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**Irish Association of Youth Orchestras
Child Safeguarding / Protection Policy**



Irish Association of Youth Orchestras

Child Protection Policy

(Abridged for Course Staff)

April 2016

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1. Child Protection Policy Statement

It is the policy of the Irish Association of Youth Orchestras CLG (IAYO) to safeguard the welfare of all the children and young people who attend our events, by protecting them from physical, sexual and emotional harm. IAYO is committed to providing a positive and enlightened environment, to facilitate the best possible educational outcome for participants on our courses. The welfare of the children and young people under our care is paramount.

IAYO 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.

IAYO has implemented procedures covering:

- Code of Behaviour for Staff;
- Code of Behaviour for Children and Young People;
- Reporting of Suspected or Disclosed Abuse;
- Confidentiality;
- Recruitment and Selection of Staff;
- Managing and Supervising Staff;
- Involvement of Primary Carers;
- Allegations of Misconduct or Abuse by Staff;
- Complaints and Comments;
- Incidents and Accidents.

The Child Protection Policy (CPP) is available to IAYO staff (for the avoidance of doubt all references to staff shall include permanent and freelance staff and volunteers unless otherwise indicated), the IAYO board, and, when requested, primary carers.

Courses referred to in this policy are courses that are run by IAYO and attended by at least one IAYO permanent member of staff. Where an IAYO permanent member of staff is not present at an event or course that IAYO is involved in, IAYO will require the organiser to sign up to this policy if they do not have their own policy in place. At the Festival of Youth Orchestras IAYO will ask all participating orchestras to sign up to this policy if they do not have their own policy in place.

This policy will be reviewed in May 2016

Signed

Date: April 2016

[Allin Gray, Designated Child Protection Person]

2. Code of Behaviour for Staff

This code of behaviour is intended to aid and advise IAYO staff in minimising risk and encouraging best practice while on IAYO courses. Staff and volunteers must always exercise an appropriate level of judgment in each case.

The code of behaviour has been divided into the following subsections:

- Child-centred Approach;
- Good Practice;
- Inappropriate Behaviour;
- Physical Contact;
- Health and Safety.

Child-centred Approach

IAYO staff should do the following when working with children and young people:

- Treat them equally but also as individuals;
- Listen to and respect them;
- Involve them in decision making;
- Encourage, support and praise them and use only constructive criticism when needed;
- Use appropriate language (both physical and verbal);
- Have fun and encourage a positive and trusting atmosphere;
- Respect their personal space;
- Respect differences of ability, culture, religion, race and sexual orientation;
- Be aware of any special needs children;
- Ensure the code of behaviour for children is adhered to;
- Lead by example.

Best Practice

To ensure best practice, IAYO is committed to doing the following on all courses that we run:

- Keeping a record of name, address, phone number, special requirements, attendance and emergency contact details of all participants. IAYO registers all participants on arrival at a course;

- Ensuring that a copy of our Child Protection Policy is sent to all freelance staff and volunteers prior to our courses and hard copies are available on arrival for them and for visitors and staff of the organisations / buildings that are hosting our courses. Policy copies are also forwarded to primary carers where requested;
- Having emergency procedures in place, as outlined in Section 4;
- Accommodating special needs children on our courses, where it is possible to provide an adequate environment to meet their needs;
- Evaluating work practices on a regular basis;
- Training our two permanent members of staff by sending them on child protection courses;
- Training relevant Board members, acting in positions of Designated or Deputy Designated Person by sending them on child protection training courses;
- Training our volunteers and freelance staff by meeting to discuss and talk through this policy document at the beginning of each course, before teaching begins. Staff will then be asked to sign a form acknowledging that they have received training, have read and understood the IAYO CPP, and will abide by it (Appendix 8). Because it is not feasible to conduct staff training at the Festival of Youth Orchestras, member orchestras who sign up to our policy will be asked to conduct their own meeting to talk through the policy prior to the Festival and contact the IAYO office with queries;
- Recording any incidents in the confidential incident file taken on all courses;
- Ensuring that the relevant primary carers are made aware of our CPP (see Appendix 1);
- Ensuring proper supervision based on adequate ratios according to age and gender;
- Being proactive in relation to problems, so that they don't get 'out of control'.

IAYO requires its staff to do the following on all courses:

- Plan and be sufficiently prepared both mentally and physically;
- Report any concerns to the Designated Person and follow reporting procedures as outlined in Section 4;
- Follow and enforce the anti-bullying policy as outlined in the Code of Behaviour for Children and Young People in Section 3;
- Observe appropriate dress and behaviour;
- Avoid taking individual sessions on their own or being on their own in a room with a child or young person;
- Where possible avoid giving a lift to a child or young person and, where necessary, ensure the primary carer has been informed;
- Maintain awareness around language and comments made and where there is a possibility that upset may have been caused, address it in a sensitive manner.

Inappropriate Behaviour

IAYO staff should not do any of the following on courses:

- Use or allow the use of offensive or sexually suggestive physical and / or verbal language;
- Allow or engage in inappropriate touching of any form;
- Hit or physically chastise students;
- Socialise inappropriately with students outside of structured organisational activities.

Physical Contact

IAYO acknowledges that physical contact may be essential to the process of teaching on our courses. IAYO requires, therefore, that freelance teaching staff seek consent of children and young people before making physical contact with them (except in an emergency or dangerous situation) and check their level of comfort when teaching exercises that involve physical contact.

Health and Safety

IAYO staff should do the following on courses:

- Avoid leaving children unattended where reasonable;
- Be vigilant in making sure that the environment on the course is safe;
- Be aware of the accident procedure as outlined in Section 11.

3. Code of Behaviour for Children and Young People

At the beginning of each course a short meeting will be held with all course participants to talk through our Code of Behaviour for Children and Young People. Because it is not feasible to conduct child / young person code of behaviour training at the Festival of Youth Orchestras, member orchestras who sign up to our policy will be asked to hold a short meeting with all participants to talk through our Code of Behaviour for Children and Young People before the Festival, and contact the IAYO office in the event of queries.

Code of Behaviour for Children and Young People

It is the policy of the Irish Association of Youth Orchestras CLG to safeguard the welfare of all the children and young people who attend our events, by protecting them from harm. IAYO is also committed to providing a positive and enlightened environment, to facilitate the best possible educational outcome for participants in our courses. The welfare of the children and young people under our care is paramount.

The following are the rules that all children and young people on our courses are required to follow:

All children and young people must:

- Sign a registration book on arrival at the course;
- Make sure a member of staff is informed if they are unable to attend an individual class or will be late for any reason;
- Be aware of the physical boundaries of the property where the course takes place and never leave them without permission from a member of staff during the course;
- Not consume alcohol, drugs or smoke while participating on IAYO courses, in keeping with civil law;
- Not engage in rough play;
- Not use inappropriate language.

IAYO wishes to promote a positive and inclusive atmosphere on our courses and asks children and young people to be aware of and follow these guidelines:

- Treat each other and all members of staff on IAYO courses with courtesy, respect and dignity;
- Respect the fact that staff on IAYO courses will not work alone or spend time alone with one child or young person;
- Be aware that bullying will not be accepted or tolerated. Bullying can be defined as repeated aggression, - verbal, psychological or physical - which is conducted by an individual or group against others. Examples of bullying include the following - name-calling, physical fighting of any form, making offensive comments, intimidation, threatening, ignoring or excluding others, damaging property, sending abusive text messages, voicemails or social media posts, spreading rumours, sarcasm, mocking, derogatory remarks and

gestures;

- Treat each other equally but also as individuals;
- Listen to and respect each other;
- Have fun and encourage a positive, inclusive atmosphere;
- Respect each other's personal space;
- Respect differences of ability, culture, religion, race and sexual orientation;
- Be aware of any special needs people may have.

In general we ask that all participants use 'common sense' about what is acceptable behaviour and treat others as they would wish to be treated themselves.

4. Reporting Procedures for Child Protection Concerns

Designated Person

IAYO Executive Director, Allin Gray, acts as the Designated Person for Child Protection.

Contact Allin Gray: 021 421 5186 / 087 960 1037 / allin@iayo.ie

Deputy Designated Person

IAYO Board Member, Clare Daly, acts as the Deputy Designated Person for Child Protection.

Contact Clare Daly: 085 768 4216

It is the responsibility of the Designated Person and the Deputy Designated Person to support and advise staff and children and young persons on IAYO courses about policy and procedures in relation to child protection and to ensure procedures are followed. It is also their responsibility to liaise with the Health Service Executive or Gardaí where appropriate.

Incidents

The IAYO has a confidential incident file, which will be taken on all courses.

Dealing with a Disclosure

IAYO advises its staff to deal as follows with a disclosure from a child or young person:

- Stay calm, listen and allow them enough time to say what they need to say;
- Don't prompt or use leading questions;
- Reassure them but do not promise to keep anything secret;
- Don't make them repeat anything unnecessarily;
- Explain in an age appropriate way what will happen next.

All incidents should be reported to the Designated Person or, where unavailable, to the Deputy Designated Person. The incident will then be recorded on the IAYO Confidential Incident Report Form (see Appendix 2). The Incident Report Form asks for information on concerns, suspicions, worrying observations, behavioural changes, and actions and outcomes, and it requires only factual information to be recorded. Information will be shared on a strictly 'need to know' basis (see Section 5: Confidentiality Statement). Staff should be aware of what constitutes 'reasonable grounds for concern' when reporting

incidents (see Appendix 3).

IAYO's Designated Person or Deputy Designated Person will then do the following:

- Act without delay;
- Discuss the incident with the parent, carer or adult responsible for the child / young person or appoint an appropriate person to do this, unless this would put the child at further risk;
- Discuss the incident informally with the Health Service Duty Social Worker before making a report, if appropriate;
- Should the Designated or Deputy Designated person then decide that a report is necessary, they will complete the standard report form available from the Health Service Executive without delay. Reports to the Duty Social Worker can be made verbally and then followed by the standard form. A formal report should only be made where there are 'reasonable grounds for concern' (see Appendix 3).

The Designated or Deputy Designated Person is committed to:

- Keeping all information confidential and sharing it only on a need to know basis;
- Keeping the person who reports the incident informed.

If the Designated Person or Deputy Designated Person is not available, the Duty Social Worker or Health Service Executive can be contacted directly, or where they are unavailable, the Gardaí. In situations that threaten the immediate safety of the child / young person, it may be necessary to contact the Gardaí.

As IAYO operates on a national level, contact details for all local HSE duty social workers are included as Appendix 10. Where a report needs to be made, the Designated or Deputy Designated Person will contact the HSE duty social worker in the local area where the course or event is taking place or where the child is from.

Should the Gardaí need to be contacted IAYO will contact the Garda Station local to where the event is taking place. IAYO will bring details of the local Garda station to all events and courses.

5. Confidentiality Statement

IAYO is 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 confidentiality 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 or young person at further risk;
- Images of a child or young person containing identifying information will not be used for any reason without the consent of a parent or carer (however, we cannot guarantee that cameras / videos will not be used in public performances). IAYO will ask all orchestras participating in the Festival of Youth Orchestras to request the consent of the carers of their members to use of images of the members for publicity purposes by IAYO and will not use identifying images without this consent;
- The incident report file will be kept in a locked cabinet in the IAYO office. Any reports completed on courses will be kept safely by the Designated or Deputy Designated Person until they can be added to the file in the office.

6. Recruitment and Selection of Staff

- IAYO will ensure that staff are carefully selected, trained and supervised to provide a safe environment for all children and young people;
- Roles and responsibilities for every job (paid and voluntary) will be clearly defined;
- Permanent staff positions will be advertised widely;
- A panel of at least two representatives will select permanent staff through an interview process;
- Appointments for freelance tutoring positions for courses will be made from a panel of artists put together by the Director and Board. A panel consisting of at least two representatives will then select tutors. Anyone interested in applying to work as a freelance tutor for IAYO will be asked to send a CV and cover letter;
- IAYO will endeavour to select the most suitably qualified personnel;
- At least two written references, which are recent, relevant, independent and verbally confirmed, will be necessary for all staff and will be sought using a confidential reference form (See Appendix 4). Should there be reason to exclude an applicant, this will be discussed and agreed on a case-by-case basis at board level. References cannot be supplied by family members;
- All staff (paid and voluntary) shall be Garda Vetted by IAYO prior to commencement of work. This procedure is qualified in the following respects:
 - We will attempt to vet non-Irish staff through the Garda Vetting process. However, An Garda Síochána will not vet those without an Irish address. In order to provide the highest quality of facilitation to young people, we will rely, in these cases, on the referencing procedure outlined above;
 - Occasionally, voluntary staff on a once-off or occasional basis will need to be brought in at a late stage to assist with the running of our events. The time-scale for vetting means it may not be possible to complete the process and we shall, therefore, rely on the referencing procedure outlined above. This procedure is in line with the provisions of the Garda Vetting Act.
- No person who would be deemed to constitute a 'risk' will be permitted to work (paid or voluntary) for IAYO. The following would be considered risk factors:
 - Any child-related convictions;
 - A refusal to sign declaration form or provide details of two referees;
 - A refusal to submit to the Garda Vetting process;

- Insufficient documentary evidence of identification;
- Concealment of information relating to one's suitability for working with children.
- There will be a probationary period of three months for each permanent member of staff recruited;
- All staff (permanent, freelance, and voluntary) will be required to complete a declaration form (See Appendix 5);
- All freelance tutors will be required to sign a contract (sample attached in Appendix 7);

7. Managing and Supervising Staff

New permanent staff will:

- Be made aware of IAYO's code of conduct, be made a Designated or Deputy Designated Person, as appropriate, undergo child protection training and prior to this will be familiar with IAYO's Child Protection Policy;
- Undergo a probationary period of six months and be subject to the recruitment procedures outlined in Section 6;
- Will be trained in Child Protection Procedures and required to read and sign the Child Protection Policy document.

All permanent staff will:

- Be trained in Child Protection Procedures and required to read and sign the CPP document;
- Receive an adequate level of supervision and review of their work practices;

All freelance and voluntary staff will:

- Be sent a copy of the Child Protection Policy to read and sign prior to the event they are working on;
- Be familiar with this Child Protection Policy and be given training as outlined in Section 2 under Best Practice;
- Be subject to the recruitment procedures as outlined in Section 6.

8. Involvement of Primary Carers

IAYO is committed to being open with all primary carers.

IAYO undertakes to:

- Advise primary carers of our Child Protection Policy statement (see Appendix 1);
- Make copies of our policy available via our website;
- Make copies of the policy available when requested;
- Inform primary carers of all activities and potential activities;
- Issue contact / consent forms for our courses (see Appendix 1);
- Comply with health and safety practices;
- Operate child centred policies in accordance with best practice as outlined in Section 2;
- Adhere to our staff recruitment and management guidelines as outlined in Section 6;
- Ensure as far as possible that activities are age appropriate;
- Encourage and facilitate the involvement of parents, carers and responsible adults where appropriate.

If IAYO has concerns about the welfare of a child or young person we will follow our reporting procedures outlined in Section 4 and in the event of a complaint against a member of staff we will follow procedure outlined in Sections 9 and 10 as appropriate to the nature of complaint.

9. Dealing with Allegations against Staff

In the instance of an allegation, IAYO's first priority is the safety of the child. IAYO also has a responsibility to the employee.

Two separate procedures must be followed:

- In respect of the child or young person, either the Designated Person or the Deputy Designated Person will deal with issues related to the child or young person. In the event that either of these two Designated Persons has had allegations made against them, the other Designated Person, who has not had allegations made against them, will deal with the issues related to the child or young person;
- In respect of the person against whom the allegation is made, Bríd Cannon, the IAYO Chairperson, will deal with issues related to the staff member;
- The reporting procedures in Section 4 should be followed, and the parents / carers and the child or young person should be kept informed of actions planned and taken;
- The staff member will be informed as soon as possible of the nature of the allegation and will be given the opportunity to respond;
- Any action following an allegation of abuse against an employee should be taken in consultation with the Health Service Executive and Gardaí;
- After consultation, the IAYO Chairperson will advise the person accused and take measures appropriate to the level of risk while not unreasonably penalizing the worker – unless necessary to protect the child or young person. Measures could include increased supervision, assignment to different duties, or suspension. Should an allegation take place on an IAYO residential course and there are reasonable grounds for concern (see Appendix 3), the accused person will stop work immediately on that course.

10. Complaints and Comments Procedures

- Complaints or comments in writing will be acknowledged within 7 days;
- IAYO Director, Allin Gray, has responsibility for directing complaints / comments to the appropriate person and ensuring they are responded to on time;
- Verbal complaints will be logged and responded to in the same way as written complaints;
- IAYO will seek the advice of a HSE social worker for an informal discussion in the event of a complaint that may cause 'reasonable grounds for concern';
- IAYO elicits feedback from participants on all courses via web form / email. See Appendix 9 for a sample form.

IAYO has a more detailed complaints procedure outlined in our Complaints Policy, available in the governance section of our website.

11. Accidents Procedure

- IAYO staff will record any accidents that take place on IAYO courses in the confidential incidents file using the IAYO Confidential Incident Form (see Appendix 2);
- IAYO maintains an up-to-date register of the contact details of all children and young people on our courses and will ensure that these details are cross-referenced with Confidential Incident Report Forms;
- IAYO always has its own public liability insurance in place for all courses that it runs;
- A First Aid box is always available and fully stocked on IAYO courses and staff are made aware of its location;
- Emergency contact details are included in all welcome packs given to participants and staff at the beginning of each course;
- IAYO is committed to ensuring that at least one member of permanent staff has a First Aid certificate. Both permanent members of staff attend residential courses and the Festival;
- IAYO is committed to making staff, children and young people aware of the risks of handling heavy equipment.

Appendix 3: Reasonable Grounds for Concern

The following excerpt from the 'Children First: National Guidelines for the Protection and Welfare of Children' (4.3.2 – p. 38) shows what would constitute reasonable grounds for concern:

- Specific indication from the child or young person that he or she has been abused;
- An account by a person who saw the child / young person being abused;
- Evidence, such as an injury or behaviour, which is consistent with abuse and unlikely to be caused another way;
- 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];
- Consistent indication, over a period of time, that a child is suffering from emotional or physical neglect.

Appendix 4: IAYO Reference Form

IAYO Reference Form

Confidential

_____ has been selected to work for the Irish Association of Youth Orchestras and has given your name as referee.

This post involves substantial access to children and as an organisation committed to the welfare and protection of children, we would like 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 (circle as appropriate)

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 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 suitable to work with young people?

Please rate this person from 1 to 5 (1 being poor and 5 being excellent) on the following:

Responsibility	1	2	3	4	5
Maturity	1	2	3	4	5
Self-motivation	1	2	3	4	5
Motivation of others	1	2	3	4	5
Energy	1	2	3	4	5
Trustworthiness	1	2	3	4	5
Reliability	1	2	3	4	5

Signed _____

Date _____

Occupation _____

Appendix 5: Declaration Form

Declaration Form

Confidential

Declaration form for all those working with children and young people.

Surname: _____ First Name: _____

Date of Birth: _____ Place of Birth: _____

Address: _____

Tel. No: _____ Mobile No: _____

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

Yes No Please circle

If yes, please outline reason below:

I _____ have read and understand the IAYO Child Protection Policy.

Signed: _____ Date: _____

The Irish Association of Youth Orchestras CLG (IAYO) is the all-Ireland resource organisation for youth orchestras.

IAYO is a company limited by guarantee, registered in Ireland, No: 296500, and a registered charity, No: 20045623.

IAYO is grant aided by The Arts Council and supported by Cork City Council.

IAYO acknowledges the support of The Department of Tourism, Culture and Sport, The Arts Council and Music Network through the Music Capital Scheme 2010-2015.

Directors: Bríd Cannon (Chairperson), Niall Catney, Paolo Cordone (Vice-chairperson), Michael Core, Amy Gillen, Dervilla Hynes, Ed Phelan, Majella Swan, Marianne White.

Staff: Allin Gray (Director), Bertie Buckley (Administrator), David Moynihan (Marketing and Communications Assistant).

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