent. The only devices permitted are the approved IMR camera. Photos are, from time to time, taken using the camera phone of the IMR Marketing Team or The Relevant Person for purpose of social media which are then removed from the devices internal storage. If, in the case of provision of consent, a personal camera device is used during an activity for social media or documentation of the activity, ALL captured content should be used for the purposes for which consent was provided and needs to be deleted from the device within 12 hours of activity completion.</p> <p>IMR obtains consent to take a photograph and/or video footage of children. Where a child's photograph or footage of a child is taken, children will be identified by their full name or, if children are named alongside their school's name, only their first name is provided. Individual or group photographs/or video footage of children is not permitted in the absence of this consent being obtained. Children with no consent will be grouped together and identified to ensure no photographs or videos of them are taken.</p>
5	Social Media	<p>Only the official IMR social media channels are permitted for posting pictures of our activities. No photos of children should be posted on personal social media accounts without prior, written consent.</p>
6	Physical Injury	<p>Every care is ensured to protect the physical welfare of participants. First-Aid kits should be on hand at EVERY outreach/public event and at all IMR locations to deal with minor injuries. NOTE that injured persons MAY NOT be treated without consent unless the injury/situation places themselves or others in immediate danger or substantial risk. Injuries of any nature should be reported to the person in charge of the activity. Should the injury be severe or pose threat to the individual(s) emergency services should be contacted immediately. Any substantial injuries should be reported to the Relevant Person.</p>
7	Dealing with disclosures	<p>In the unlikely event that a child discloses information to an IMR employee which they perceive to be of a sensitive nature, and this information leads the employee to believe that the child safety, health or wellbeing is at risk as a result of this information, the IMR Relevant Person should be contacted immediately. This person will be able to advise on the next steps to take in this case. Sensitive disclosures include information relating to neglect, abuse (physical, emotional, sexual), maltreatment or any act or situation which creates the potential for the</p>

		individual's safety, wellbeing or health to be compromised.
8	Allegations of misconduct of IMR employee	Any allegations of misconduct made by a participant against an IMR employee should be immediately reported to the Designated Liaison Person who will follow the TUSLA recommended procedures to determine actions which may include reporting of the individual to TUSLA and/or An Garda Siochana.
9	Dealing with large groups	Employees should strive to work in groups of at least 2 at all times to ensure adherence to the guidelines in this document. On an occasion where this is not possible, a teacher, group leader or other person with a general responsibility for the groups should be present at all activities
10	Visits to schools or any other location outside IMR Lab or office	In the case of visits to schools or any other location which would have its own health and safety procedures, these s own health and safety procedures, these health and safety procedures should be adhered to and may supersede the guidelines in this document. For example, if during a school visit, a child's safety was in immediate danger, non-consensual physical contact may be initiated to safeguard the individual.
11	Medicines & Medication	No medication, medicines or drugs can be administered to any individual participating in ANY IMR activity by an employee. Should a child need to take medication during an activity they should administer this themselves or should have a relevant individual accompanying them who can administer the medication for them. Under no circumstance should any medication, medicine or drug be provided to a child by an IMR employee. If the individual is perceived to be at risk of immediate severe physical distress or fatality, emergency services should be contacted for instruction. In the exceptional case where a child is in severe distress and at risk of losing their life, medicine that the child has provided or is in possession of and has indicated will potentially remove the individual from danger may be administered (for example an EPI-Pen).
12	Garda Vetting/ Child Protection Training	Please see IMR's policy in regard to Garda Vetting. IMR recommends that any employee partaking in activities with children, young people or vulnerable adults on a regular basis should undergo Garda Vetting. In the case where financial support is required to undergo the process, IMR will cover any costs associated. ALL employees regardless of intention to work with children, young people or vulnerable adults should undergo TUSAL online Children's First Training which can be accessed at the following link: <a href="https://childrenfirstuniversal.hseland.ie/">https://childrenfirstuniversal.hseland.ie/</a>

## Key roles/ terms in risk assessment:

**IMR team** – Full Time, Part Time, Fixed Term and Permanent employees who manage/attend or are involved in the events at IMR

**Designated Liaison Person** - DLPs are responsible for ensuring that organisational reporting procedures are followed correctly and promptly and act as a liaison person with other agencies

**Relevant Person** – This person is the first point of contact in respect of the provider’s child safeguarding statement

**Researchers** – Participating scientists and engineers

**Volunteer** – TY students take part in the IMR work experience program that may be a participate in the events

**Teachers** – those who are participating with their students

**Students** – children taking part in event with their teacher

**Users** – any teacher, student or member of the public taking part in an event (not candidates)

## 4. Procedures


Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, the Children First: National Guidance, and Tulsa’s Child Safeguarding: A Guide for Policy, Procedure and Practice.

Our safeguarding policy and procedures are available upon request.

## 5. Implementation

We recognise that implementation is an ongoing process. We at IMR are committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service.

This Child Safeguarding Statement will be reviewed on **30<sup>th</sup> June 2023**, or as soon as practicable after there has been a material change in any matter to which the statement refers.

Signed:  (Provider)  
Liz Carroll (Relevant Person),  
Director of Learning and Development  
IMR

For queries, please contact the below “Relevant Person” under the Children First Act 2015

Tel: 01 5675000

Email: [liz.carroll@imr.ie](mailto:liz.carroll@imr.ie)

For queries, please contact the below Designated Liaison Person under the Children First Act 2015

Name: Melanie Horkan

Tel: 087 9860860

Email: [melanie.horkan@imr.ie](mailto:melanie.horkan@imr.ie)