



Child Protection Policy

**Na Píobairí Uilleann
15 Henrietta Street
Dublin 1**

**Ph. +353 1 8730093
Web: www.pipers.ie**

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Foreword

It has always been a foundational ideal within the philosophy of Na Piobairi Uilleann to provide traditional music instruction and artistic tuition and development opportunities in an atmosphere of assured safety, friendliness and respect for the dignity and rights of;

1. learners
2. teachers and
3. the public generally

These values of respect and friendliness are the basis for all of our promotional and service work. It is our constant goal and we always use our best efforts to ensure that classes and other activities are conducted in an atmosphere free of interpersonal abuse, discrimination, harassment or intolerance of the dignity of persons. Accordingly we always seek to uphold and maintain the highest standards of behaviour and conduct as we promote uilleann piping and associated pursuits.

The safety, health and wellbeing of all participants are of the highest priority and our activities are intended to reflect these values. Accordingly, unfair, abusive and objectionable behaviours are opposed to our founding ideals of preservation transmission, development and promotion of the uilleann piping tradition. Any improper behaviour especially towards the young or vulnerable is strictly prohibited. Should any due cause for complaint arise it should be reported in accordance with our Child Protection Policy as set out in this manual

Introduction

Na Píorbairí Uilleann's Child Protection Policy has been produced with the assistance of the Arts Council and the Health Service Executive.

The Policy privileges a child centred approach where the developmental needs of the child/young person are to the fore. All arts organisations and individuals working with children have a responsibility to protect children in accordance with government guidelines. A background to good practice, legislation, duties and obligations relevant to child protection can be found in the government guidelines, Children First: National Guidelines for the Protection and Welfare of Children.

Na Píorbairí Uilleann has always worked with the interests of it's young members, students, staff and volunteers at heart. Having clear policies and procedures in place to minimise the risk of abuse or harm to children and young people, and for dealing with complaints and allegations, should serve to support board members, all staff and volunteers and ease anxiety around the issues of child protection and safety.

Na Píorbairí Uilleann is committed to raising awareness of these issues among its board, all staff and volunteers, parents and young members and students. There is an onus on everyone to report suspicions or concerns of abuse. It is important that those working with children/young people are familiar with the definitions of abuse and to be equipped to recognise any signs or symptoms and know how to take a concern or incident forward.

These guidelines are not intended to generate an atmosphere of suspicion and fear but to acknowledge that abuse happens and that as an organisation Na Píorbairí Uilleann is playing its part in supporting its staff and Volunteers, parents and young members in identifying and supporting vulnerable and/or abused children.

Child Protection Policy Statement

Na Píorbairí Uilleann is committed to a child-centred approach to our work with children¹. We undertake to provide a safe environment and experience, where the welfare of the child person is paramount. We will adhere to the recommendations of Children First: National Guidelines for the Protection and Welfare of Children, published by the Department of Health and Children. We have implemented procedures covering:

- Code of behaviour for all staff
- Reporting of suspected or disclosed abuse (see Appendix 1 for categories of abuse);
- Confidentiality;
- Recruitment and selecting of staff;
- Managing and supervising staff;
- Involvement of primary carers;
- Allegations of misconduct or abuse by staff;
- Complaints and comments;
- Incidents and accidents.

This policy will be reviewed on [date to be set by NPU]

Signed by designated person: _____

Date: _____

¹ The Child Care Act 1991 defines a child as a 'person under the age of 18 years other than a person who is married or has been married' (5.2.1)

Code of Behaviour for Staff

A code of behaviour for staff is an essential element of our organisation's Child Protection Policy. This code of behaviour has been drawn up the input of our staff and volunteers.

The NPU code of behaviour can be summarised under the headings below. Under each heading NPU has set out guidance for staff and volunteers for working with children and young people.

Code of Behaviour Summary

- Adopting a child-centred approach to working with children;
- Promoting good practice in our work with children;
- Not engaging in inappropriate behaviour with children;
- Adopting good practice guidelines in relation to necessary physical contact with children;
- Adhering to health and safety guidelines and procedures;
- Applying our anti bullying policy.

