

Na Píobairí Uilleann

Child Protection Policy



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Foreword

It has always been a foundational ideal within the philosophy of Na Píobairí 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 Píobairí Uilleann's Child Protection Policy has been produced with the assistance of the Arts Council, TUSLA, and the Health Service Executive.

The Policy privileges a child-centred approach where the developmental needs of the child 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.

In this guidance, a child is defined as, 'a person under the age of 18 years, excluding a person who is or has been married.'

Na Píobairí Uilleann has always worked with the interests of its 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 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 Píobairí 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 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 Píobairí 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 Píobairí 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 Guidance for the Protection and Welfare of Children, published by the Department of Children and Youth Affairs. 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 1th May 2023.

Signed by relevant person: _____



Date: 11/11/2022

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 based on 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.

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 ;
- Involve children 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 as individuals;
- Respect a child's or vulnerable adult's personal space;
- Discuss boundaries on behaviour and related sanctions, as appropriate, with children and their primary carers;
- If applicable agree a group 'contract' before beginning group sessions e.g. when a new group starts or at a Tionól 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 vulnerable adult's limitation, due to a medical condition or disability;
- Create an atmosphere of trust.

Good Practice

- Register each child (name, address, phone, special requirements, attendance, emergency contact);
- Make primary carers, children, 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 with special needs;
- Tutors will plan each session and be sufficiently prepared, both mentally and physically;
- Report any concerns to the Relevant Person, Designated Liason Person or Mandated Person and follow reporting procedures;
- Encourage children 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 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;
- Don't use or allow offensive or sexually suggestive physical and/or verbal language
- Don't single out a particular child 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;
- Don't socialise inappropriately with children, e.g. outside of structured organisational activities.

Physical contact

- Seek consent of child 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 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 that s/he has been abused;
- ii. An account by a person who saw the child 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.

What do I do if a child makes a disclosure of abuse?

- Stay calm and listen to the child, 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 but do not promise to keep anything secret;
- Don't make the child repeat the details unnecessarily;

- Explain to the child 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.

I have a concern about a child. 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 Píobairí Uilleann has appointed Daniela Ferretti NPU administrator, as the Relevant 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 Daniela Ferretti immediately. Na Píobairí Uilleann has appointed Gay McKeon as the Designated Liason Person to cover this role when the Relevant 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.

Daniela Ferretti has been designated as the person to contact if you have an issue or concern about any aspect of a child's or vulnerable adult'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 Liason Person to liaise with the Health Service Executive or Gardaí where appropriate.

Daniela Ferretti can be contacted at 15 Henrietta Street, Dublin 1 or on 01 873 0093 or on 087 1743251.

Gay McKeon has been designated as deputy to Daniela Ferretti and can be contacted at 15 Henrietta Street, Dublin 1 or on 01 873 0093 or on 087 2358152.

In the event that neither the Relevant Person nor Designated Liason Person 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 Daniela Ferretti she 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;
- 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 Relevant Person or the Designated Liason Person 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 Relevant Person or Designated Liason Person 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 Relevant 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 Relevant 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 and their primary carers.

In all cases you will be informed by Daniela Ferretti 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'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 at further risk.

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

Confidentiality Statement

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

We in Na Píobairí 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;
- Giving such information to others for the protection of a child or vulnerable adult is not a breach of confidentiality;
- We cannot guarantee total confidence where the best interests of the child or vulnerable adult are at risk;
- Primary carers, children 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 at further risk;
- Images of a child 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

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable adults. The Act, commenced on 29th April 2016, also introduced electronic vetting (eVetting).

Any person who is carrying out work or activity, a necessary and regular part of which consists mainly of the person having access to, or contact with, children (under 18's) or vulnerable adults. A relevant organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person. A person who contravenes this section shall be guilty of an offence.

In line with current best practice NPU will vet staff and relevant volunteers every three to five years.

NPU will take reasonable steps to ensure unsuitable people are prevented from working with children. 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 is an advantage)
- NPU's Child Safeguarding 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.
- 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 (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
- Photographic Identification

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.

- A minimum of two written references will be taken up and at least one will be associated with former work with children 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
- 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.

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, 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 6 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 Relevant 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 '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, we will:

- Respond to the need of the child or ;
- Inform the primary carers on an on-going basis unless this action puts the child or 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 and inform primary carers as appropriate.

