



Poetry Ireland / Éigse Éireann
in association with The Arts Council/An Chomhairle Ealaíon

Writers in Schools

Guidelines for the Protection and
Welfare of Children and Young
People in the Arts Sector



Contents

Foreword	page 3
Child protection policy statement	page 4
Code of behaviour for staff	page 5
Reporting procedures	page 7
Confidentiality statement	page 10
Safe recruitment and selection procedures	page 11
Safe management of staff	page 12
Responsible adult involvement and sharing of information	page 13
Incidences of poor practice and allegations against staff	page 14
Complaints and comments	page 16
Bibliography	page 17
Appendices	page 18



Foreword

Since 2004 Poetry Ireland has been involved in a consultation process, along with the Arts Council/ An Chomhairle Ealaíon, the HSE and other arts organisations working with children and young people, in the drafting of a generic set of guidelines for artists working in this area. Each organisation then adapted these to the specific needs of their own artists and these guidelines are the overall result of this process. Specifically designed with the needs of artists in mind, it is hoped that they will prove a practical and useful addition to best practice in the area of arts education and be of help to artists in their work.

The guidelines will now be distributed to all writers and schools participating in the Writers in Schools Scheme and will be available to download as a PDF from our website www.poetryireland.ie Poetry Ireland would like to acknowledge the help of the HSE and the contributions from various writers on the WIS Scheme in the compilation of these guidelines. We would welcome feedback on the guidelines, with a view to producing a shorter and more streamlined version for distribution in early 2008.

These guidelines have been formally adopted by the Board of Poetry Ireland and we would like to thank them for their continued support of the work of Education Desk.

Jane O'Hanlon
Education Officer

Anna Boner
WIS Development Officer

Child Protection Policy Statement

We in POETRY IRELAND, are committed to a child-centred approach to our work with children and young people. We undertake to provide a safe environment and experience, where the welfare of the child/young person is paramount. We will adhere to the *Children First: National Guidelines for the Protection and Welfare of Children* by having and implementing procedures covering:

- **Safe recruitment, training and management/supervision of staff²**
- **Code of behaviour for staff**
- **Incidents and accidents**
- **Complaints**
- **Reporting of suspected or disclosed abuse (See Appendix 1 for categories of abuse)**

- **Confidentiality**
- **Circulation of information to staff, writers, artists, teachers and schools on what we do and what they should expect from us, including information on policies and procedures**
- **Allegations of misconduct or abuse by staff and/or participating artists**

This policy will be reviewed in January 2008

March 2007

¹ The Child Care Act 1991 (17/1991) defines a child as a 'person under the age of 18 years other than a person who is or has been married' (S.2.1).

² "Staff" refers to Poetry Ireland staff, writers/storytellers, facilitators, interns



Code of behaviour for staff

Child-centred approach

- Treat all children and young people equally
- Use appropriate language (physical and verbal)
- Treat all children and young people as individuals
- Boundaries on behaviour and related sanctions, as appropriate, to be discussed with teachers/responsible adults
- Have contracts/agreements with school/library/host organisation
- Be aware of a child/young person's time limitations e.g. school/exams when scheduling rehearsals/activities
- Respect differences of ability, culture, religion, race and sexual orientation
- Avoid spending excessive amounts of time alone with children/young people

Inappropriate behaviour

- Do not use/allow offensive or sexually suggestive physical and/or verbal language³
- Do not single out a particular child/young person (for unfair favouritism, criticism, ridicule, or unwelcome focus or attention)
- Do not allow/engage in inappropriate touching of any form
- Do not hit or physically chastise children/young people
- Do not socialise inappropriately with children/young people e.g. outside of structured organisational activities

³ However, work emanating from the artistic process and work of artistic content will not be censored in this way



Code of behaviour for staff

Physical Contact

- Seek consent of child/young person in relation to physical contact (except in an emergency if a child is in danger)
- Avoid horseplay, inappropriate touch
- Check with children/young people about their level of comfort when doing touch exercises

Health and Safety

- Don't leave children unattended or unsupervised
- Manage any dangerous materials
- Provide a safe environment
- In the case of an accident school/library accident procedures should be followed accordingly



Reporting procedures

Role and responsibility of Designated Person

The Designated Person is the main point of contact where there is an issue or concern about any aspect of a child's or young person's safety and welfare. It is their responsibility to advise staff about policy and procedures in relation to child protection and to ensure that procedures are followed.

The Designated Person will support and advise staff in the event of a concern regarding child protection and welfare. It is also their responsibility to liaise with the Health Service Executive or Gardaí where appropriate.

The Designated Person in Poetry Ireland is Jane O'Hanlon, the Education Officer, who can be contacted at 01 4758605

The deputy Designated Person is Anna Boner, WIS Development Officer who can be contacted at 01 4758601

Note: Every school will also have a Designated Person, who can be contacted by the teacher if necessary.

The following would constitute reasonable grounds for concern

(i) specific indication from the child or young person that s/he has been abused

(ii) an account by a person who saw the child/young person being abused

(iii) evidence, such as an injury or behaviour, which is consistent with abuse and unlikely to be caused another way

(iv) an injury or behaviour which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour

(v) consistent indication, over a period of time, that a child is suffering from emotional or physical neglect

Children First: 4.3.2 (pg. 38)



Reporting procedures

What a writer should do

If the concern is about a child you meet while working in a school/library you do the following:

- You must speak to the teacher/librarian or responsible adult
- You must record the concern in writing (see first point on next page)
- If a report is made to the Designated Person in the school/library you must then contact Poetry Ireland's Designated Person and give a general outline of the procedures completed in the school/library
- Although other staff in the local organisation will be the one passing the concern onto the HSE, you should be aware that the HSE social worker may want to talk to you to hear your direct observations or what the child said to you



Reporting procedures

General HSE guidelines

- Record the concern, including the date, time and people involved in the concern/disclosure and the facts (for example in an incident book). Information recorded should be factual. Any opinions recorded should be supported by facts
- Inform the Designated Person or, if unavailable, their deputy
- The most appropriate person should discuss the concern/consult with parents/carers/responsible adults
- Parents/carers/responsible adults should be told of a report to the Health Service Executive unless it is likely to put the child/young person at further risk
- The Designated Person may contact the Health Service Executive Social Work Department for an informal consultation prior to making a report
- Information will be shared on a strictly 'need to know' basis (see Confidentiality Statement pg. 9)
- If there are reasonable grounds for concern as outlined above, the Designated Person will contact the duty social worker in the Health Service Executive area using the standard reporting form (available from the Health Service Executive. See appendix three for sample form). Reports to the duty social worker can be made verbally initially and then followed by the standard reporting form. Reports should be made to the Health Service Executive without delay
- If the Designated Person/Deputy is not available then contact the local Social Worker of the Health Service Executive directly (see appendix two)
- In emergencies which are out of Health Service Executive Social Work hours then contact the Gardaí. There may be situations which threaten the immediate safety of a child/young person where it may be necessary to contact the Gardaí



Confidentiality statement

We in Poetry Ireland are committed to ensuring peoples' rights to confidentiality. However, in relation to child protection and welfare we undertake that:

- Information will only be passed on, on a 'need to know' basis in order to safeguard the child/young person
- Giving such information to others for the protection of a child or young person is not a breach of confidentiality
- **We cannot guarantee total confidentiality where the best interests of the child or young person are at risk**
- Parents/carers/responsible adults, children and young people have a right to know if personal information is being shared and/or a report is being made to the Health Service Executive, unless doing so could put the child/young person at further risk
- Images of a child/young person will not be used for any reason without the consent of the parent/carer (however, we cannot guarantee that cameras/videos will not be used at public performances)
- Procedures will be put in place around the use of images of children/young people
- Procedures will be put in place for the recording and storing of information in line with our confidentiality policy



Safe recruitment and selection procedures

Policy statement

We will ensure that our staff are carefully selected, trained and supervised to provide a safe artistic environment for all children and young people.

It is good practice that staff are recruited along the following lines:

- There are clearly defined roles and responsibilities for every job (paid or otherwise)
 - Poetry Ireland office staff posts will be advertised widely
 - We will endeavour to select the most suitably qualified personnel
 - Candidates will be required to go through an application process
 - Candidates will be asked to sign a declaration form
 - At least two written references which are recent, relevant, independent and verbally confirmed will be necessary
 - Staff and artists will be selected by a panel of at least two (or more) representatives through an interview process
- No person who would be deemed to constitute a 'risk' will be employed
 - Some of the exclusions would include:
 - any child related conviction
 - refusal to sign application form and declaration form
 - insufficient documentary evidence of identification
 - concealing information on one's suitability to working with children
 - There will be a relevant probationary period (three months) for Poetry Ireland's office staff. All artists will fulfil new mentoring requirements as per WIS criteria 2004⁴
 - All staff and volunteers will be required to consent to Gardaí clearance, and where available, this will be sought

⁴ See 'A Review of the Poetry Ireland Writers in Schools Scheme' 2005, www.poetryireland.ie



Safe management of staff

To protect staff and young people

New staff will:

- be given a mandatory induction training session
- be made aware of the organisation's code of conduct, Designated Person and their role, and the child protection procedures
- be expected to have read and signed the Child Protection Policy
- undergo mentoring/probation period

All staff will:

- be provided with an adequate level of supervision support and review of work practice
- be provided with child protection training (volunteers not available for training will be required to read an information pack on the organisation's child protection policies and procedures)
- artists doing one-off or sessional work will be issued with an information pack and required to sign a copy of the child protection guidelines

Note: Freelance people will agree to abide by the organisation's Child Protection Policy and/or their own policy must be consistent with the Poetry Ireland guidelines



Responsible adult involvement and sharing of information

As we are a child-centred organisation we are committed to putting the interest of the child/young person first.

To that end we will:

- Work with the teacher/librarian/responsible adult or contact local Health Service Executive/Gardaí where there is a child protection welfare concern
- Work in partnership with responsible adults under the guidelines set out by our organisation to ensure the safety of their children
- Have a designated contact person who is available for consultations

We undertake to:

- Advise teacher/librarian/responsible adults of our child protection policy
- Inform teachers/librarians/responsible adults and schools of all activities and potential activities
- Issue contact/consent forms where relevant
- Comply with health and safety practices

- Operate child-centred policies in accordance with best practice

- Ensure as far as possible that the activities are age appropriate

- Encourage and facilitate teacher/librarian/responsible adult involvement where appropriate

If we have concerns about the welfare of the child/young person we will:

- Respond to the needs of the child or young person

- Inform the teachers/librarians/responsible adults on an ongoing basis unless this action puts the child or young person at further risk

- Where there are child protection and welfare concerns we are obliged to pass these on to the duty social worker and, in an emergency, the Gardaí

- In the event of a complaint against a member of staff we will immediately ensure the safety of the child/young person and inform responsible adults as appropriate



Incidences of poor practice and allegations against staff

In the event of an allegation against staff

There are two separate procedures to be followed:

- A) The reporting procedure in respect of the child/young person
- B) The procedure for dealing with the worker

In the event that the allegation is being directly dealt with by Poetry Ireland:

The deputy Designated Person will deal with issues related to the child/young person

The Designated Person will deal with issues related to the worker in liaison with the Chairperson of the Board of Poetry Ireland

In the event that the allegation is being dealt with by the school/library:

The school/library Designated Person will deal with issues related to the child/young person

The Poetry Ireland Designated Person will deal with issues related to the worker in liaison with the Chairperson of the Board of Poetry Ireland



Incidences of poor practice and allegations against staff

- The first priority is to ensure that no child or young person is exposed to unnecessary risk
- If allegations are made against the Designated Person then contact the Deputy Designated Person
- The reporting procedures such as outlined under Section 3 of these guidelines will be followed. Parents/carers/responsible adults and child/young person (age appropriate) should be informed of actions planned and taken.
- The staff member will be informed as soon as possible
 - (i) that an allegation has been made against him/her
 - (ii) the nature of the allegation
- The staff member will be given the opportunity to respond
- The Chairperson will be informed as soon as possible
- Any action following an allegation of abuse against an employee will be taken in consultation with Health Service Executive and Gardaí
- After consultation, chairperson/head of organisation will advise person accused and agreed procedures will be followed.
- Poetry Ireland will also follow best practice and contact the HSE team involved, acknowledging and ensuring that the concern has been received. The Designated Person will act in accordance with their role with the person against whom the allegation was received and advise the school/library that these procedures are being followed.



Complaints and comments procedures

- Complaints/comments will be responded to within three weeks
- The Education Officer, Jane O'Hanlon will have responsibility for directing complaints/comments to the appropriate person
- Verbal complaints will be logged and responded to

Accidents Procedure

(This may not always be applicable, but in the event that it is the following procedure will apply).

- Outside organisations will be required to provide proof that they have public liability insurance
- Children and young people will be advised of risks of any dangerous materials
- First aid boxes will be available, and regularly restocked
- Details of risky equipment used will be recorded and steps taken to minimise risk
- Availability of first aid will be in accordance with the school/library/host organisation.
- Where applicable responsibility for first-aid on off-site trips will be taken
- Incident books and first aid boxes will be clearly labelled and easily available

Bibliography

Children First: National Guidelines for the Protection and Welfare of Children
Department of Health and Children, 1999

Our Duty to Care: The Principles of Good Practice for the Protection of Children and Young People, **Department of Health and Children, 2002**

A Review of the Writers in Schools Scheme, Gallagher, A. **Dublin: Poetry Ireland, 2005**



Appendix listings

Appendix One

Definitions of Abuse

Appendix Two

**List of HSE area social work
contact details**

Appendix Three

HSE notification form

Appendix Four

Declaration/Permission Form



Appendix 1 - Definitions of abuse

There are four main categories of abuse as outlined in *Children First: National Guidelines for the Protection and Welfare of Children*. The following is a synopsis of the information contained in that document. For the full definitions please refer to *Children First: National Guidelines for the Protection and Welfare of Children 1993* (Chapter 3, p31).

- Neglect (Children First 3.2)
- Emotional abuse (Children First 3.3)
- Physical abuse (Children First 3.4)
- Sexual abuse (Children First 3.5)

Neglect

“Neglect can be defined as being where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care.... The threshold of significant harm is reached when the child's needs are neglected to the extent that his or her well-being and/or development are severely affected.”

(Children First p.31)

Emotional abuse

Emotional abuse usually happens where there is a relationship between a carer and a child rather than as a specific incident or incidents.

“Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms”

(Children First p. 31)

Rather, it can manifest in the child's behaviour or physical functioning. Examples of these include 'anxious' attachment, unhappiness, low self-esteem, educational and developmental underachievement and uncooperative or hostile behaviour.

“The threshold of significant harm is reached when interaction is predominantly abusive and become typical of the relationship between the child and the parent/carer.”

(Children First p. 32)

Examples of emotional abuse in children include:

- Imposition of negative attributes on children, expressed by persistent criticism, sarcasm, hostility or blaming
- Emotional unavailability by the child's parent/carer



Appendix 1 - Definitions of abuse

- Unresponsiveness, inconsistent or inappropriate expectations of the child

- Premature imposition of responsibility on the child

- Unrealistic or inappropriate expectations of the child's capacity to understand something or to behave and control him/herself in a certain way

- Under or over-protection of the child

- Use of unreasonably harsh discipline

- Exposure to domestic violence
(*Children First* p. 32)

Physical abuse

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child.

Examples of physical injury include the following:

- Shaking
- Use of excessive force in handling
- Deliberate poisoning
- Suffocation
- Allowing or creating a substantial risk of significant harm to a child

(*Children First* p. 32)

Sexual abuse

Sexual abuse involves the use of a child for gratification or sexual arousal by a person for themselves or others.

Examples of sexual abuse include:

- Exposure of the sexual organs or any sexual act intentionally performed in the presence of a child
- Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification
- Masturbation in the presence of the child or involvement of the child in an act of masturbation
- Sexual intercourse with a child whether oral, vaginal or anal
- Sexual exploitation of a child including showing sexually explicit material to children which is often a feature of the 'grooming' process by perpetrators of abuse
- Consensual sexual activity involving an adult and an under-age person

(*Children First* p. 33)

East Coast Area

Community Care Area	AREA SOCIAL WORK DEPARTMENT Address	Phone No.	Fax No.
Area 1	Our Lady's Clinic, Patrick Street Dun Laoghaire Co. Dublin	01 - 2808403	01 - 2844995
Area 2	Vergemount Hall, Clonskeagh Dublin 6	01 - 2680320/0333	01 - 2680406
Area 10	Glenside Road Health Centre Wicklow Town Bray Health Centre, Block B, Civic Offices, Main Street, Bray.	0404 - 60800 01 2744100	0404 - 60888 01 2744136

Northern Area

Community Care Area	AREA SOCIAL WORK DEPARTMENT Address	Phone No.	Fax No.
Area 6	Rathdown Road Dublin 7	01 - 8680444	01 - 8825153
Area 7 North	Rose Cottage, Convent Avenue off Richmond Road, Fairview Dublin 3	01 - 8575432	01 - 8575449
Area 7 South	22 Mountjoy Square, Dublin 1	01 - 8556871	01 - 8550589
Area 8	Health Centre, Cromcastle Road Coolock, Dublin 5	01 - 8164200	01 - 8479593

South Western Area

Community Care Area	AREA SOCIAL WORK DEPARTMENT Address	Phone No.	Fax No.
Dublin South City District	15 City Gate St. Augustine Street, Dublin 8	01 - 6486650	01 - 6799303
Dublin South West District	Health Centre, Old County Road Crumlin, Dublin 12	01 - 4154700	01 - 4154804
Dublin West District	Bridge House, Cherry Orchard Hospital Ballyfermot, Dublin 10	01 - 6206387	01 - 6206388
Kildare/West Wicklow District	Social Work Department, 1A South Main Street, Naas, Co. Kildare	045 - 896120	045 - 896455

Midland Area

Community Care Area	Address	Phone No.	Fax No.
Longford/ Westmeath	Child & Family Centre Springfield Mullingar Co. Westmeath	044 – 84450	044 – 84396
	Health Centre Coosan Road Athlone Co. Westmeath	09064-83106	09064-83149
	Tivoli House Dublin Road Longford	043-50584	043-50798
Laois/Offaly	Community Care Office O'Carroll Street Tullamore Co. Offaly	0506 – 22488	0506 – 21136
	Child & Family Centre Dublin Road Portlaoise Co. Laois	0502-78236	0502-62535

Mid Western Area

Community Care Area	Address	Phone No.	Fax No.
Limerick	Unit 3 St. Camillus's Shelbourne Road Limerick	061 - 483711	061 - 483757
Clare	River House Gort Road Ennis Co. Clare	065 - 6863907 065 - 6863908	065 - 6863984
North Tipperary	Social Work Department Annbrook Limerick Road Nenagh Co. Tipperary	067 - 41934	067 - 42069

North Eastern Area

Community Care Area	Address	Phone No.	Fax No.
Cavan/Monaghan	Local Health Care Unit Rooskey Monaghan (or) Child and Family Services HSE Drumalee, Cootehill Rd., Cavan	047 - 30400 047 - 30426 047 - 30427 049 - 4377300	047 - 77908
Louth	3 rd Floor Nurses Residence Our Lady of Lourdes Hospital Drogheda Co. Louth Wilton House Stapleton Place Dundalk Co. Louth	041 - 9875282 042 - 9392220	041 - 9875244 042 - 9392265
Meath	Child & Family Centre Navan Co. Meath	046 - 9078846/30	046 - 9071030
Sligo/Leitrim	Community Services Markievicz House Sligo Carrick -on- Shannon Duty Social Worker Tubbercurry Duty Social Worker	071 - 9155133 071 9650324 071 9120062	071 - 9155187
Donegal	Garden Centre St. Conal's Hospital Letterkenny Co. Donegal Buncrana Duty Social Worker Donegal Town Duty Social Worker	074 912 3770 074 9361044 074 972 1074	074 - 9129752

South Eastern Area

Community Care Area	Address	Phone No.	Fax No.
Carlow/Kilkenny	SEHB 11 Patrick Street Kilkenny	056 – 7784781 Duty Social Work Kilkenny 056 7784782 Duty Social Work Carlow -059 9136587	056 - 7762741
Waterford	Community Care Centre Cork Road Waterford	051 – 842880 Duty Social Work 051 842827	051 - 842811
Wexford	Ely Hospital Wexford	053 – 47718 Duty Social Work 053 23522 x 222	053 - 47706
South Tipperary	Yellow House St. Luke’s Hospital Western Road Clonmel Co. Tipperary	052 – 77302/3 Duty Social Work 052 77306	052 - 77301

Southern Area

Community Care Area	Address	Phone No.	Fax No.
South Lee	Social Work Department St. Finbarr’s Hospital Cork	021 - 4923001	021 - 4312960
North Lee	Social Work Department Floor 2 adjacent to Blackpool S/C. Blackpool Cork	021 - 4927000	021- 4927001 021- 4927002
North Cork	Gouldshill House Mallow Co. Cork	022 - 30200	022 - 30211
West Cork	Community Care Coolnagarrane Skibbereen, Cork	028 – 40447 028 - 40456	028 - 23172

Kerry	28 Moyderwell Tralee, Co. Kerry	066 – 7184887 066 – 7184869 Duty Social Worker	066 - 7184890
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Western Area

Community Care Area	Address	Phone No.	Fax No.
Galway City	Community Care Services, 25 Newcastle Road Galway	091 546366 091 546370	091 - 527601
Galway West	Oughterard Health Centre, Ougtherard, Co. Galway	091 552200	
Galway East and South	Ballinasloe Health Centre, Ballinasloe, Co. Galway	0909 646200 091 847820 (Loughrea office)	
Galway North/Central	Vicar Street, Tuam, Galway	093 26800 Principal Social Worker	
Mayo	Hill House Mountainview Castlebar Co. Mayo	094 - 9042283 094 - 9042284	094 - 9026110
Roscommon	Abbey Town House Abbey Street Roscommon	090 - 6626732	090 - 6626776



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

PRIVATE AND CONFIDENTIAL
STANDARD FORM FOR REPORTING CHILD PROTECTION AND/OR
WELFARE CONCERNS

In case of Emergency or outside Health Board office hours, contact should be made with An Garda Síochána

A. To Principal Social Worker :

1. Details of Child:

Name: _____

Male: **Female:**

Address: _____

_____ **Age/D.O.B.:**

School: _____

1a. Name of Mother: _____

Name of Father: _____

Address of Mother/Father if different to Child:

Telephone Number: _____

1b. Care and Custody arrangements regarding child, if known:

1c. Household Composition:

Name	Relationship to Child	Date of Birth	Additional Information e.g. School/Occupation

Note: A separate report form must be completed in respect of each child being reported.

- 2. Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) if known).**

3. Details of person(s) allegedly causing concern in relation to the child:

Name: _____ **Age:** _____

Male: **Female:**

Address:

Relationship to Child:

Occupation:

4. Name and Address of other personnel or agencies involved with child:

Social Worker: _____ **School:** _____

Public Health Nurse: _____

Gardai: _____

G.P.: _____

Pre-School/Crèche/Youth Club _____

Hospital: _____

Other, Specify e.g. Youth Groups, After School Clubs:

5a. Are Parents/Legal Guardians aware of this referral to the Social Work Department? Yes No

5b. Are the Parents/Legal Guardians supportive Yes No

5. Details of Person reporting concerns:

(Please see Guidance Notes re. Limitations of confidentiality)

Name: _____

Occupation: _____

Address: _____

Telephone Number: _____

Nature and extent of contact with Child/Family: _____

7. Details of Person completing form:

Name: _____ Date: _____

Occupation: _____ Signed: _____



Declaration of Suitability to Work with Children/Young People

I, _____ hereby declare and warrant that there is no reason known to me and there are no convictions, claims or complaints (past or pending) against me relating to children/young people that would deem me to be unsuitable to work with children/young people and carry out my role within this organisation.

I understand that my making a false declaration would be grounds for dismissal or the termination of my contract on any project on which I was engaged.

I also give my permission to contact An Garda Síochána for clearance purposes.

Signed: _____

Date: _____

Note: These Guidelines are being implemented in conjunction with The Arts Council/AnChomhairle Ealaíon.