Child – centred approach

- All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- Listen to and respect children and young people;
- Involve children and young people in decision-making, as appropriate;
- Provide encouragement, support and praise (regardless of ability);

- Use appropriate language (physical and verbal);
- Have fun and encourage a positive atmosphere;
- Offer constructive criticism when needed;
- Treat all children and young people as individuals;
- Respect a child's or young person's personal space;
- Discuss boundaries on behaviour and related sanctions, as appropriate, with children and young people and their primary carers;
- If applicable agree a group 'contract' before beginning group sessions e.g. at when a new group starts or at a Tionol with a group that does not know each other.
- Encourage feedback from group;
- Use age appropriate teaching aids and materials;
- Lead by example;
- Be aware of a child's or young person's limitation, due to a medical condition or disability.
- Create an atmosphere of trust;

Good Practice

- Register each child/young person (name, address, phone, special requirements, attendance, emergency contact);
- Make primary carers, children/young people, visitors and facilitators aware of the Child Protection Policy and procedures;
- Have emergency procedures in place and make all staff aware of these procedures;
- Be inclusive of children and young people with special needs;
- Tutors will plan each session and be sufficiently prepared, both mentally and physically;
- Report any concerns to the Designated Person and follow reporting procedures;

- Encourage children and young people to report any bullying, concerns or worries and to be aware of anti-bullying policy;
- Observe appropriate dress and behaviour;
- Evaluate work practices on a regular basis;
- Provide appropriate training for staff and volunteers;
- Report and record any incidents and accidents;
- Update and review policies and procedure regularly;
- Keep primary carers informed of any issues that concern their children;
- Ensure proper supervision based on adequate ratios according to age, abilities and activities involved;
- Observe appropriate gender balance for residential work;
- Ensure clear communication between piper and organisation;
- Have a written agreement with any external organisation that an NPU musician is working with;
- Don't be passive in relation to concerns, i.e. don't 'do nothing';
- Don't let a problem get out of control;
- Avoid taking a session on your own. If this is not possible then it should be in an open environment with the full knowledge and consent of primary carers;
- Avoid if at all possible giving a lift of a child/young person and if you do then make sure that primary carers are informed;
- Maintain awareness around language and comments made. If you think that something you said may have caused offence or upset, try to address it in a sensitive manner and report the incident regardless of the outcome to the Designated Person.

Inappropriate behaviour

- Avoid spending excessive amounts of time alone with children/young people;
- Don't use or allow offensive or sexually suggestive physical and/or verbal language
- Don't single out a particular child/young person for unfair favouritism, criticism, ridicule, or unwanted focus or attention;
- Don't allow/engage in inappropriate touching or any form e.g. slapping, patting etc.
- Don't hit or physically chastise children/young people;
- Don't socialise inappropriately with children/young people, e.g. outside of structured organisational activities.

Physical contact

- Seek consent of child/young person in relation to practical exercises (except in an emergency or dangerous situations) e.g. tell a child you are going to show them how to attach the pipes to their body using the straps;
- Avoid horseplay or inappropriate touch;
- Check with children/young people about their level of comfort when doing piping touch exercise e.g. fingering techniques.

Health and safety

- Don't leave children unattended or unsupervised;
- Don't allow children to manage any dangerous materials unsupervised e.g. at reedmaking classes ensure they are supervised when using equipment
- Provide a safe environment;
- Be aware of accident procedure and follow accordingly.

Reporting Procedures

What constitutes abuse?

Please see Appendix 1 for definitions of abuse.

What constitutes reasonable grounds for concern?

The following excerpt from Child First: National Guidelines for the Protection and Welfare of Children (4.3.2 – p38) shows what 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 abuse;
- 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.

What do I do if a child/young person makes a disclosure of abuse?

- Stay calm and listen to the child/young person, allow him or her enough time to say what s/he needs to say;
- Don't use leading questions or prompt details;
- Reassure the child/young person but do not promise to keep anything secret;
- Don't make the child/young person repeat the details unnecessarily;
- Explain to the child/young person what will happen next (explanation should be age appropriate)
- Record the disclosure accurately, keeping to the facts, as soon as possible after the disclosure but remain sensitive to the child's needs e.g. do not begin writing notes during a disclosure;
- Remain conscious of your language physical and verbal. E.g. a disclosure may prompt you to feel anger. Your own personal feelings should not be relayed to the child/young person.

I have a concern about a child/young person. What do I do?

Don't 'do nothing'. Child abuse is a difficult issue to address. And as a result people may be reluctant to acknowledge its existence. The repercussions of reporting abuse are serious. Members of staff and the public may be afraid of being thought alarmist, interfering or malicious if they report suspected child abuse to the Health Service Executive or An Garda Síochána. However, early intervention may reduce the risk of serious harm occurring to a child in the future. Concerns about the validity of a

suspicion of abuse can be discussed with a Health Service Executive worker to assist in determining whether a suspicion should be formally reported.

Na Píorbairí Uilleann has appointed Gerry Lyons, NPU administrator, as the Designated Person to deal with issues related to child protection and welfare within the organisation and to respond to any concerns that may be identified. In the first instance talk to Gerry Lyons immediately. Na Píorbairí Uilleann has appointed Nollaig XXXX as the Deputy Designated Person to cover this role when the Designated Person is unavailable or if he or she is directly involved in an incident, suspicion or accusation.

Who to contact about issues related to child protection and welfare.

Gerry Lyons has been designated as the person to contact if you have an issue or concern about any aspect of a child's or young person's safety and welfare. It is the responsibility of this person to support and advise staff about policy and procedures in relation to child protection and to ensure that these procedures are followed. It is also the responsibility of the Designated Person to liaise with the Health Service Executive or Gardaí where appropriate.

Gerry Lyons can be contacted at 15 Henrietta Street, Dublin 1 or on 087 1352411 or 01 8730093.

Nollaig XXXX has been designated as deputy to Gerry Lyons and can be contacted at XXXXX.

In the event that neither the Designated nor Deputy can be contacted you should contact the duty social worker for your area. See Appendix 2.

What happens if my suspicions are unfounded?

The Protection of Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse '**reasonably and in good faith**' to designated officers of Health Service Executives or any member of An Garda Síochána. This protection applies to organisations as well as individuals. This means that, in the event that a reported suspicion of child abuse proves unfounded, the plaintiff could only take a successful action against the organisation/person reporting the suspected abuse if they can prove that the organisation/person reporting the suspected abuse had not acted reasonably and in good faith in making the report.

How will my concerns be recorded?

Once you have made contact with the Gerry Lyons he will take note of your concerns. These will be recorded, as a report, in writing in the NPU incident book. The following will be recorded:

- Suspicions of abuse
- Concerns about the welfare of children/young people
- Worrying observations;
- Behavioural changes;
- Actions and outcomes.

The report will record all details relating to your concerns including the date, time and people involved in the concern or disclosure and the facts. Information recorded should be factual. Any opinions should be supported by facts.

The incident book will be stored in a locked cabinet to which only the Designated Person or his deputy has access.

What happens once my concern is recorded?

Most people will not have experience of dealing with child abuse. There is support available to the Designated Person or Deputy to make a judgement on whether to make an informal or formal report to the Health Service Executive. Where reasonable grounds for concern exist that a child is being abused the Designated Person will contact the Duty Social Worker **immediately** for a consultation and to agree the next course of action. If advised to do so the Designated Person will complete a Standard Form for Reporting Child Protection and/or Welfare Concerns (Appendix 3). If no report is made this should be recorded in the NPU incident book and the reasons for the desisting with the complaint made clear.

In the case of an emergency or outside HSE office hours, contact should be made with An Garda Síochána. While at all times the organisation must act in the best interest of the child it should be borne in mind that contacting the Gardaí may result in the removal of a child into care which will have significant impact on the child/young person and their primary carers.

In all cases you will be informed by Gerry Lyons of the outcome and actions taken as a result of your concerns i.e. whether an informal or formal report was made to the HSE.

Who tells the child/young person's primary carers?

Parents, carers or responsible adults should be made aware of a report to the Health Service Executive unless it is likely to put the child/young person at further risk.

The most appropriate person should discuss the concern or consult with primary carers. This person is most likely to be Gerry Lyons.

Confidentiality Statement

Our confidentiality statement gives clear guidance about issues of sharing information and maintaining appropriate levels of confidentiality.