As a child-centred organisation, we are committed to putting the interest of the child 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 vulnerable adult'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. 12. 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. 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:

2. In respect of the child Daniela Ferretti will deal with the issues related to the child.
3. 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 is exposed to unnecessary risk;
 - If allegations are made against the Relevant Person, then the Designated Liason Person should be contacted;
 - The reporting procedures outlined in Section 3 of this document should be followed. Both primary

carers and child should be informed of actions planned and taken. The child 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.

Child Protection 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 the Relevant Person.

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's 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 involved in the organisation;

- Children'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 restocked 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 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 Guidance 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 Guidance for the Protection and Welfare of Children 2017* (pp.7-11).

1. Neglect

“Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where a child’s health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety. Emotional neglect may also lead to the child having attachment difficulties. The extent of the damage to the child’s health, development or welfare is influenced by a range of factors. These factors include the extent, if any, of positive influence in the child’s life as well as the age of the child and the frequency and consistency of neglect. (*Children First 2017: p.16*)

2. Emotional abuse

Abuse occurs when a child’s basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver. Emotional abuse can also occur when adults responsible for taking care of children are unaware of and unable (for a range of reasons) to meet their children’s emotional and developmental needs. Emotional abuse is not easy to recognise because the effects are not easily seen.

A reasonable concern for the child's welfare would exist when the behaviour becomes typical of the relationship between the child and the parent or carer.

Emotional abuse may be seen in some of the following ways:

- Rejection
- Lack of comfort and love
- Lack of attachment
- Lack of proper stimulation (e.g. fun and play)
- Lack of continuity of care (e.g. frequent moves, particularly unplanned)
- Continuous lack of praise and encouragement
- Persistent criticism, sarcasm, hostility or blaming of the child
- Bullying
- Conditional parenting in which care or affection of a child depends on his or her behaviours or actions
- Extreme overprotectiveness
- Inappropriate non-physical punishment (e.g. locking child in room)
- Ongoing family conflicts and family violence
- Seriously inappropriate expectations of a child relative to his/her age and stage of development

There may be no physical signs of emotional abuse unless it occurs with another type of abuse. A child may show signs of emotional abuse through their actions or emotions in several ways. These include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, risk taking and aggressive behaviour.

It should be noted that no one indicator is conclusive evidence of emotional abuse. Emotional abuse is more likely to impact negatively on a child where it is persistent

over time and where there is a lack of other protective factors.

3. Physical abuse

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child's health and/or development is, may be, or has been damaged as a result of suspected physical abuse.

Physical abuse can include the following:

- Physical punishment
- Beating, slapping, hitting or kicking
- Pushing, shaking or throwing
- Pinching, biting, choking or hair-pulling
- Use of excessive force in handling
- Deliberate poisoning
- Suffocation
- Fabricated/induced illness
- Female genital mutilation

The Children First Act 2015 includes a provision that abolishes the common law defence of reasonable chastisement in court proceedings. This defence could previously be invoked by a parent or other person in authority who physically disciplined a child. The change in the legislation now means that in prosecutions relating to assault or physical cruelty, a person who administers such punishment to a child cannot rely on the defence of reasonable chastisement in the legal proceedings. The result of this is that the protections in law relating to assault now apply to a child in the same way as they do to an adult.

4. Sexual abuse

Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes the child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography. Child sexual abuse may cover a wide spectrum of abusive activities. It rarely involves just a single incident and in some instances occurs over a number of years. Child sexual abuse most commonly happens within the family, including older siblings and extended family members. Cases of sexual abuse mainly come to light through disclosure by the child or his or her siblings/friends, from the suspicions of an adult, and/or by physical symptoms.

It should be remembered that sexual activity involving a vulnerable adult may be sexual abuse even if the vulnerable adult concerned does not themselves recognise it as abusive.

