



## **Information Sheet for Parents: Taking Flight Child Safeguarding Policy**

(updated Nov 2024)

## **Section 1: Statement and Guiding Principles**

### **1.1 Child Protection Statement**

Taking Flight:Education & Performance Ltd (TF) believes that the protection and welfare of children and young people are of paramount importance in our work. Taking Flight's guiding principles aim to reassure workers, volunteers, families, children, young people and the wider community that Taking Flight is dedicated to safeguarding children and young people and that the welfare and protection of children and young people in our care is always the priority.

Taking Flight is committed to a young-person centred approach in our work. It is the policy of the organisation that all adults we engage to work with children and young people take all reasonable care to ensure that all young participants involved in its services are protected from abuse of any kind. TF recognises the right of every child/young person to be protected, treated with respect, listened to and to have their own views taken into consideration in all decisions affecting them.

TF seeks to ensure that no child or young person is disadvantaged or treated differently because of gender, social or ethnic background, family status, sexual orientation, religion or disability. We undertake to provide a safe environment and positive experience, where the welfare of the young person is paramount.

This Child Safeguarding Policy and procedures are aligned with all other policies within the organisation relating to HR, Health and Safety and Privacy. In particular, the Code of Conduct and Company Handbook go hand in hand with this Child Protection Policy.

The organisation commits to reviewing this Child Protection Policy, procedures and approaches relating to the wellbeing of young participants every two years.

### **Taking Flight Child Safeguarding Contacts**

Shane Holohan, DLP [admin@takingflight.ie](mailto:admin@takingflight.ie) 087 9596520

Katie Martin Deputy DLP and Relevant Person, [katie.martin@takingflight.ie](mailto:katie.martin@takingflight.ie), 085 -2617279

### **Child Abuse and Reporting Abuse**

Taking Flight has a comprehensive Child Safeguarding Policy that outlines its response to concerns related to child abuse and the wellbeing of children. The policy includes a detailed description of TF's reporting procedures which meet the requirements of statutory authorities including Tusla and the Gardaí.

The policy also outlines TF's Selection and Recruitment procedures,our Code of Behaviour for those working with children and teens,our policy on use of social media and communications with children

and teens, anti-bullying policy and procedures, and our approach to dealing with challenging behaviour.

## **Communicating with Parents/Guardians**

Taking Flight recognises the importance of maintaining good relations with the parents/guardians of the children and young people who access our services. Parents/Guardians facilitate the participation of children/young people in our activities and we welcome their interest and attendance at showcases etc. In most circumstances parents/guardians are responsible for booking classes and activities and this can necessitate phone calls and email communications. Hence, parents/guardians are aware of the practical details of their child/young person's participation.

We take seriously our duty of care towards our young participants during our contact time with them, yet we recognise we play a limited role in their lives. Therefore, it is essential that their parents/guardians are aware of any incidents or circumstances that occur during their time with us that may impact their child or young person.

We take the following approach to communicating with parents/guardians of participants:

- Parents/guardians are welcome to contact us to discuss any aspect of their child's/young person's involvement in Taking Flight.
- Management will inform parents/guardians of any accident or incident involving their child as soon as possible.
- Any concern in relation to a child/young person will be communicated to parents/guardians promptly. Concerns could relate to a child/young person's mental or physical wellbeing or capacity to participate in our activities. We will also contact parents/guardians should we have a concern about a young person's behaviour.
- Taking Flight welcomes children/young people with a range of additional needs to take part in our activities. We recognise that regular communications and dialogue may be required with the parents/guardians of young people who may experience challenges in participating.
- Parents/guardians may access a copy of our full Safeguarding Policy and Safeguarding Statement at <https://www.takingflight.ie/page/about-policies>.
- As outlined in the section on child protection in our Child Safeguarding Policy, parents/guardians will be informed of any child protection concerns relating to their child, unless doing so may put the child at risk. We will take advice from the statutory authorities in advance of informing parents in any circumstances where it is felt that there is any risk involved.
- As outlined in our anti-bullying policy, parents/guardians will be informed of an instance of bullying relating to their child/young person.
- Our Complaints procedure can be accessed by any parent/guardian who has a concern or issue relating to any aspect of their child/young person's involvement with the organisation.
- We welcome suggestions and feedback from both participants and their

parents/guardians regarding how we can create the best possible experience during our activities and classes.

### **What we ask of parents/guardians**

- Please ensure we have up to date contact information for you.
- Inform us of any medical conditions, injuries or illnesses that may impact on your child's/young person's participation and provide us with updates when you have them.
- Please ensure your child/young person has a safe way of arriving to and returning home from Taking Flight activities.
- If they are to be collected, please ensure you are on time.
- Open communication - we welcome any feedback on our activities and anything that relates to your child's/young person's participation.
- We would love to see you at any showcases, shows and/or other events that celebrate your child's/young person's participation and achievements.
- **Photography/video footage:** due to child safeguarding guidelines, parents/guardians are not permitted to take photos or video footage during classes or other activities. At the end of each term, an opportunity will be created to allow parents/guardians to capture footage/photos of their child showcasing the skills they have learned during the term.

Taking Flight's full Child Safeguarding Policy and Child Safeguarding Statement is available to read at:  
<https://www.takingflight.ie/page/about-policies>

Contact us on 085 2617279

Email: [info@takingflight.ie](mailto:info@takingflight.ie)