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

- Information will only be forwarded 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 confidence where the best interests of the child or young person are at risk;
- Primary carers, 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 are in place for the recording and storing of information in line with our confidentiality policy.

Recruiting and Selecting Staff

NPU will take reasonable steps to ensure unsuitable people are prevented from working with children/young people. These procedures will be adopted whether staff are paid or voluntary, full or part-time. Anyone contracted by NPU to deliver activities with or on behalf of NPU will be subject to the following recruitment procedures.

Paid/Voluntary Worker Pre-recruitment Procedures

Pre-application information sent to interested or potential applicants will contain:

- A job description or project brief including roles and responsibilities
- A person specification (e.g. stating qualifications or experience required)
- Aims of NPU and where appropriate, the particular programme involved
- Responsibilities of the role
- Level of experience or qualifications required (e.g. experience of working with children and young people is an advantage)
- NPU's Child Protection Statement
- An application form

Applications

All applicants whether for paid or voluntary, full- or part-time positions will complete forms which will elicit the following information:

- Name, address and PPS number to be included on contract and invoices.
- Relevant experience, qualifications and training undertaken.
- Listing of relevant past career or involvement in the arts (to confirm experience and identify any gaps).
- Applicants will be asked to complete a Declaration Form to establish whether they have ever had action taken against them in relation to a criminal offence. The declaration form will request details regarding any criminal record and whether the applicants are known to any Health Service Executive department as being an actual or potential risk to children or young people.
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and young people (e.g. previous employer)
- The applicant's consent to Garda vetting being undertaken or confirmation that they have a recent Garda vetting disclosure.
- The applicant's consent to abide by NPU's Code of Behaviour

Checks and References

All NPU staff, musicians and volunteers working directly on programmes with access to children under 18 years of age will need to undergo Garda vetting. In addition to the NPU Declaration Form, a separate form may need to be completed to satisfy this requirement.

If a member of staff can supply written evidence that they have successfully completed the Garda vetting process, the

clearance must have been granted within 12 months of the member of staff's commencement with NPU and must remain current until the end of any project and or teaching they are undertaking on NPU's behalf where they have access to children or vulnerable adults. In the event that a Garda vetting period of cover lapses while working on an NPU project, additional Garda vetting will be required. This will be sought prior to the expiry of the original clearance to ensure no gap in cover on a project or during teaching.

- A minimum of two written references will be taken up and at least one will be associated with former work with children/young people for all new paid and volunteer staff.
- If a volunteer applicant has no experience of working with children training will be strongly recommended prior to them commencing working with NPU.
- Written references may be followed up and confirmed by telephone.

Interview and Induction

It may or may not be appropriate to conduct a formal interview. Staff will be selected by a panel of at least two (or more) representatives if an interview is held to fill a position. No person who would be deemed to constitute a 'risk' would be employed. Some exclusions would include:

- Any child related convictions;
- Refusal to sign application form and/of declaration form;
- Insufficient documentary evidence of identification;
- Concealing information on one's suitability to work with children/young people
- Prior to being offered any post all staff, paid or voluntary will have to have their qualifications substantiated and provide proof of identity before

induction i.e. A passport, driver's license, birth certificate or medical card (please note no photocopied documentation may be accepted as proof – a passport or new edition driving licenses which carry photographs are required.

All staff, paid or voluntary, will undergo a formal or informal induction in which:

- They will be encouraged to complete a profile to identify training needs/aspirations
- They sign up to NPU's child protection guidelines
- The expectations, roles and responsibilities of the job are clarified (e.g. Through a formal or informal work programme or goal-setting exercise or job description)
- Child protection policy and procedures are explained and training needs established

Musicians/Facilitators contracted through third party organisations

There may be instances where NPU contracts independent agencies to supply musicians or facilitators to deliver projects. In this event the individuals or agency must accept their responsibility in writing via a contract supplied by NPU to ensure that those working for them are appropriately qualified, experienced and suitable to work with children/young people.

Managing and Supervising Staff

NPU is committed to managing staff in a responsible manner. All new staff will receive induction training and will be made aware of policies and procedures through the NPU staff handbook.

All new staff will be made aware of policies and procedures and freelance staff will agree to abide by the organisation's Child Protection Policy Statement. In the event that a freelancer has his or her own policy, NPU will ensure that it is consistent with NPU's policy.

Staff management statement policy

To protect both staff (paid and voluntary) and children/young people, we undertake that:

New staff will:

- Take part in a mandatory induction training session;
- Be made aware of the organisation's code of conduct, child protection procedures, and the identity and role of who has been designated to deal with issues of concern;
- Undergo a probationary trial period

All staff working with children will:

- Receive an adequate level of supervision and review of their work practices;
- Be expected to have read and signed the Child Protection Policy Statement;
- Be provided with child protection training.

Training

It is recommended that all staff, paid or voluntary, with substantial access to children under 18 years of age should be up to date, or receive training in,

- Child protection awareness

First Aid

- Musicians and facilitators working for NPU are encouraged not to work alone with a group.
- NPU do not recommend that any musician or facilitator administer first aid. In the event that first aid is required it should be administered by a designated adult working for NPU or in the event of a third party contract by the project organisers e.g. where a piper goes to a school on behalf of NPU.

Monitoring and Appraisal of Child Protection Issues

At regular intervals, usually at the end of a term (or following a project), all staff or volunteers will be given the opportunity to give and receive formal or informal feedback, to identify training needs and set new goals.

Probationary Period

All staff whether paid or voluntary will be subject to a XXXX month probationary period.

Complaints and Disciplinary Procedures

NPU will ensure that partner organisations e.g. schools, are aware of the customer feedback mechanism to enable them to make a complaint.

Initially feedback will be directed to the NPU staff member who is responsible for the programme. Comments will be

passed onto the relevant people within NPU for their response. **In the event of complaints relating to child protection the complaint should be made to the Designated Person.**

In relation to non child protection issues NPU will make contact within 7 working days, either verbally or in writing to acknowledge receipt of the feedback and if appropriate inform the person giving the feedback of the action being taken in relation to the comments.

Involvement of Primary Carers

NPU is committed to involving and sharing information with primary carers (parents, carers or responsible adults) in the case of any concern over a child or young person's welfare.

We undertake to:

- Advise primary carers of our child protection policy;
- Inform primary carers and schools of all activities and potential activities undertaken by us with their children;
- Issue contact/consent forms where relevant;
- Comply with health and safety practices;
- Operate child-centred policies in accordance with best practice;
- Adhere to our recruitment guidelines;
- Ensure as far as possible that the activities are age-appropriate;
- Encourage and facilitate the involvement of parent(s), carer(s) or responsible adult(s), where appropriate.

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

- Respond to the need of the child or young person;
- Inform the primary carers on an on-going 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 primary carers as appropriate.

As a child-centred organisation, we are committed to putting the interest of the child/young person first. To that end we will:

- Contact local Health Service Executive personnel and Gardaí where there is a child protection welfare concern;
- Encourage primary carers to work in partnership with us under the guidelines set out by our organisation to ensure the safety of their children;
- Have a designated contact person available for consultation with primary carers in the case of any concern over a child or young person's welfare.

Dealing with Allegations Against Staff

In the event of allegations being made against an employee (paid or voluntary), the protection of the child is the first and paramount consideration.

Where NPU becomes aware of an allegation of abuse by a member of staff the standard procedure for reporting allegations to the Health Service Executive will be followed. These are set out in the Reporting Procedures section of this document pg. 11. Action taken in reporting an allegation of child abuse against an employee should be based on an opinion formed reasonably and in good faith. When an allegation is received it should be assessed promptly and carefully. It will be necessary to decide whether a formal report should be made to the health board; this decision should be based on reasonable grounds for concern. NPU will ensure that any actions taken do not undermine or frustrate any assessment or investigation by An Garda Síochána or the Health Service Executive.

In the interest of natural justice the employee should be afforded the opportunity to respond to allegations made against him/her. The employer should note the response and pass on this information when making their informal and or formal report to the Health Service Executive. In the event that an allegation of abuse is made against a member of staff NPU will take protective measures appropriate to the level of risk while not unreasonably penalising the staff member – unless necessary to protect the child/young person. Protective measure may include increased supervision, assignment to different duties, or suspension. The decision to suspend an employee or tutor will be informed by the organisations agreed Child Protection Policy

(which all staff should have agreed in writing to abide by once it is introduced and explained), the applicable employment contract, in the case of paid employees, and the rules of natural justice.

