



Galway Atlantaquaria Child Protection, GDPR, & Image Policy



Our Responsibility – Our Duty of Care

1. Introduction

Galway Atlantaquaria is committed to ensuring the safety and wellbeing of all children and young people in our care. Our Child Protection Policy follows:

Children First: National Guidance for the Protection and Welfare of Children (2011)

Child Safeguarding: A Guide for Policy, Procedure & Practice (2019/20)

Children First Act (2015)

Our primary goal is to make sure children are safe, respected, and protected from harm at all times.

2. Who We Are & What We Do

Galway Atlantaquaria provides educational and recreational services for children and young people, including:

School outreach programs across Galway City and County.

Seashore and grassland studies with schools.

Guided tours and workshops inside the Aquarium.

Public events along the shore.

Key safety measures:

Children are always accompanied by teachers, parents, or at least two staff members.

All staff are Garda vetted and trained in child protection.

Staff follow strict child protection principles and risk assessments in all activities.

RISK ASSESSMENT 5X5 Model

<https://nationalaquarium.ie/wp-content/uploads/2026/02/RISK-ASSESSMENT-Outdoor-Experiences-low-res.pdf>

3. Guiding Principles-Child Safety & Welfare

The safety and welfare of children is everyone's responsibility.

Staff, volunteers, and students must:

Treat children with respect and value them as individuals.

Encourage children with praise and positive reinforcement.

Ensure activities are age-appropriate and safe.

Respect children's privacy in changing rooms, showers, and dormitories.

Avoid spending excessive time alone with a child unless necessary and pre-agreed.

Unacceptable Behaviors

Responsible adults must never:

Bully, use violence, sarcasm, name-calling, or favoritism.

Use abusive or inappropriate language or gestures.

Make sexual, racist, or derogatory jokes.

Ignore child welfare concerns.

Touch & Physical Contact

Must be child-led and appropriate for the child's developmental stage.

Avoid contact with private areas (breasts, buttocks, groin).

Be open, not secretive.

Communication - Emails, texts, and social media communications must remain professional.

Staff must never "friend" young people on personal social media.

4. Child Protection Principles

Welfare of the child is paramount.

All children have the right to protection from abuse, regardless of gender, ethnicity, disability, sexuality, or beliefs.

All concerns or allegations will be taken seriously and reported to authorities.

Commitment to safe recruitment, selection, and vetting.

Regular review of the policy to meet best practices.

5. Reporting & Recognising Abuse - Definitions

Neglect: Harm or developmental impairment due to lack of food, clothing, hygiene, medical care, supervision, or affection. For more information, see: <https://www.tusla.ie/services/child-protection-welfare/definitions-of-child-abuse/>

Reporting Procedures

Staff or members of the public can report concerns by:

Contacting the Designated Liaison Person (DLP) at Galway Atlantaquaria.

Contacting a teacher or responsible adult if the child is outside the Aquarium.

Contacting the HSE/Tusla Children and Family Services. - <https://www.tusla.ie/>

Contacting An Garda Síochána if the child is in immediate danger.

Important: Ignoring abuse or failing to act is a criminal offence under Section 176 of the Criminal Justice Act 2006.

6. Recruitment & Vetting Staff, Volunteers, and Students

Garda vetted, references taken, induction training provided.

Ongoing supervision and training in child protection.

Must be suitable in character, over 18, in good health, and willing to follow child protection procedures.

Re-Vetting - Every Five Years

Staff, volunteers, and students may be asked to re-vet periodically.

7. Code of Behaviour Expectations of Children

Follow staff instructions.

Do not hit, bully, or endanger others.

Respect peers and avoid racist or homophobic language.

Participate in group agreements (group contracts).

Positive Behaviour Management

Use “three-strike” system for managing disruptive behaviour:

First strike: Remind the child of the rules.

Second strike: Contact parents; DLP involved.

Third strike: Removal from activity.

8. Confidentiality

Children's information is confidential and shared only on a need-to-know basis.

Parents may access their child's records but not other children's.

Any report of abuse overrides confidentiality.

All staff are trained on confidentiality and data protection.

9. Photography & Image Policy GDPR

General Rules

Consent must be obtained before photographing or filming children.

Subjects can be photographed behind heads, looking down, as long as they are not identifiable.

Avoid naming children in photos.

Professional photographers must be accredited and follow all guidelines.

Personal photography is allowed in public areas but not in restricted zones.

Drones, GoPros in tanks, and other unsafe recording methods are prohibited.

Special & Commercial Photography

Requires advance approval from Galway Atlantaquaria.

Shoot plans, equipment details, and schedules must be submitted.

Staff oversight required; fees may apply for staff time.

Images must not imply endorsement by Galway Atlantaquaria.

Unauthorized shoots may be stopped immediately.

Visitor Photography

Visitors may photograph their experience responsibly in public areas.

Respect other visitors' privacy.

Report any misuse or concerns to the DLP Designated Liaison Person.

General Data Protection Guide – Galway Atlantaquaria

Galway Atlantaquaria collects and processes personal data in accordance with the General Data Protection Regulation (GDPR). We are committed to protecting your privacy and ensuring that your personal data is handled securely and transparently.

The Basics

We only collect personal data necessary to provide information about Galway Atlantaquaria activities, events, and services.

All personal data is stored securely.

We do not share your personal data with third parties for marketing or advertising purposes.

Personal data is retained only for as long as necessary to provide services or meet legal obligations.

You may request access to your data, request corrections, or ask for it to be removed or anonymised at any time by contacting info@nationalaquarium.ie

Our web servers may log information such as IP addresses and browser details to monitor system performance and improve user experience.

Our website may use cookies to improve functionality. These can be disabled in your browser settings.

Data We May Collect

During normal operations Galway Atlantaquaria may collect the following types of information.

Personal Data

Name

Address

Telephone number

Email address

Payment information (processed securely through our payment provider and not stored locally)

IP address (automatically collected for technical and security purposes)

Records of correspondence with Galway Atlantaquaria (for example emails or letters)

Non-Personal Data

Browser type and cookies collected through website analytics tools.

This information is used only to monitor website performance and improve user experience.

Analytics services such as Google Analytics may be used to help analyse website usage.

Why We Collect Data

We collect personal data only where necessary to deliver our services. This may include:

Processing membership information where applicable

Managing registrations for events, workshops, or educational programmes

Evaluating participation in community or funded programmes

Providing access to secure areas of our systems

Communicating updates, news, or events where consent has been provided

Reviewing applications for internships, placements, or voluntary opportunities

How Your Data Is Stored and Used

Personal data is stored securely using appropriate administrative, physical, and technical safeguards, including password protection, 2fa, and encryption where appropriate.

Some services used by Galway Atlantaquaria may involve trusted third-party providers, including:

Eventbrite – event registrations

Register365 – website hosting

MailChimp & Survey Monkey– mailing list management & surveys

Microsoft Office 365 & Gmail – email services

Google Analytics – website analytics

ROLLER - Booking System

These providers operate their own GDPR-compliant data protection policies.

Your personal data is used only for the purposes outlined above and will not be sold or shared for marketing purposes.

Data Retention

Personal data will be retained only for as long as necessary to fulfil the purpose for which it was collected or to comply with legal requirements.

Data Security

Galway Atlantaquaria takes reasonable steps to protect personal data from loss, misuse, or unauthorised access. Appropriate technical and organisational measures are in place to safeguard all information.

Your Rights

Under GDPR you have the right to:

Request access to your personal data

Request correction of inaccurate information

Request deletion or anonymisation of your data (“right to be forgotten”)

Withdraw consent where processing is based on consent

Requests can be made by contacting info@nationalaquarium.ie

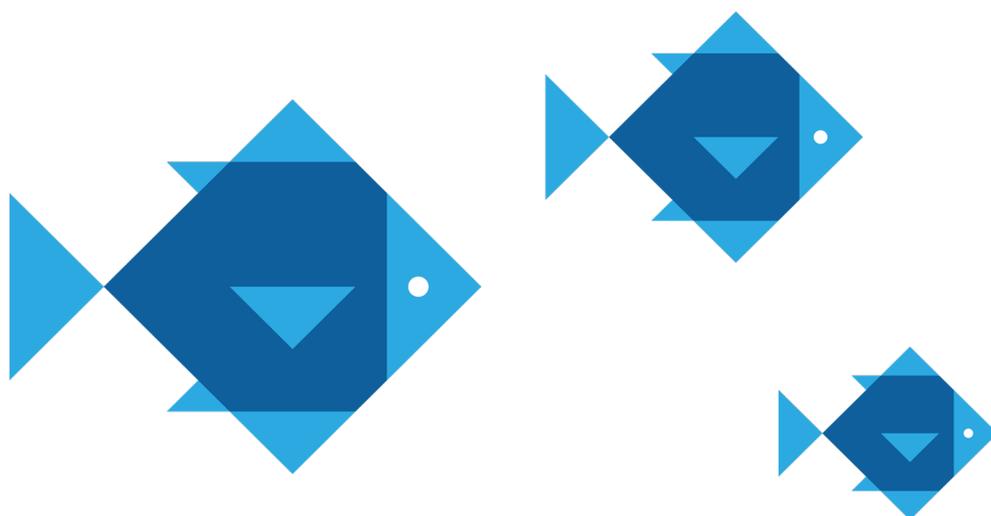
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Cookies

Our website may use cookies to enhance user experience. Cookies are small text files stored on your device that allow websites to remember your preferences.

You can disable cookies in your browser settings, although this may affect some website functionality.

Galway Atlantaquaria is committed to protecting your personal data and regularly reviewing this policy to ensure it remains accurate and up to date.



10. Accidents, Incidents & Complaints

All accidents or injuries will be recorded with details of time, cause, witnesses, and treatment.

Complaints about child safety or service can be raised with the DLP by email, phone, or letter.

Serious concerns may be escalated to HSE/Tusla.

11. Training

Basic training: All staff, volunteers, and students.

<https://www.tusla.ie/children-first/children-first-e-learning-programme/>

Advanced training: Managers and key personnel.

Objectives: Identify abuse, understand legislation, improve child services, collaborate with other agencies.

12. Policy Review

Galway Atlantaquaria will review this policy annually or whenever best practices change.

Contact Information:

Designated Liaison Person (DLP) – Galway Atlantaquaria

Email: info@nationalaquarium.ie

Phone: 091 585 100

Ongoing Learning

<https://www.tusla.ie/about/>

Galway Atlantaquaria
Contact Us

Email. info@nationalaquarium.ie

Call. 091 585 100

Web. nationalaquarium.ie

Social Media

@GalwayAquarium    

Toft Park, Salthill, Galway. H91 T2FD

RESPONSIBLE PERSON/Liability release/waiver of claim agreement/assumption of risk/indemnity



By signing this release I acknowledge that in consideration of being allowed to swim in the Aquarium, I personally assume all the risks (foreseen and unforeseen) that may befall me, WHICH MAY INCLUDE DEATH, SICKNESS & SERIOUS INJURY.

I _____ am a responsible person and I am fit to complete the activity I am about to commence.

I understand that Galway Atlantaquaria are permitting me use of the Aquarium and as such will not damage or intentionally hurt the animals and myself. (YES / NO)

2. I have checked all items that will be used in this activity and I have ensured they will not impact on the health and structure of the areas of work & me. (YES / NO)

3. I will credit Galway Atlantaquaria in finished work. (YES / NO)

4. I will complete the work in the allotted time and agree to cover staff costs should the work take longer. (YES / NO)

5. I have completed the Galway Atlantaquaria RISK ASSESSMENT form. (YES / NO)

This form has been explained by staff member _____

& agreed by (print name) _____

Signed _____

Date; _____

Photography & Video Release Form Release

Title _____



I _____ hereby grant permission to the rights of my image, likeness and sound of my voice as recorded on audio or video without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my image or recording.

By signing this release I understand this permission signifies that photographic or video recordings of me may be electronically displayed via the Internet or in the public educational setting. There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed. By signing this form I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby.

I hereby release any and all claims against any person or organization utilizing this material for educational or promotional purposes.

Full Name _____

Street Address _____

City _____

Phone _____

Email Address _____

Signature _____

Date _____

If this release is obtained from a person under the age of 18, then the signature of that presenter's parent or legal guardian is also required.

Parent's Signature _____

Date _____

RESPONSIBLE PERSON/FILMING IN THE AQUARIUM



This form must be fully signed and printed for the Aquarium to see on the day of project, failure to comply will result in denial of access.

By signing this release I acknowledge that in consideration of being allowed to film in the Aquarium, I personally assume all the risks (foreseen and unforeseen, equipment damage, injury etc.) that may befall me.

I also understand that the Aquarium can refuse access without explanation.

I _____ am a responsible competent person and I am fit to complete the activity I am about to commence.

Date of Project: _____ Times: _____

Reason and Blurb of Proposed project (Please give us a short sample of your project and what is the outcome)

(Print name) _____

Signed: _____

Date: _____

Prior Health and Safety talk with Management or Staff completed by Signed:

Date: _____

Risk Assessment

 Galway Atlantaquaria®	Insignificant	Minor	Significant	Major	Severe
	1.	2.	3.	4.	5.
Almost certain 5.	Yellow	Orange	Dark Red	Red	Red
Likely 4.	Yellow	Yellow	Orange	Dark Red	Red
Moderate 3.	Light Green	Yellow	Yellow	Orange	Dark Red
Unlikely 2.	Green	Light Green	Yellow	Yellow	Orange
Rare	Green	Green	Light Green	Yellow	Yellow

Aquarium Risk Assessment Form

Organisation: Galway Atlantaquaria & _____

Location: _____

Department / Area: _____

Activity / Task Being Assessed: _____

Assessment Date: _____

Assessed By: _____

Review Date: _____

Form Number: _____

Control Measures for _____

Control measures should follow the hierarchy of control: Page _____ of _____

Eliminate the hazard

Substitute with a safer option

Engineering controls (barriers, equipment design)

Administrative controls (training, procedures, signage)

Personal Protective Equipment (PPE)

Form Number: _____

Emergency Procedures

In case of incident:

Alert supervisor immediately

Responsible Person contact details _____

Provide first aid if required

Contact emergency services if necessary

Record incident in the Accident / Incident Report Log

Review risk assessment if incident indicates additional hazards

Sign-Off

Name

Position

Signature

Date

Co-signed by;

Name

Position

Signature

Date

Form Number: _____

Risk Assessment

	Insignificant	Minor	Significant	Major	Severe
Almost certain 5.	1.	2.	3.	4.	5.
Likely 4.					
Moderate 3.					
Unlikely 2.					
Rare					