Examples of child sexual abuse include the following:

- Any sexual act intentionally performed in the presence of a child
- An invitation to sexual touching or intentional touching or molesting of a child's body whether by a person or object for the purpose of sexual arousal or gratification
- Masturbation in the presence of a child or the involvement of a child in an act of masturbation
- Sexual intercourse with a child, whether oral, vaginal or anal
- Sexual exploitation of a child, which includes: Inviting, inducing or coercing a child to engage in prostitution or the production of child pornography [for example, exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, videotape or other

media) or the manipulation, for those purposes, of an image by computer or other means]

- Inviting, coercing or inducing a child to participate in, or to observe, any sexual, indecent or obscene act
- Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse
- Exposing a child to inappropriate or abusive material through information and communication technology
- Consensual sexual activity involving an adult and an underage person

An Garda Síochána will deal with any criminal aspects of a sexual abuse case under the relevant criminal justice legislation. The prosecution of a sexual offence against a child will be considered within the wider objective of child welfare and protection. The safety of the child is paramount and at no stage should a child's safety be compromised because of concern for the integrity of a criminal investigation. In relation to child sexual abuse, it should be noted that in criminal law the age of consent to sexual intercourse is 17 years for both boys and girls. Any sexual relationship where one or both parties are under the age of 17 is illegal. However, it may not necessarily be regarded as child sexual abuse.

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

Edel O'Connor
Children First Information and Advice Officer,
Child and Family Agency,
180 - 189 Lakeshore Drive,
Airside Business Park,
Swords,
Co Dublin
edel.oconnor1@tusla.ie

Jan Perrin

Children First Information and Advice Person,
Tusla Child and Family Agency, Trinity Building, IDA Business Park, Southern
Cross Road,
Bray, Co. Wicklow.
jan.perrin@tusla.ie

Edwina Flavin
Children First Information and Advice Officer,
Child and Family Agency,Block Clane Primary Care Centre,
Abbey Lands, Clane,
Co Kildare.
edwina.flavin@tusla.ie

Appendix 3: Health Service Notification Form

These forms are available from the Child Protection Designated Person, Ms Daniela Ferretti, Administrator (NPU, 15 Henrietta Street, Dublin 1.
Mobile: 087 1743251.

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 ?

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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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 on behalf of Na Píobairí 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 ?

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 . 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 recognised that bullying affects the lives of an increasing number of children and can be the cause of genuine concerns about a child's welfare.

Bullying can be defined as repeated aggression – whether it is verbal, psychological or physical – that is conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating, and occurs mainly among children in social environments such as schools. It includes behaviours such as physical aggression, cyberbullying, damage to property, intimidation, isolation/exclusion, name calling, malicious gossip and extortion. Bullying can also take the form of abuse based on gender identity, sexual preference, race, ethnicity and religious factors. With developments in modern technology, children can also be the victims of non-contact bullying, via mobile phones, the internet and other personal devices.

While bullying can happen to any child, some may be more vulnerable. These include: children with disabilities or special educational needs; those from ethnic minority and migrant groups; from the Traveller community; lesbian, gay, bisexual or transgender (LGBT) children and those perceived to be LGBT; and children of minority religious faiths. There can be an increased vulnerability to bullying among children with special educational needs. This is particularly so among those who do not understand social cues and/or have difficulty communicating. Some children with complex needs may lack understanding of social situations and therefore trust everyone implicitly. Such children may be more vulnerable because they do not have the same social skills or capacity as others to recognise and defend themselves against bullying behaviour.

Bullying in schools is a particular problem due to the fact that children spend a significant portion of their time there and are in large social groups. In the first instance, the school authorities are responsible for dealing with such bullying. School management boards must have a code of behaviour and an anti-bullying policy in place. If you are a staff member of a school, you should also be aware of your school's anti-bullying policy and of the relevant guidelines on how it is handled.

In cases of serious instances of bullying where the behaviour is regarded as possibly abusive, you may need to make a referral to Tusla and/or An Garda Síochána.

Appendix 7: Further reading/references

Further reading/reference

- *Our Duty to Care - The principles of good practice for the protection of children*
Department of Health and Children 2002
- *Children First: National Guidance for the Protection and Welfare of Children*
Department of Children and Youth Affairs 2017
- *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:

- Children First Act 2015
- Protections for Persons Reporting Child Abuse Act 1998
- UN Convention on the Rights of the Child 1992

Appendix 8: Consent Forms



Na Píobairí 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 Píobairí 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 Píobairí Uilleann will not assign the names of children to images unless with their parent/guardian's express permission.

Do you permit Na Píobairí 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:

Name:

Home address:

Home address:

Home telephone number:

Home telephone number:

Mobile telephone number:

Mobile telephone number:

Relationship to the child:

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:

Dated:

Relationship to this child: