



**Paper Lanterns Teen & Young Adult Literary Journal
Child Safeguarding Statement 5.11.2023**

1. Name of service being provided:

Paper Lanterns Teen & Young Adult Literary Journal

2. Nature of service and principles to safeguard children from harm (brief outline of what our service is, what we do and our commitment to safeguard children):

Here at Paper Lanterns, we are committed to providing a safe environment for children and young people.

Paper Lanterns YA Literary Journal promotes the voices of young people and provides new and exciting content for a teen and young adult audience.

Paper Lanterns is committed to providing opportunities for young readers, writers and artists. At least 50 percent of contributors are teenagers, giving them the unique platform to share their stories alongside YA writers and artists.

Paper Lanterns also runs launches, writing workshops and book clubs.

3. Risk Assessment

We have carried out an assessment of any potential for harm to a child while availing of our services including the area of online safety when accessing the internet. Below is a list of the areas of risk identified and the list of procedures for managing these risks.

	Risk identified	Procedure in place to manage identified risk
1	Access to Children	All Paper Lanterns staff are subject to a screening process which includes an interview, an application and reference check. Garda Vetting will be organised when required. Staff undertake the Children First E-Learning Programme by Tulsa.
2	Use of Images of Children	Written permission sought in advance from parents for use of images of children online and in publications
3	Recording and Sharing complaints and concerns	All records in relation to complaints and concerns are held securely and only shared on a need to know basis
4	Risk of Harm, including Risk of Bullying	Per the Children First Act 2015, "harm" means, in relation to a child— (a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or (b) sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or



		<p>circumstances, or otherwise.</p> <p>All Paper Lanterns staff and volunteers are trained in child protection and aware of their obligations in reporting a child protection complaint or concern.</p>
5	One-to-One Working	All Paper Lanterns launches and events always involve more than one adult being present or at least in sight or hearing of others. A minimum of two adults should be present at all times.
6	Appropriate Physical Content	Physical touch should only occur when it is appropriate to the age/development of the child and in response to particular needs of the child and in line with Children First legislation and public health guidelines. There will be instances when physical contact is unavoidable and in fact necessary, e.g. preventing injury.
7	Safe Use of Internet/Social Media	The content of the Paper Lanterns website and social media accounts is appropriate for children. Paper Lanterns will direct teenagers to guidance on staying safe online when relevant.
8	Online Workshops	Staff and volunteers are trained in the appropriate use of technology for the delivery of online workshops and the standards of behaviour required.
9	Transporting Children	During events (festivals, book clubs, writing groups, open mic readings), children will have a set drop-off and collection time that will be coordinated with teachers, librarians, event staff, parents, and the Paper Lanterns team. Parents and guardians are welcome at all events. Staff and volunteers will not arrange external meetings or contact children or vulnerable adults outside the group or project or offer lifts to children or vulnerable adults in personal vehicles.
10	External Partners	Paper Lanterns will organise events such as launches in locations that are appropriate for children,
11	Responding to Challenging Behaviour	A Staff and volunteers should not under any circumstances attempt to deal with any problems or challenging behaviour alone. If an activity – the event itself or peer activities between children – is getting out of hand or becomes unsafe, the group leader or a member of staff must be notified immediately.
12	Communicating with parents/guardians (primary carers)	Paper Lanterns is committed to being open with all primary carers, i.e. parents and guardians. As a child-centred and person-centred organisation, we are committed to putting the interest of the child and vulnerable adult first. We encourage primary carers to work in partnership with us under the guidelines



	set out by our organisation to ensure the safety of children and vulnerable adults.
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4. Procedures

Our Child Safeguarding Statement has 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:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service;
- Procedure for the safe recruitment and selection of workers and volunteers to work with children;
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm;
- Procedure for the reporting of child protection or welfare concerns to Tusla;
- Procedure for appointing a relevant person.

All procedures listed are available upon request.

5. Implementation

We recognise that implementation is an on-going process. Our service is 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.

Local Tulsa Contact Telephone Number
Dublin City - Tel 01-8467235 am.dnc@tusla.ie
In emergency contact **An Garda Síochána** 999/112

This Child Safeguarding Statement will be reviewed on 5th NOVEMBER 2025 or as soon as practicable after there has been a material change in any matter to which the statement refers.

Signed: Grace Kelley (Provider) 0863679861
[Provider's name and contact details]

For queries, please contact Grace Kelley, Relevant Person under the Children First Act 2015.

paperlanternsjournal@gmail.com