

**Code of Behaviour for Facilitators and other Adults working
with MYT**

Updated April 2019

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About Mayo Youth Theatre:

The Youth Theatre is aimed at anyone aged between 14 and 22 with an interest in any aspect of drama, whether it is acting (for theatre or film), music, dance, sound, lighting, production management and scriptwriting. Established in 1999, MYT not only aims to facilitate the enjoyment of drama but also aims to promote, develop and support high quality youth theatre. It emphasizes personal and social development equally with the attainment of artistic excellence. In youth theatre personal and social developments are as important as artistic quality.

Contact Details:

Mayo Youth Theatre:

Name of Organisation: Mayo Youth Theatre (MYT)
Facilitator of MYT : Ronán Colhoun
Times MYT meet: Monday 6.30pm – 8.30pm
Venue Address: Ballina Arts Centre, Barrett Street Ballina, Co. Mayo

Ballina Arts Centre:

Sean Walsh 086 3080511/ 096 73593. Ballina Arts Centre, Barrett St, Ballina, Co.Mayo.
ballinaartscentre@eircom.net

Mayo County Council:

Child Protection Liaison Officer Mayo County Council:

Fiona Campbell, Mayo County Council, + 353 (0) 94 90 64501, 087 7993129,
Ms. Carol Gilmartin, Deputy Child Protection Liaison Officer, + 353 (0)94 90 64508

Arts Officer Mayo County Council:

Ann Marie Mc Ging, Arts Office, Áras an Chontae, The Mall, Castlebar, Co. Mayo
amcing@mayococo.ie + 353 (0) 94 9064366 087 2830538

Assistant Arts Officer Mayo County Council

Arts Office, Áras an Chontae, The Mall, Castlebar, Co. Mayo. Arts Office, 094 90 64376, mayoarts@maycoco.ie

Youth Theatre Ireland

7 North Great George's Street, Dublin 1, Ireland

Tel:+353 1 878 1301 Email:info@youththeatre.ie Designated Person: Katie Martin -
katie@youththeatre.ie

MYT Documents/ Systems/ Procedures in Place:

(Relevant forms included in Appendix)

1a. Waiting List

Those wishing to join Mayo Youth Theatre need to get in touch with Mayo Arts Service. Ballina Arts Centre and the MYT Facilitator will advise those interested in participating to contact Mayo Arts Service. Mayo Arts Service will require contact details of parents/guardians, including age and gender of child and for the parent/guardian to outline any medical conditions or disabilities that Mayo Arts Service should be aware of. Mayo Arts Service endeavor to allocate a place on a first come first served basis, depending on available spaces in the youth theatre. Spaces become available each year when MYT participants leave for college or sometimes when the participant is in an exam year.

1b. Consent and Registration Form:

At the start of the MYT term each participant under 18 are required to get their parent/guardian to fill out a signed Parental Consent/ registration form which contains contact details of the participant, their parents/guardians, and emergency contact details. Those over 18 can fill the form out themselves. Members are asked if there are any medical conditions that the facilitator should be aware of. It is mandatory that these forms are completed in order for a participant to be part of MYT. Forms need to be returned to Mayo Arts Service promptly. The form outlines a privacy statement and consent is sought for use of the personal data provided and is in line with General Data Protection Regulation (GDPR).

1c. Register of MYT Participants:

Arts Office Mayo County Council collate the parental consent/registration forms and maintain a register of MYT participants, including emergency contact details. This is copied to the MYT facilitator.

2. Parents Pack:

When new participants join MYT, parents are sent a Parents Pack which contains the following information

- Letter to parents which gives information on MYT and Facilitators contact details.

- Timetable of workshop dates.
- Parents are also requested to return consent/registration form for their teenager to attend MYT and Photos of their teenager to be taken.

3. Youth Theatre Code of Conduct:

A Youth Theatre code of conduct is in place which outlines the Members rights and responsibilities. The code of conduct is devised and agreed by the members of MYT and displayed in their Workshop space.

4. Rights and Rules of a Youth Theatre:

A Rights and Rules of a Youth Theatre document outlines the rights for the Members of the Youth Theatre and for the Facilitator.

5. Permission slips/Email confirmation:

Permission slips/Email confirmation are sought from parents each time participants attend a show or event organised by Mayo Arts Service.

6. MYT Incident Report Away Forms.

Details of any accident / incident on away trips are reported in this form.

7. Tips on Social Networking from Young People for Young People

A document compiled by young people for young people with useful social networking tips.

8. Mayo County Council Child Protection Policy.

Mayo County Council have a child protection policy document in place which is available on the Mayo County Council website.

<http://www.mayococo.ie/en/PublicationsandForms/CorporateDocuments/Index.aspx#d.en.13516>

9. Garda Vetting

MYT Facilitator has undergone Garda Vetting. All staff at Ballina Arts Centre have also undergone Garda Vetting as have the staff at the Arts Office.

10. Code of Behaviour for Facilitators and other Adults working with MYT

(this document)

Code of Behaviour for Facilitators and other Adults working with MYT

A Child Centered Approach

- Treat all children and young people equally
- Listen to and respect children and young people
- Create an atmosphere of trust
- Involve children and young people in decision-making as appropriate
- Provide encouragement, support and praise (based on effort rather than achievement)
- Use appropriate language (physical and verbal)
- Offer constructive criticism when needed
- Treat all children and young people as individuals
- Respect differences of ability, culture, belief, ethnicity and sexual orientation
- Respect a child's or young person's personal space
- Discuss boundaries on behaviour and related sanctions, as appropriate, with children, young people and their primary caregivers
- Encourage feedback from groups and individuals
- Use age-appropriate teaching aids and materials
- Be aware of a child's or young person's other commitments when scheduling activities
- Be cognizant of a child's or young person's limitations, due to a medical condition for example

Inappropriate Behaviour

- Avoid spending unnecessary time alone with children and young people
- Don't use or allow offensive or sexually suggestive physical or verbal language.
- Don't single out individual children or young people for excessive attention such as favouritism, criticism, ridicule or unwelcome focus of attention.
- Don't allow or engage in inappropriate touching in any form
- Do not engage in any form of physical chastisement or humiliation.
- Don't socialise inappropriately with children or young people outside of structured activities.

Rules and rights which apply to the leaders

(taken from Rights and Rules of a Youth Theatre document)

- The leaders of Mayo Youth Theatre should know their own limitations. They should never overreach or exhaust themselves.
- The leaders of Mayo Youth Theatre should be aware of their own level of competence in relation to the young people in their group.
- The leaders of Mayo Youth Theatre should have sufficient skills to enable him/her to put together safe and worthwhile activities for the group.
- The leaders of Mayo Youth Theatre should have sufficient knowledge of any medical condition (e.g. diabetes, asthma etc.) of any of the members of the group.

- The leaders of Mayo Youth Theatre should encourage a free flow of information with the parents/guardians of the members of the group.
- The leaders of Mayo Youth Theatre should have a mentor, friend or counsellor to act as a sounding board for ideas as well as an occasional shoulder to cry on.
- The leaders of Mayo Youth Theatre should develop relationships with local agencies such as the Gardaí.

Child Ratio/ Working with other Facilitators

- On away trips, MYT operate on a 1:8 Adult to child ratio with 1 other responsible adult present.
- When a facilitator is giving a workshop, the MYT Facilitator, a member of Ballina Arts Centre Staff or a member of Arts Office staff, a youth theatre participant over the age of 18 or a youth theatre participant operating in a co-facilitating role are present.

Physical Contact

Physical contact is appropriate when needed:

- To teach or correct posture.
- To provide comfort and reassurance e.g., if a child is hurt or distressed.
- To provide physical assistance where needed, relevant to the age and ability.
- To provide safety or help in an emergency.

Touch should be:

- In response to the need of the child and activity not of the adult.
- Explained and clarified in advance - check children or young peoples comfort level when doing touch exercises.
- With the child's consent- resistance from the child should be respected.
- Open and not secretive.
- Governed by the age, ability or development of the child.
- Used as necessary in an emergency or dangerous situation.

Dealing with Challenging or Disruptive Behaviour

Disruptive behaviour is unacceptable, and disruptive children will be asked by the facilitator to behave. Disruptive behaviour will be reported to their parent/guardian. If a child continues to be disruptive s/he will be advised that s/he is causing a disturbance and given a warning. A warning letter may be sent to the parent/guardian stating that further disruptions may result in withdrawal of facilities or services to the child. If a child is in danger to themselves or others further action may be required i.e. parent/Gardai to be contacted.

When dealing with a disruptive child, it is recommended that where possible more than one responsible adult be present. Instances of disruptive behaviour that require the intervention of the facilitator, and which put at risk the safety and well being of others, must be documented. The report shall describe:

- The programme or activity running at the time;

- What happened;
- Who was involved;
- Where and when it happened;
- What was said, if significant;
- Any injury to person or property;
- How the situation was resolved;
- An incident Report Form shall be completed

Good Practice for use of mobile phones, e-mail & social network communications:

Mobile Phones:

- A youth theatre should have a mobile that is the ‘official’ mobile phone rather than being dependent on leaders’ own personal mobile phones.
- Text messages should be kept to a minimum and as much as possible sent at reasonable hours and to give as much notice as possible re any cancellations or changes to scheduled meetings.
- Do not provide youth theatre members' contact details to any third party. If you feel that it is appropriate to do so (e.g. a local newspaper wants to interview a young person involved in the youth theatre) you should get explicit permission to do so. If under 18, this should come from the parents.
- Ensure access to members' mobile and other contact details are controlled.
- Try to stick to sending group texts rather than texting individual members
- Leaders should not take photos of young people on their own personal mobile phones
- Youth theatres should ensure they have parental permission for the taking and use of photos and that they follow good practice guidelines on the distribution and use of these images.
- Never send any communication that could be interpreted as offensive or
- indecent
- Strongly emphasise the seriousness of mobile phone bullying to members
- Ensure that staff know what to do if they have a suspicion of abuse relating to mobile phone use i.e. follow the youth theatre’s child protection reporting procedures. A decision may be taken to inform the Child and Family Agency.
- The Designated Person should inform parents/primary carers, if they have a concern relating to abuse, unless they believe that doing so will put the young person at any risk.
- Encourage members to voice any concerns they have in relation to mobile phone use, particularly use associated with the youth theatre
- Promote greater awareness among your members of the safe use of mobile phones phones. For example inform them:
 - never give out personal details that could be used to identify or locate them
 - Not respond to texts/voice messages from strangers
 - let a parent/trusted adult know if they are receiving calls from

- strangers
- To always inform an adult they trust if they receive a message that makes them feel uncomfortable
- That they should never trust a person is who they say they are. Inform them all texts sent in relation to the youth theatre will only be sent from the youth theatre phone and they should ignore communications from any other phones.

Email

Most of the information and advice provided in relation to mobile phone use also applies to the use of email. Here are a few extra points to consider:

- Leaders should use the youth theatre email account rather than their own personal email.
- Try to send group emails rather than emails to individual young people. If you do have to send an email to one young person, it is a good idea to also send it to another adult involved in the youth theatre such as Facilitator or Mayo Arts Service.
- Don't pass on circular emails or 'joke' emails to members even if they seem innocuous. Try and keep the email account strictly for youth theatre business
- Email communications can also be used to groom and target young people for abuse. If a leader has a concern with regard to an email, they should follow the youth theatre's procedures for reporting welfare and child protection concerns.

Social Media

Make a clear statement of the kinds of behaviour that are not acceptable when using any social media platform associated with the youth theatre. These should include:

- Bullying or harassment of any other user,
- Adding content that can be interpreted as offensive or inappropriate,
- Use of inappropriate language,
- Creating links to content from other sites that is inappropriate and/or offensive and does not comply with the ethos of the youth theatre,
- The misuse or taking out of context of any content on the site including images or video footage,
- The tagging or identification of young people in images. Tagging involves adding names to photos.

You should familiarise yourself with terms and conditions of any social media platforms you use and you can use their rules to help inform your members about safe use of these platforms.

Monitor the site(s) you are using on a regular basis. It would make sense for one person or a small group of people to be responsible for this.

Any inappropriate content should be removed as soon as you become aware of it. Make sure that whoever is responsible for establishing and monitoring your presence on social media familiarises themselves with the various settings and privacy options. Below are the sort of questions you need to answer:

- Can anyone view the content of the page or is it restricted to members/friends only?
- Can anyone post content or comments or is it just the administrators?
- Is it easy to remove/edit content?
- Can anyone view photos and/or tag people in photos?
- Is there an age restriction on who can sign up? Can you set our own age restrictions?
- Can you restrict who uses the site/page in any other ways?
- Can you accept/decline members/friends?
- Is it possible to remove a user/friend/member?
 - Inform parents if you use social networking. It is a good idea to get permission from parents for those under 18 who wish to sign up to a site. You could request this permission on the general youth theatre Parental Consent Form. As already alluded to, it can be difficult to separate your own personal presence on a social networking site such as Facebook from that of the youth theatre. You could
 - set up an identity that you use just for administering the youth theatre's page.
 - Always be mindful that as a leader who works with young people, you need to be careful about how you appear in the public domain.
 - If you become aware of inappropriate or abusive content, most platforms have a
 - facility for reporting such content to those who run the social media platform. Some
 - platforms have a setting that if activated will send you notifications if inappropriate content is posted.
 - Aim to increase awareness among members and leaders of the risks involved in
 - using social media particularly social networking sites or chatrooms. These risks are
 - not solely related to the threat of abuse but also include identity theft and fraud.
 - It is important to emphasise that just because a user seems to be part of a restricted network or shared interest group, a young person still needs to be careful.
- It is easy to create a fake identity and lie about your age when using social media.
 - Have a discussion around cyber-bullying. Members should be made aware of the
 - effects of such behaviour on the victim but also the potential consequences for those who carry out bullying. This topic should be included in any general discussion around bullying. It is recommended that bullying be discussed during the drafting of a Group Contract. (See Appendix 5 of the Welfare and Child Protection Guidelines for more information on how to deal with bullying)
 - Encourage open communication with youth theatre members. Encourage them to

- voice any concerns they have about their use of the Internet.
 - Don't reveal any of the personal or contact details of members and encourage your
- members to do the same. For example, don't tag members in photographs.
 - When using images/video footage of young people, be mindful of how they could
- be used inappropriately. Never post any image or content that is potentially
- embarrassing to a young person. It is better to post group photos than shots of
- individual young people.
 - Seek permission from parents/primary carers for use of images/video footage and
- make it clear how they will be used. You should request permission on the youth
- theatre's Parental Consent Form.
- 7
 - Ensure any outside photographers, filmmakers etc. are aware of your guidelines for
- capturing/use of images and footage.
 - Take any complaints seriously and use the youth theatre's complaints procedures.
- (See Section on Handling Complaints for more information)
 - Sometimes users can create an 'unofficial' page or group associated with the youth
- theatre. For example youth theatre alumni could set up a Facebook page. It is worth
- considering what your approach to this would be. While you are not directly in
- control of it, content will still reflect on the youth theatre.
- Tips for Young People:
- The following guidance for young people on safe use of the Internet is adapted from good
- practice advice provided by the National Youth Council of Ireland on
- www.websafety.youth.ie
 - Nothing is private on the Internet.
 - Don't share personal or revealing information i.e. passwords/phone
- number/address.
 - Don't believe everyone is who they say they are.
 - Remember whatever goes on line can be viewed forever.
 - Know your rights when using the Internet.
 - You are responsible for what you do online.
 - Do not open emails from people you don't know.
 - Keep your anti-virus software up to date.
 - Know what sort of things can get you in trouble or are illegal online and avoid them.
 - Ignore requests for meeting someone on your own.
 - Don't send someone a photo of yourself particularly if they ask for a revealing or

- undressed photo of you.
 - Tell someone if you are concerned about anything.
 - If you feel something is not right, then it probably isn't.
- Important Note: Under the Child Trafficking and Pornography Act (1998), a person in
- possession of an explicit image of anyone aged under 18 is potentially open to prosecution.
- There have been circumstances where young people have sent explicit images of
- themselves or other young people which have gone viral and been accessed by many
- young people. If you become aware of the young people in your group accessing or
- possessing such images, a report should be made to the Child and Family Agency.

Tips for Young People:

The following guidance for young people on safe use of the Internet is adapted from good practice advice provided by the National Youth Council of Ireland on www.websafety.youth.ie

- Nothing is private on the Internet.
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Important Note: Under the Child Trafficking and Pornography Act (1998), a person in possession of an explicit image of anyone aged under 18 is potentially open to prosecution.

There have been circumstances where young people have sent explicit images of themselves or other young people which have gone viral and been accessed by many young people. If you become aware of the young people in your group accessing or possessing such images, a report should be made to the Child and Family Agency.

Handling a Disclosure of Abuse

It is hoped that by having the recommended procedures in place, the facilitator or other adults working with MYT will be in a position to react in the most appropriate way.

A disclosure of abuse by a member 18 years and older must be handled with the same sensitivity as that of a disclosure by a young person. With the consent of the victim, you

must follow the same reporting procedures as with a young person under 18, as the alleged perpetrator may still be in a position to offend.

It is essential to bear the following points in mind:

- 1. The one thing you must not do is nothing.**
- 2. Never attempt to confront an alleged abuser.**

Handling a Disclosure of Abuse

If a young person in your group discloses to you abuse/abuses perpetrated against him/her, you should:

- Listen openly without comment, do not interview;
- Stay calm. This may be difficult but it is important not to show an extreme reaction to what you are hearing;
- Avoid making personal assumptions and do not make any judgmental statements against the alleged perpetrator:
- Take what the young person is saying seriously;
- Acknowledge the risk taken by the young person in telling you;
- Reassure the young person that it is OK to tell you;
- Inform the young person of what your next step will be i.e. that you will have to get advice from Mayo County Council Child Protection Liaison Officer and that you cannot guarantee that you will be able to keep it confidential as statutory bodies may have to be informed;
- In consultation with a Mayo County Council Child Protection Liaison Officer, write a detailed account as soon as possible; this should be a private and confidential report available only to appropriate personnel within Gardai/Health Board. The report should be written it should outline the following:
 - details of the child/parents/Legal Guardians etc.;
 - details of allegation/concern;
 - details of individual allegedly causing concern;
 - other agencies and or personnel involved with child;
 - details of any referrals;
 - details of person reporting concern and completing report.
- Keep a record of your actions.

You should not:

- Inquire in detail about an alleged incident or incidents with the young person. This should only be done by the appropriate authority such as a Gardai or duty social worker. This protects the young person concerned and also protects the leader in the event of a criminal case being pursued;
- Ask leading or invasive questions;
- Make promises that you cannot keep around the issue of confidentiality, as you may have to discuss the case with health professionals and others;
- Ask the young person to repeat unnecessarily what s/he has told you;
- Be tempted to investigate the case yourself; that responsibility lies with the HSE and the Gardai.

Handling a Suspicion of Abuse

If you suspect a young person in your group is **at risk outside** the youth theatre:

- Maintain a balance between support and intrusion, however difficult this may be;
- Avoid personal assumptions;
- Do not make any decision alone or without advice. Contact the Mayo County Council Child Protection Liaison Officer

If you suspect a young person in your group is **at risk from within** the youth theatre:

- Bring the case to the notice of Mayo County Council Child Protection Liaison Officer. If you are unable to contact either Mayo County Council Child Protection Liaison Officer you could contact the Designated Person within the NAYD for advice, however you would still have to report to Mayo County Council Child Protection Liaison Officer as soon as possible.
- If it is felt that there is cause for concern, it should be reported to the statutory agency;
- NAYD's Designated Person is always available for advice;
- Should an incident arise in the context of an NAYD event, it must be reported in confidence to the NAYD Designated Person but should also be reported to a Mayo County Council Child Protection Liaison Officer as soon as possible.

Reporting Abuse

Contact a Mayo County Council Child Protection Liaison Officer. This is a decision that should not be taken alone or without advice. Contact your youth theatre's Designated Person. Please be advised that when making a report it is important to observe the principle of confidentiality. The Designated Person, in turn, may contact the HSE for advice.

Under The Protection of Persons Reporting Child Abuse Act of December 1998, there is a provision of immunity to any person who reports child abuse "reasonably and in good faith to designated officers of the Health Service Executive or Garda Síochána." It is an offence to report "knowing that statement to be false."

Steps involved in reporting a suspicion of abuse

Step 1 Contact the Designated Person - Mayo County Council Child Protection Liaison Officer - in person.

Step 2 The Designated Person should then contact the relevant health board and Gardaí, in writing or by phone.

Step 3 This Designated Person will be asked to make personal contact with a duty social worker attached to the Health Board to facilitate information gathering. The individual who initially expressed concern may be called on to assist in this process.

Step 4 The duty social worker will ask that the following information and or Child Protection reporting form be provided. Include as much information as you can in this report. The following information will be sought from you:

- Names and addresses of the young people and their parents or careers;
- The name and address of the alleged perpetrator;
- An account of your grounds for concern;
- The circumstances in which concern(s) arose or incident(s) occurred;

- Information of any family difficulties of which you may be aware;
- Any individuals who act in a supportive or protective role in the family concerned i.e. a helpful family member or neighbour;
- The young person's school or GP, if known;
- Your involvement with the family;
- Details of any action already taken by you;
- The names and addresses of any agencies or key people involved with the parents;
- Your name, address, telephone number, occupation and relationship with the family.

In the event of an emergency or if the Health Board duty social worker is not available, please report your concerns to the Garda Síochána.

Appendix1. Registration Form



**Mayo
Youth
Theatre**

c/o Mayo County Council Arts Office, Aras an Chontae, Castlebar, Co. Mayo
Tel: 094 90 47558/7471 e-mail: mayoarts@mayococo.ie

Registration Form 2013/2014 PLEASE FILL OUT IN BLOCK LETTERS

Name : _____ Male/Female: _____

Email Address: _____

Have you been a previous participant of Mayo Youth Theatre : _____

If yes, how many years have you been a participant of MYT: _____

Date of Birth DD/MM/YY: _____ Age at Registration: _____

Postal Address: _____

Home phone number: _____

Mobile phone number: _____

Name of Parent(s)/ Guardian(s): _____

Phone nos of Parent(s)/ Guardian(s); _____

Address of Parent(s)/ Guardian(s) if different to above:

Emergency contact name: _____

Emergency contact number: _____

Do you have any medical condition that the leaders of MYT should be aware of?

2. Parent's Pack

2.a Letter to Parents

MYT will start back on x date running from 6.30 – 8.30pm in Ballina Arts Centre
<http://www.ballinaartscentre.com/>.

We have a long list of people interested in attending MYT. We are delighted to be able to offer you a place. I need the enclosed parental/guardian consent form completed and send it back to me by x date If we do not receive the form, we cannot guarantee your place. The form is a five-page document.

Ronán Colhoun is the MYT facilitator. Ronán contact details are 089 2426362
ronancolhoun.myt@gmail.com. Ronán is a past MYT participant and has completed Arts Train through Youth Theatre Ireland <http://www.youththeatre.ie/> **MYT is affiliated with Youth Theatre Ireland.**

There is a nominal charge of €2 per session, which is collected by each group to fund travel/ theatre tickets etc. If the group are meeting for extra rehearsals or for any other reason, you will be informed in advance. If the group are going on a trip, a consent e-mail will be sent to you in advance.

Due to pressure on our budget, if your teenager books into a theatre show with MYT and does not attend, they will be charged for the ticket.

Code of Behaviour Document:

We would like to assure you that we have child protection policies and procedures in place for MYT. We will have all the documentation online and can be accessed here x address, or you can request a copy of the same.

Please note that Mayo Youth Theatre is insured under Mayo County Council's Public Liability Policy. Therefore, Personal Accident Insurance, if required, is the responsibility of the individual.

Please do not hesitate to contact me should you have any queries in relation to Mayo Youth Theatre.

Assistant Arts Officer,
 Mayo County Council,
 Aras an Chontae,
 Castlebar,
 Co. Mayo
 F23 WF90
 Tel: 094 90 64966
 e-mail: mayoarts@mayococo.ie

2.b

Mayo Youth Theatre Consent Form

Tel: 094 9064367 e-mail: mayoarts@mayococo.ie



**Mayo
 Youth
 Theatre**

CONSENT FORM

c/o Mayo County Council Arts Office, Aras an Chontae, Castlebar, Co. Mayo

Section A: Participant's Details

| | | | |
|-----------------------|--|--|--|
| Name | | Age and Date of Birth: | |
| | | Please note participants need to be 14 on the 1 st of September on the year of becoming a participant. | |
| Address: | | | |
| Home Telephone: | | Mobile: | |
| Participant's e-mail: | | | |

Section B: Parent(s)/Guardian(s) Details

| | | | |
|---------|--|-----------------|--|
| 1 Name: | | Home Telephone: | |
| | | Mobile: | |
| 2 Name: | | Home Telephone: | |
| | | | |

| | | |
|--|------------------------------|-----------------------------|
| | Mobile: | |
| E-mail address of parent/guardian for correspondence: | | |
| I (Parent/Guardian) consent to be contacted for the purpose of verifying my identity as parent/guardian of my child. Please tick to consent: <input type="checkbox"/> | | |
| Medical Conditions/Additional Requirements
If you do not have sufficient space to provide full details, please complete the attached Additional Information Sheet . Any information provided will be treated as confidential and managed in line with the youth theatre's Confidentiality Policy . | | |
| 1 Does your son/daughter/ward have any additional requirements? e.g. physical disability, learning difficulties or literacy issues
<i>If 'Yes', please give details</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2 Does your son/daughter/ward have any medical conditions of which we should be aware?
<i>If 'Yes', please give details</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3 Does your son/daughter/ward have any allergies?
<i>If 'Yes', please give details</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4 Is there any other information we need to be aware of that may impact on your son's/daughter's participation in youth theatre?
<i>If 'Yes', please give details</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| Section C: Parental Consent | | |
|--|------------------------------|-----------------------------|
| I give consent for: | | |
| 1 My son's/daughter's personal data, as provided, to be processed in line with the purposes detailed in the Privacy Statement at the end of this form. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2 My son/daughter to attend weekly drama workshops. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3 Photograph/Video Footage of my son/daughter to be taken during youth theatre events. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4 Photographs/Video Footage including my son/daughter to be used publicly in posters/flyers and/or newspapers for publicity purposes. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5 Photos/Video footage to be stored and used for archival purposes (All photos/video footage will be managed in line with the youth theatre's Use of Images Policy). | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6 First aid/medical assistance to be sought in the case of an emergency. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7 I have disclosed all relevant information with regard to any medical conditions and any additional requirements that relate to my son/daughter of which I am aware. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8 I have read the Information Sheet provided by the youth theatre. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Signed _____
Date: _____ | | |

| Section D: Participant's Consent For Photos | | |
|---|------------------------------|-----------------------------|
| I give my consent for photos/footage of me to be taken during youth theatre activities and for them to be used for publicity and for the youth theatre archive. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Signed _____
Date: _____ | | |
| Your signature is also required on the last page of the form | | |

Please return to Assistant Arts Officer, Mayo County Council, Aras an Chontae, Castlebar, Co. Mayo, F23 WF90, Tel: 094 9064376 , email: mayoarts@mayococo.ie

Additional Information relating to Medical Conditions or Additional Requirements.

Please note if you would like to discuss any of the information relating to your son's/daughter's medical conditions or additional requirements with us, please contact Arts Office, as per details above. We may also contact your for clarification or more information if necessary.

Parental Consent for use of personal data:

Mayo Youth Theatre will use personal data only where consent to do so is affirmative, freely given, specific, informed and unambiguous. The below privacy statement provides information on why we gather and how we will use your son's / daughter's personal data.

The Data Protection Contact Person at Mayo Youth Theatre is the Assistant Arts Officer. You can contact this person if you have a question regarding how your son's/ daughter's personal data will be processed.

Privacy Statement

The personal data requested in this form is collected solely for the purpose of supporting your son's/ daughter's participation in Mayo Youth Theatre.

Data such as contact details will be used to communicate with you and your son/ daughter in relation to your son's /daughter's membership of the youth theatre.

Data such as gender and age is used to ensure your son / daughter is assigned to aspects of the youth theatre activities that are age appropriate. It also helps us to make accommodation and other arrangements in the case of trips or residentials your son/ daughter may participate in during their time in membership of the youth theatre.

Details of your son's /daughter's age and gender are also provided to funders and Youth Theatre Ireland to generate statistical information but are aggregated with all members and not directly linked to your son/ daughter personally or used to identify your son/daughter to third parties in any way.

Sensitive personal data such as details of medical conditions or other personal needs are collected so that we can ensure the safety and welfare of your son / daughter whilst participating in the youth theatre.

Your son's/ daughter's personal data will only be shared with those who need to know it, and only disclosed to a third party in the case of an emergency such as if they become ill or have an accident that requires medical attention.

Images including video will be collected for the purpose of promoting and documenting the activities of Mayo Youth Theatre and for archival purposes. Images will be managed

safely in line with our Use of Images Policy. The promotion of our productions and other events requires that on occasions images will be used in the public domain.

Mayo Youth Theatre will retain personal data on file for a period of five years when it will be destroyed.

Personal data in the form of photographic images and video will be retained permanently or until such time they become obsolete for the purpose of promoting and documenting the activities of Mayo Youth Theatre.

Your rights:

Mayo Youth Theatre is committed to upholding yours and your son's /daughter's rights as provided for by the General Data Protection Regulation (GDPR) including:

- The *right to be informed* about how we will use your personal data.
- The *right of access* to a copy of the personal data we hold and information on how we process it.
- The right to have incorrect or incomplete personal data corrected.
- The '*right to be forgotten*' and have personal data deleted if you so request.
- The *right to restrict* how we process your personal data.
- The *right to object* to the processing of your personal data.
- The right to data portability

To be completed by Parent/ Guardian

I consent to the use of the personal data provided for the purposes outlined in the above Privacy Statement.

Signed: _____ Date: _____

3. Youth Theatre Code of Conduct

Rights for members of Youth Theatres

Youth theatre members have the right to:

- ✚ feel safe at all times and to be protected from any form of bullying or violence from others.
- ✚ Have their personal property respected at all times.
- ✚ Have their own personal space and privacy respected. Inappropriate sexual or other behaviour towards members by a leader/teacher/director or by another member is not permissible.
- ✚ voice their needs or concerns with responsible personnel in the Youth Theatre.
- ✚ information and to express their views freely.
- ✚ have full participation in the activities of the Youth Theatre of which they are a member.
- ✚ be informed of the rules of their Youth Theatre.

Members of a Youth Theatre must give the leader, director or teacher the respect that his/her position demands and recognition of the importance of their role in the continued development of that youth theatre.

Youth Theatre Members have a responsibility to:

- ✚ Be reliable, punctual and dependable in your youth theatre, particularly at times close to and during a production.
- ✚ Treat the organisers and supporters of the youth theatre with respect and courtesy.
- ✚ Give as much as you can to the youth theatre and take what you are doing seriously.
- ✚ Enjoy yourself and make the youth theatre enjoyable for others
- ✚ Respect other people's personal space and belongings
- ✚ Respect that others may come from different economic, religious and ethnic backgrounds to you

- ✚ Work as part of a team
- ✚ Agree to workshop rules including switching off mobile phones and for safety reasons, not chewing gum and wearing appropriate clothes and footwear.
- ✚ Respect the open and creative environment of the youth theatre and not destructively criticise other members, staff or the youth theatre. This includes electronically through text, tweets or on facebook.

Mayo Youth Theatre, c/o Arts Office, Mayo County Council, Áras an Chontae, Castlebar, Co. Mayo
Tel: 094 90 64966, e-mail: mayoarts@mayococo.ie

4. Rules and Rights of a Youth Theatre

Rights for members of Youth Theatres

- ✚ Members have the right to feel safe at all times. They have the right to be protected from any form of bullying or violence from others.
- ✚ Personal property of members must be respected at all times.
- ✚ Members have the right to their own personal space and privacy respected. Inappropriate sexual behaviour towards members by a leader/teacher/director or by another member will not be condoned.
- ✚ Members have the right to voice their needs or concerns with responsible personnel in the Youth Theatre.
- ✚ Members have the right to information and to express their views freely.
- ✚ Members have the right to have full participation in the activities of the Youth Theatre of which they are a member.
- ✚ Members have the right to be informed of the rules of their Youth Theatre.

- ✚ Members of a Youth Theatre must give the leader, director or teacher the respect that his/her position demands and recognition of the importance of their role in the continued development of that youth theatre.

Rules and rights which apply to the leaders

- ✚ The leaders of Mayo Youth Theatre should know their own limitations. They should never overreach or exhaust themselves.
 - ✚ The leaders of Mayo Youth Theatre should be aware of their own level of competence in relation to the young people in their group.
 - ✚ The leaders of Mayo Youth Theatre should have sufficient skills to enable him/her to put together safe and worthwhile activities for the group.
 - ✚ The leaders of Mayo Youth Theatre should have sufficient knowledge of any medical condition (e.g. diabetes, asthma etc.) of any of the members of the group.
 - ✚ The leaders of Mayo Youth Theatre should encourage a free flow of information with the parents/guardians of the members of the group.
 - ✚ The leaders of Mayo Youth Theatre should have a mentor, friend or counsellor to act as a sounding board for ideas as well as an occasional shoulder to cry on.
 - ✚ The leaders of Mayo Youth Theatre should develop relationships with local agencies such as the Gardaí.
-

5. Sample Permission Form



Mayo Youth Theatre

c/o Mayo County Council Arts Office, Aras an Chontae, Castlebar, Co. Mayo

Tel: 094 90 64966

e-mail: mayoarts@mayococo.ie

Rehearsals time and performance times for 'Bits and Bobs' presentation

Name of Mayo Youth Theatre member: _____

Parents Name(s): _____

Address: _____

Contact telephone number(s): _____

I/we give permission for _____ to attend an extra rehearsal on Thursday 8th March 4pm – 8pm and the preparation and performances on the Friday and Saturday 9th and 10th March 6pm-9pm in the Ballina arts Centre

Signed by Parent/Guardian

Date

6. MYT Incident Report Away Forms



**Mayo
Youth
Theatre**

c/o Mayo County Council Arts Office, Aras an Chontae, Castlebar, Co. Mayo

Tel: 094 90 64966
MYT

e-mail: mayoarts@mayococo.ie

ACCIDENT AND INCIDENT REPORT FORM (Trips Away)

| | |
|--|--------------|
| Details of accident / incident. | |
| Date: _____ | Time: _____ |
| What happened? (Please describe) | |
|
 | |
| Where did it happen? | |
|
 | |
| Did anybody witness the accident / incident? | |
| Name: _____ | Phone: _____ |
| Name: _____ | Phone: _____ |
| To whom was the accident / incident reported? | |
| Please tick all relevant persons: | |

| | | | |
|--------------------------|----------|---------------------------|-------|
| Parent/ Guardian | Local GP | Designated welfare person | Other |
| Full name: _____ | | | |
| Address: _____ | | | |
| Tel: _____ Mobile: _____ | | | |
| Full name: _____ | | | |
| Address: _____ | | | |
| Tel: _____ Mobile: _____ | | | |

| | | | |
|--|----------------|-------------------|-----------------|
| Who was injured/ affected by the accident/ incident? | | | |
| Please tick all relevant persons: | | | |
| Youth Theatre member | YT Facilitator | YT Welfare person | Volunteer Other |
| Full name: _____ | | | |
| Address: _____ | | | |
| Tel: _____ Mobile: _____ | | | |
| Date of birth: _____ Age: _____ Male / Female | | | |
| Did the affected person agree to the recommended course of action? Yes No | | | |
| Did the accident/ incident cause injury? Yes No | | | |
| Apparent nature of injury:
(Please Describe) | | | |
| Part of Body injured; | | | |

| |
|---------------------------|
| Treatment Details: |
|---------------------------|

(Please tick all relevant)

None First Aid Local GP/ Clinic Advised to see own GP on return

Accident and Emergency Department Hospital stay

First Aid:
 Who administered first aid: _____ Contact number: _____

What first aid was administered: _____

Hospital Stay:

Length of stay: _____ days

Date of admittance: _____ Time of admittance: _____
 Date of discharge: _____ Time of discharge: _____

Did the accident / incident occur during a workshop/ planned artistic activity?
 Yes No

Please explain:

Did the accident involve any props, sets or technical equipment? Yes No
 Specify and explain:

Did the accident/incident occur during planned social activities? Yes No
 Specify and explain:

Did the accident/ incident occur during unplanned activities? Yes No
 Specify and explain:

Was a leader or responsible adult present at the accident/ incident? Yes No
 If no, explain:

Details of person completing this form:

Name: _____ Role in relation to injured party: _____

| | |
|----------------------------|----------------------------|
| Tel: _____ | Email: _____ |
| Home address: _____ | |
| Signature: _____ | Today's date: _____ |

7. Tips on Safe Social Networking from Young People for Young People:

- **Keep Your Personal Information To Yourself.**

Never divulge any personal information that could be used to find or identify you in real life in a public forum. Password protect this information. This information includes your real name, address, telephone number, mobile number or links to websites or other profiles that might give this information away. It also includes this kind of information about your friends and family. Your personal information could be easily abused and misused. Your password can often be guessed, your identity can be stolen, it can be used by people wanting to defraud you or groom a teen into an offline meeting, or used to cyberstalk or harass you or by cyberbullies. It's your personal information. **PROTECT IT!**

- **Protect Your Password!**

Keep your password to yourself and don't pick one that's easy to guess' (Keeping it On a post-it note glued to your monitor may not be the best way of storing your password securely.)

- **Don't Forget That Your Profile is A Public Space**

Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts). Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day

- **Are You Really Willing To Let Your Boss or Parents Read Your Profile**

Don't post anything in public that you don't want your parents, principal, boss, university president or boyfriend or girlfriend to see. These posts tend to last longer than any of us thought they could. They are passed around and discoverable by search engines. You are never truly private when online. Remember that. Password protect everything and guard your password.

- **People Aren't Always Who They Say They Are. Be Careful About Adding Strangers To Your Friends List.**

It's fun to connect with new friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult. Think about keeping some control over the information you post. Consider restricting access to your page to a select group of people, for example, your friends from school, your club, your team, your community groups, or your family.

- **Make sure your screen name doesn't say too much about you.**

Don't use your name, your age, or your hometown. Even if you think your screen name makes you anonymous, it doesn't take a genius to combine clues to figure out who you are and where you can be found.

- **Consider not posting your photo.**

It can be altered and broadcast in ways you may not be happy about. If you do post one, ask yourself whether it's one your mum would display in the living room.

- **Be wary if a new online friend wants to meet you in person.**

Before you decide to meet someone, do your research: Ask whether any of your friends know the person, and see what background you can dig up through online search engines. If you decide to meet them, be smart about it: Meet in a public place, during the day, with friends you trust. Tell an adult or a responsible sibling where you're going, and when you expect to be back.

- **ThinkB4UClick**

Before posting something online, check and make sure it says what you wanted it to say, can't be misconstrued and is being posted at the right place or sent to the right person. Think about the person on the other side. Many cyberwars start with a careless message.

- **Take5!**

If something upsets you online, put down the mouse and walk away from the computer...so no one will get hurt! Take five minutes to do something you enjoy doing for five minutes to help you calm down and reply with a clear head.

- **They are Just People You Meet Online, Not Real Friends**

Remember that your online friends are not really your friends. You may like them, think they understand the real you and even connect. But, unless you know them offline, they are not real friends. They are just cyberfriends. People who are smarter than you have been tricked. Don't become a victim!

- **I'm Receiving Unwanted Messages. What should I do?**

There are a few things you can do:

- You can anonymously report messages by clicking the "Report Messages" link under the name and picture of the sender when viewing a message.
- You can easily block any user on social networking sites from seeing or contacting you by entering their name in the "Block People" section on the Privacy page.
- You can limit the people who can find you in searches, which in turn limits who can message you. Or you can block users.

- **Don't Be An Easy Mark**

If something seems too good to be true, it's not true. Period. No exceptions. Does it make sense to you that the brother-in-law of the former Nigerian president found you out of the 700 million other users online to entrust with their 500 million Euro?

- **Harassment, Hate Speech and Inappropriate Content Should Be Reported**

If you feel someone's behaviour is inappropriate, react. Talk with a trusted adult, or report it to the website or the authorities.

- **Trust your gut feeling if you have suspicions.**

If you feel threatened by someone or uncomfortable because of something online, tell an adult you trust and report it to the

police and the social networking site. You could end up preventing someone else from becoming a victim.

- **Tell a Trusted Adult and Report Cybercrime**

If you are a minor (under '18 years of age), make sure that you tell your parents or another trusted adult if something goes wrong. Don't try and handle it yourself. If it involves dangerous or criminal activity, or someone you suspect is a predator or criminal, report it to your local law enforcement office.