Dealing with an allegation against staff

Two separate procedures must be followed:

1. In respect of the child/young person the Gerry Lyons will deal with the issues related to the child/young person.
2. In respect of the person against whom the allegation is made the board of management will deal with issues related to the staff member.
 - 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 the Deputy Designated Person should be contacted;
 - The reporting procedures outlined in Section 3 of this document should be followed. Both primary carers and child/young person should be informed of actions planned and taken. The child/young person should be dealt with in an age-appropriate manner;

The staff member will be informed as soon as possible

- Of the nature of the allegation;
- The staff member should be given an opportunity to respond;
- The chairperson/head of the organisation should be informed as soon as possible;
- Any action following an allegation of abuse against a staff member should be taken in consultation with the Health Service Executive and Gardai;

- After consultation, the chairperson/head of organisation should advise the person accused and agreed procedures will be followed.

Complaints and Comments Procedures

Complaints Procedure

NPU aims to give the best possible service to users and hirers. But sometimes things do go wrong and this complaints procedure has been set up to use if you want to complain about the facilities or services you get from the NPU.

Definition, inclusions and exclusions

Definition of a complaint: "A complaint is an expression of dissatisfaction, however made, about the facilities or standard of service, actions or lack of action by NPU staff.

Complaints Procedure: How we will handle your complaint?

Your complaint will be acknowledged within 48 hours of receipt and will be treated in confidence if you request. All complaints will be thoroughly investigated and where appropriate you will be sent a full written response normally within 10 working days of your complaint being received. If, however, we are unable to send a final response within that timescale, we will send you an interim reply telling you why and when you may expect to know the outcome.

What to do if you have a complaint: Stage One

If you have a complaint about our service, facilities or staff, you can tell us in person, by telephone, in writing, by e-mail or by fax. If in person please make your complaint to XXXXX [name inserted here].

What to do if you have a complaint: Stage Two

If you remain dissatisfied (or if you are unsure whom you should contact) you should contact the Chief Executive to discuss your complaint.

What to do if you have a complaint: Stage Three

If, following the Chief Executive' reply you remain dissatisfied with the response you should complain in writing to the Chairman of the NPU board. The decision of the Chairman is final.

Accident Procedure

NPU has a Health and Safety Statement that includes a risk assessment of each area of operation. Procedures to be followed in the event of an accident or emergency exist.

Accidents Procedure

NPU will maintain an up to date register of the contact details of all children/young people involved in the organisation;

- Children/young people's details will be cross referenced between the incident book and file;
- External organisations with whom NPU has dealings must provide proof that they have public liability insurance;
- First aid boxes will be available and regularly re-stocked for use by designated first aiders;
- The location of the first-aid boxes must be made known to all staff;
- Availability of first-aid will be in accordance with the organisation's Health and Safety guidelines. The location of accident/incident books will be made known to staff;
- Children and young people will be advised of risks of dangerous materials;
- Record details of risky equipment used and take steps to minimise risk e.g. at reed making lessons.
- Take cognisance of responsibility for first-aid on off-site trips.

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 (pp.32-34).

1. 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)

2. 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;
- 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.

3. 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 physical harm to a child.

4. 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... may also include 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.

Appendix 2: Contact Details

Northern Dublin Health Service Executive Area Social Work Departments

Northern Area

Care Area	Work department	Phone No.	Fax No.
Area 6	<i>Principal Social Worker</i>	8680444	8825153
	<i>Duty Social Worker</i>	8567704	8567702

Address

Welmount Health Centre
Finglas,
Dublin 11.

Area 7	<i>Principal Social Worker</i>	8556871	8550589
	<i>Duty Social Worker</i>	8014620	8014603

Address

22 Mountjoy Square
Dublin 1

Area 8	<i>Principal Social Worker</i>	8164200	8479593
	<i>& Duty Social Worker</i>		

Address

Health Centre
Cromcastle Road
Coolock
Dublin 5

List of Health Service Executive 'Keeping Safe' Information and Advice Persons

Edwina Flavin HSE, S.W.A. Children & Families, Dublin South Training & Development Unit, Unit 4044, City West Business Campus
T: 01 – 4691720 F: 01 – 469 1728, M: 086 – 380 3925
edwina.flavin@mailm.hse.ie

Jan Perrin HSE, S.W.A. S.W.A. Children & Families, Dublin South Training &
Development Unit, Unit 4044, City West Business Campus
T: 01 – 4691720 F: 01 – 469 1728, M: 086 – 3803926
jan.perrin@mailm.hse.ie

Appendix 3: Health Service Notification Form

These forms are available from the Child Protection Designated Person, Mr Gerry Lyons, Administrator, NPU, 15 Henrietta Street, Dublin 1.

Mobile: 087 1352411

Appendix 4: Volunteer Reference Form



Sample Volunteer Reference Form

Confidential

_____ has expressed an interest in becoming a volunteer with this club/organisation and has given your name as a referee.

This post involves substantial access to children and as an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people?

Yes No

If you have answered yes, we will contact you in confidence.

If you are happy to complete this reference, all information contained on the form will remain confidential and will only be shared with the applicant's immediate supervisor, should they be offered a volunteer position. We would appreciate you being extremely candid in your evaluation of this person.

How long have you known this person?

In what capacity?

What attributes does this person have which you would consider makes them a suitable volunteer?

How would you describe their personality?

Please rate this person on the following (please tick):

	Poor	Average	Good	V/Good	Excellent
Responsibility	<input type="checkbox"/>				
Maturity	<input type="checkbox"/>				
Self-motivation	<input type="checkbox"/>				
Motivation of others	<input type="checkbox"/>				
Energy	<input type="checkbox"/>				
Trustworthiness	<input type="checkbox"/>				
Reliability	<input type="checkbox"/>				

Signed: _____

Date: _____

Occupation: _____

Appendix 5: Declaration Form



Child Protection Confidential Declaration Form

Data Protection Statement

NPU will not provide details contained herein to any third party other than those stated. NPU access to this information will remain limited to the Director, Designated Child Protection Officer and his deputy officer and will be used solely for the purposes of enforcing NPU's child protection policy.

For all those working with children and young people on behalf of Na Píorbairí Uilleann

Surname: _____

First Name: _____

Date of Birth: _____

Place of birth: _____

Address:

Tel. No: _____

Mobile No: _____

Any other name(s) previously known as: (including maiden name)

Is there any reason that you would be considered unsuitable to work with children and young people?

Yes

No

If yes, please outline the reason below.

Have you ever been convicted of a criminal offence?

Yes

No

If yes, please state below the nature and date(s) of the offence (s):

I, the undersigned, agree to my personal details being forwarded to An Garda Siochana or any other agency with responsibility for vetting adults working with children and young people. If I am required to I will complete any additional application forms required for Garda Vetting. I understand and accept that all NPU staff, paid and voluntary are subject to vetting procedures.

Signed: _____

Date: _____

Appendix 6: Anti Bullying Policy

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It can occur that the abuser may be a young person, for example in the case of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Nancy Duin defined bullying as *repeated (systematic) aggressive verbal, psychological or physical conduct by an individual or group against another person or persons (Bullying, a Survival Guide, produced by BBC Education).*

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Girls or boys can be bullies although it seems to be more conspicuous in boys. Although bullying often takes place in schools research shows it can and does occur anywhere where there is inadequate supervision – on the way to and from school, at an arts event, in the playground and changing rooms.

Bullies come from all walks of life; they bully for a variety of different reasons and may even have been abused. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous.

Bullying can include:

- Physical: e.g. hitting, kicking and theft.
- Verbal: e.g. name-calling, constant teasing, and sarcasm, racist or homophobic taunts, threats.
- Emotional: e.g. tormenting, ridiculing, humiliating and ignoring, graffiti and gestures
- Sexual: e.g. unwanted physical contact or abusive comments.

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children and vulnerable adults, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm). There are a number of signs that may indicate that a young person or vulnerable adult is being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctant to go to school or training.
- A drop off in performance at school or standard of play.
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising damaged clothes and bingeing for example on food, cigarettes or alcohol.
- A shortage of money or frequent loss of possessions.

Action to Help the Victim and Prevent Bullying:

- All signs of bullying will be taken very seriously.
- All children will be encouraged to speak and share their concerns. Help will be given to the victim to speak out and tell the person in charge or someone in authority. An open environment should be created.

- All allegations will be investigated and action taken to ensure the victim is safe. The victim and the bully(ies) will be spoken to separately.
- Records will be kept of what was said (what happened, by whom, when).
- Any concerns will be reported to the adult responsible for supervising the project and the lead arts officer.

Action Towards the Bully(ies):

- The bully(ies), will have explained to them the situation, and the consequences of their behaviour. An apology to the victim will be sought.
- The bully's (ies)' parents will be informed.
- Sanctions will be imposed as necessary.
- The bully(ies) will be encouraged and supported to change behaviour.
- Meetings will be held with the families to report on progress.
- Appropriate organisation members will be informed of action taken.
- A written record of action taken will be kept.

Appendix 7: Further reading/references

Further reading/reference

- *Our Duty to Care - The principles of good practice for the protection of children and young people*
Department of Health and Children 2002
- *Children First: National Guidelines for the Protection and Welfare of Children*
Department of Health and Children 1999
- *Child Protection Guidelines*
National Youth Federation 2004
- *Code of Ethics Good practice for Children's Sport*
Irish Sports Council 2000 •

Code of Good Practice: Child Protection for the Youth Work Sector Department of Education and Science 2003

Legislation relating to child protection and welfare:

- Child Care Act 1991
- Protections for Persons Reporting Child Abuse Act 1998
- UN Convention on the Rights of the Child 1992

Appendix 8: Consent Forms



Na Píorbairí Uilleann Image Release Form

To be completed by any person who appears in a photo/film image or parent/guardian if the subject is a child under 18 years of age.

I hereby give the Na Píorbairí Uilleann the absolute and irrevocable right and permission with respect to the photograph(s) and/or film that they have of

me Please tick as appropriate

my child Please tick as appropriate

at _____
on this date _____.

- (a) to use, reuse, publish, and republish the same, in whole or in part, individually or in conjunction with other photographs or images, in any medium and for any purposes including but not limited to illustration, promotion, advertising, and trade; and
- (b) to use my name in connection therewith if they so choose (if 18 years of age or over)
- (c) Na Píorbairí Uilleann will not assign the names of children to images unless with their parent/guardian's express permission.

Do you permit Na Píorbairí Uilleann to assign the name of your child to images of your child?

YES NO

I hereby release and discharge the photographer, NPU and any producer of a film, and any designee (including any agency, client, broadcaster, periodical, or other publication) from any and all claims and demands arising out of or in connection with the use of such photographs or film, including but not limited to any claims for defamation or invasion of privacy.

I am of legal age or am the parent and/or legal guardian of the subject and have read the foregoing and fully understand the contents thereof.

Signature _____

Date _____

Print Name _____

Print Address _____

Print name of child if above signature/name is that of a parent/guardian

Parental/Guardian Consent Form

To be completed by the parent/guardian of any person under 18 years of age participating in music lessons organised by Na Píobairí Uilleann at 15 Henrietta Street, Dublin 1. Ph. 8730093

PLEASE PRINT CLEARLY

Child's forename:

Child's Surname:

Child's address:

Child's date of birth:

1. Medical Information

a) Does your son/daughter suffer from any conditions requiring medical treatment? If YES, please give brief details.

b) Does your son/daughter suffer from any allergies? Yes: __ No: __
If YES, please give details including management if applicable

2. Collecting students after their lessons.

a) After his/her lesson my child will be collected

If no please note that NPU will not take responsibility for a student's safety on leaving 15 Henrietta Street.

If yes please tell us by whom. My child will be collected by one of the two nominated people listed here:

Name:
Home address:

Name:
Home address:

Home telephone number:
Mobile telephone number:
Relationship to the child:

Home telephone number:
Mobile telephone number:
Relationship to the child:

3. Declaration

I undertake to inform NPU as soon as possible of any changes in the medical circumstances between the date signed and the commencement of the lessons. I understand that NPU is not responsible for the safety of this or any child once they have left 15 Henrietta Street.

Signed:
Relationship to this child:

Dated:

