



# **CHILD PROTECTION AND WELFARE**

## **POLICY & PROCEDURES**

October 2019

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### Section 1 - Child<sup>1</sup> Protection and Welfare Policy and Procedures Statement

Music Network is committed to the provision of a safe, positive, fun and enlightening environment for children participating in all of its events. We undertake to adopt a child-centred approach to all of our activities involving children and we will adhere to the recommendations of the *Children First: National Guidelines for the Protection and Welfare of Children*.

Music Network undertakes to implement policy and procedures in relation to:

- Key Roles & Responsibilities;
- Code of Behaviour for all staff;
- Reporting of suspected or disclosed abuse<sup>2</sup>;
- Confidentiality;
- Recruitment and selecting staff;
- Involvement of primary carers<sup>3</sup>;
- Allegations of misconduct or abuse against staff;
- Complaints and comments;
- Incidents and accidents

This document has been compiled with reference to the relevant legislation (Children First Act 2015, National Vetting Bureau (Children and Vulnerable Persons) Act 2012) as well as Children First: National Guidance for the Protection and Welfare of Children (2017) and related support documents, as provided by Tusla, the Child and Family Agency.

This policy and procedures document is available to all Music Network staff<sup>4</sup> and board members as well as primary carers participating in Music Network activities.

This policy will be reviewed on a 24-month basis. The next review will take place in April 2021.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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

<sup>2</sup> See Appendix A for definitions of abuse.

<sup>3</sup> The term 'primary carers' refers to parents, guardians and responsible adults with primary responsibility for a child.

<sup>4</sup> The term 'Staff' includes staff (permanent, temporary and casual), facilitators, artists, promoters, volunteers, interns etc.) working with children during Music Network projects. Throughout this document specific responsibilities are assigned to various staff members according to suitability.

### Key Roles & Responsibilities:

The key individuals responsible for implementation review and reporting in relation to the Music Network Child Protection Policy and Procedures will be the *Designated Person* and the *Deputy Designated Person*.

The Role of the **Designated Person** is to:

- Be the primary person to make contact with if staff members have an issue or concern about any aspect of a child's safety or welfare;
- Keep up to date regarding Child Protection issues
- Support and advise staff about policy and procedures in relation to child protection;
- Manage confidential records
- Support the Deputy Designated Person;
- Ensure that procedures are implemented.
- Where necessary, make a formal referral using the Standard Report Form

### Designated Person:

Katy Conneely (Programmes Administrator)

Contact Details:

Music Network, National Concert Hall Building, Earlsfort Terrace, Dublin 2.

Tel: 01 475 0224, [programmesadmin@musicnetwork.ie](mailto:programmesadmin@musicnetwork.ie)

The Role of the **Deputy Designated Person** is to:

- Act in the role of the Designated Person when the Designated Person is unavailable;
- Act in the role of the Designated Person in an 'on site' situation
- Ensure that suitable training is available to staff;
- Be available to primary carers to discuss the content and implementation of these policies and guidelines;
- Support the Designated Person;
- Monitor the implementation of the policy and guidelines.

### Deputy Designated Person:

Andreas Ziemons (Operations Administrator)

Contact Details:

Music Network, National Concert Hall Building, Earlsfort Terrace, Dublin 2.

Tel: 01 475 0224 [operations@musicnetwork.ie](mailto:operations@musicnetwork.ie)

### **Section 2 - Code of Behaviour**

The Code of Behaviour lists the type of behaviours and responsibilities that Music Network staff will adhere to when working with children. The Code concerns all staff members and the administrative responsibilities of Music Network.

#### **Code of Behaviour for Children**

A Code of Behaviour for the children participating in Music Network events should be drawn up at the beginning of the workshop sessions. The code will:

- be compiled through discussion between the children and the staff member and should involve and include suggestions from the children;
- list the types of behaviour that will not be accepted during the session and the penalty that will be imposed should the children break one of the codes;
- be revisited at the beginning of every subsequent session.

Primary carers are welcome to view the contract.

#### **Music Network Code of Behaviour:**

The Music Network Code of Behaviour for staff members is presented under the following categories:

- Child-centred approach
- Good practice
- Inappropriate behaviour
- Physical contact
- Health & Safety

#### **Child-centred approach**

##### *Artist/Facilitator:*

- Discuss boundaries of behaviour and related sanctions, as appropriate, with children and their primary carers;
- Encourage feedback from the group;
- Treat all children equally and as individuals;
- Listen to and respect children;
- Respect a child's personal space;
- Involve children in decision-making, where appropriate;
- Offer constructive criticism when needed but provide encouragement, support and praise (regardless of ability);
- Use age-appropriate language (physical and verbal);
- Use age-appropriate teaching aids and materials;
- Have fun and encourage a positive, trusting atmosphere;
- Lead by example;
- Be cognisant of a child's limitations, for example, due to a medical condition;
- Respect differences of ability, culture, religion, race and sexual orientation.

#### **Good Practice**

##### *Artist/Facilitator:*

- Plan your session and be sufficiently prepared, both mentally and physically; think about how you communicate with children
- Observe appropriate dress and behaviour;
- Be inclusive of all children with special needs;

- Encourage children to report any bullying, concerns or worries
- Do not take 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 and Music Network;
- Do not spend time alone with children. In an unavoidable situation where you find yourself alone with a child, please contact the primary carer or Music Network;
- Do not transport children to or from a session in your car;
- Maintain awareness around language and comments made. If you think that something you said might have caused upset or offence, then try to address it in a sensitive manner;
- Evaluate work practices on a regular basis;
- Report and record any incidents, accidents or concerns in accordance with the Reporting Procedures.
- Any contact with young people via phone, text, email must be done with parental consent.
- Do not let allegations made by a child go unrecorded. Do not make or receive private calls/texts while facilitating/supervising an activity.
- Do not contact young people through social networking sites.

### *Promoters:*

- Exercise good communication with the primary carer.

### *Music Network permanent staff:*

- Communicate fully with the artists, facilitators, promoters, key workers etc. engaged in Music Network's programmes;
- Provide appropriate training for staff;
- Update and review policies and procedures regularly.

### *Music Network permanent staff & Artist/Facilitator:*

- In the case of a workshop hosted directly by Music Network, create and maintain a register containing the following details for each child: name, address, phone number, special requirements, attendance, emergency contact and any other necessary information (e.g. dietary requirements, allergies etc.);
- In the case of a workshop hosted directly by Music Network, make primary carers, children, visitors, teachers/group leaders and facilitators aware of the Child Protection Policies & Guidelines;
- In the case of a workshop hosted directly by Music Network, keep primary carers informed of any issues that concern their children;
- Have Emergency Procedures in place and make all staff aware of these procedures;
- Ensure appropriate supervision based on adequate ratios according to age, abilities and activities involved.
- If an employee reports a workplace concern in good faith and on reasonable grounds in accordance with the procedures outlined in the legislation, it will be treated as a 'protected disclosure' under the Protected Disclosures Act 2014
- Report concerns about other workers' behaviour

### Inappropriate behaviour

- Do not use or allow offensive or sexually suggestive physical and/or verbal language;

- Do not single out a particular child for favouritism, criticism, ridicule or unnecessary focus or attention;
- Do not allow/engage in inappropriate touching of any form;
- Do not hit or physically chastise children;
- Do not socialise inappropriately with children, i.e. outside of structured organisational activities.

### Physical Contact

- Always seek the child's consent in relation to physical contact (except in an emergency or a dangerous situation);
- Do not engage in physical horseplay or inappropriate touch;
- Check with children about their level of comfort when engaged in touch exercises.
- Do not do things of a personal nature that children can do for themselves.

### Health and Safety

#### *Promoter/ Artist/Facilitator:*

- Provide a safe environment;
- Never leave children unattended or unsupervised;
- Manage any dangerous materials;
- Follow all incident, accident and other reporting procedures.

### Photography

- Music Network endorses the Arts Council's *Guidelines for taking and using images of children and young people in the arts sector*
- Music Network is committed to following this code of practice where appropriate.
- Music Network is also committed to advocating that its Partner Promoters follow this code of practice where appropriate.
- Where images/recordings are undertaken by Music Network, they will be done so on the basis of 'Informed Consent'.
- A sample consent form (related to photography and code of behaviour) is included in Appendix G.

### **Section 3 - Recording & Reporting Procedures**

In order that staff may appropriately express, record and report concerns about children, it is imperative that the following recording and reporting procedures are followed closely. Appendix C contains contact details for the appropriate Duty Social Worker in Tusla.

#### **Recording procedures**

In the circumstances where staff members feel that there are reasonable grounds for concern<sup>5</sup>, the following reporting procedures should be followed carefully. Staff should record the following information in relation to children:

- Suspicions
- Concerns
- Worrying observations
- Behavioural changes
- Actions and outcomes

Written records of this nature should be submitted to the Designated Liaison Person and kept in a locked cabinet at Music Network's offices. These records are not to be viewed by anyone not directly connected with the report.

#### **Dealing with a disclosure**

- Stay calm and listen to the child, allow the child enough time to say what they need to say;
- Accept what the child says;
- Do not use leading questions or prompt details. If clarification is required, try to use language that is similar to that used by the child;
- Reassure the child but do not promise to keep anything secret;
- Do not make the child repeat the details unnecessarily;
- Explain to the child what will happen next (explanation should be age-appropriate);
- Remain supportive to the child.

#### **Reporting procedures**

Reports of abuse or suspected abuse will be made to the relevant authorities. In the event of a concern or disclosure of abuse, staff should follow these reporting procedures:

- In the event of a disclosure:
  - Record all details, including date, time, and people involved in the disclosure and the facts (for example, in the Accident Book); Information recorded should be factual;
  - Try to use exact quotations from the child's testimony and do not use your own language in the record;
  - If necessary, draw a discrete diagram to illustrate any injuries that may have been reported in the course of the disclosure.
- Inform the Designated Person (or the Deputy Designated Person, if unavailable);
- If the Designated Person and Deputy Designated Person are not available, contact the local Duty Social Worker in Tusla directly;
- The Designated Person may contact the Tusla Duty Social Worker for an informal consultation prior to making a report; Any concern should then be reported to Tusla without delay.

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<sup>5</sup> See Appendix B for definition of reasonable grounds for concern.

- Any concern about a potential risk to children posed by a specific person, even if the children are unidentifiable, should also be reported to Tusla
- Failure to report and failure to take steps with regard to child protection and abuse is in breach of the “Reckless Endangerment of Children” Section 176, Criminal Justice Act, 2006
- Withholding information relating to the commission of a serious offence, including a sexual offence, against a person who is under the age of 18 years or an otherwise vulnerable person is a criminal offence under the Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012, Sections 2 and 3.
- In the case where the Designated Person decides not to report concerns to Tusla, the individual employee or volunteer who raised the concern will be given a clear written statement of the reasons why the organisation is not taking such action
- The Protection for Persons Reporting Child Abuse Act 1998 makes provisions for the protection from civil liability of persons who have communicate child abuse ‘reasonably and in good faith’ to designated officers of Tusla or to any member of An Garda Síochána
- If there are reasonable grounds for concern, the Designated Person will contact the Duty Social Worker using the standard reporting form available from Tusla<sup>6</sup>. (Reports to the Duty Social Worker can be made verbally, initially, and then followed by the standard reporting form. Reports should be made to Tusla without delay);
- The most appropriate person should discuss the concern or consult with primary carers. Parents, carers or responsible adults should be made aware of a report to Tusla unless it is likely to put the child at further risk;
- Information will be shared on a strictly ‘need to know’ basis;
- In case of emergencies outside of Tusla’s service hours, contact the Gardaí. In situations that threaten the immediate safety of a child, it may be necessary to contact the Gardaí;
- In the case of a staff member reporting a concern, they are invited to contact the Duty Social Worker with Tusla to discuss their concern. If the Duty Social Worker deems the concern to be a reasonable concern, then the above procedures should be followed;
- If concerns about a child are reported anonymously, they will be followed up fully in accordance with Tusla standard procedures. If the report has been made through a third party, the person mediating should be requested to facilitate contact between the original person who reported the concern and Tusla
- The reporting procedures will be known and accessible to all staff. Throughout the process, the person who expresses the concern should be involved and kept informed, where appropriate. When a report has been made to the Designated Person, all actions and outcomes should be noted.
- Staff members reporting abuse are entitled to request written acknowledgement from the body with whom the complaint has been lodged (e.g. Designated Person or Duty Social Worker). Likewise, the Designated Person is entitled to request written acknowledgement from the Duty Social Worker or the Gardaí acknowledging the receipt of the report.
- If there is concern that a child is missing, contact the Designated Person without delay.

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<sup>6</sup> See Appendix D for sample form.

### Retrospective Disclosure

(In the case of an adult disclosing abuse that took place during their childhood)

- If any risk is deemed to exist to a child who may be in contact with an alleged abuser, a report should of the allegation should be made to Tusla without delay.
- The HSE National Counselling Service is in place to listen to, value and understand those who have been abused in childhood. The service is a professional, confidential counselling and psychotherapy service and is available free of charge in all regions of the country (see [www.hse-ncs.ie/en](http://www.hse-ncs.ie/en)). The service can be accessed either through healthcare professionals or by way of self-referral (Freephone 1800 477477).

### **Section 4 - Statement of Confidentiality**

Music Network respects the right of any individual to absolute confidentiality. However, Music Network will prioritise its commitment to the safety and welfare of children in the event that an abuse or a concern of abuse that is reported through the appropriate channels. In this instance, the following will apply:

- Information will be shared on a 'need to know' basis only in order to safeguard the welfare of the child;
- Supplying appropriate information to other necessary parties for the protection of a child is not a breach of confidentiality;
- Where the best interests of a child are at risk, Music Network cannot guarantee absolute confidentiality;
- Primary carers and children have a right to know if personal information is being shared and/or a report is being made to Tusla unless doing so would put the child at further risk;
- Images of a child will not be published without the consent of the parent/carer (however, we cannot guarantee that cameras/videos will not be used by other parties during public performances);
- Primary carers will be informed of any recording that Music Network undertakes during workshops or events;
- Procedures have been put in place for the recording and storing of information in line with our confidentiality policy.
- A policy of cooperating with Tusla in the sharing of our records where a child welfare or protection issue arises
- We are committed to attend and share information, as required, at formal child protection and welfare meetings as organised by Tusla ie. Child protection Conferences and Strategy Meetings

### **Section 5 - Procedures for Recruiting and Selecting Staff<sup>7</sup>**

Music Network recognises the importance of selecting appropriate staff to work with children. Music Network will ensure that staff are carefully selected, trained and supervised to provide a safe environment for all children by observing the following principles:

- Roles and responsibilities will be clearly defined for every job (paid or voluntary);
- Posts will be advertised for prospective positions as widely as possible
- Applicants will be provided with information about Music Network and its activities
- Candidates will be required to complete a written application.
- Candidates will be required to provide contact details for at least two recent, relevant, independent referees;
- Staff will be selected through a process involving a panel of at least two representatives;
- Music Network will endeavour to select the most suitably qualified personnel;
- Music Network will not employ someone deemed to be a risk to the safety and welfare of children. Some of the exclusions include:
  - Any child-related convictions;
  - Insufficient documentary evidence of identification;
  - Concealing information regarding suitability to work with children;
- Every employee will undergo a probationary period of six months;
- Identification will be made available which includes the name and address together with a signature or photograph. All staff working with children on a continuous basis will undergo Garda Vetting as part of the recruitment process. For once-off activities, where there is minimal potential for a relationship of trust to be established between the participants and facilitator, the local coordinator will be responsible for ensuring a suitable adult supervisor is present with the facilitator and participant group at all times during the Learning and Participation activity. Garda Vetting of the facilitator will not be carried out in this instance.

### **Section 6 - Managing and Supervising Staff**

Music Network recognises that responsible management and supervision of staff working directly with children will lead to the effective execution of the Child Protection Policy and Procedures. Music Network undertakes to ensure that:

#### **New staff will**

- Have child protection training made available to them;
- Be made aware of the organisation's code of behaviour, child protection procedures, and the identity and roles of the Designated Liaison Person and the Deputy Designated Liaison Person; undergo a probationary period of six months.

#### **All staff will**

- Receive an adequate level of supervision and review of their work practices;
- Read the Child Safeguarding Statement and Child Protection Policy and Procedures documents
- Staff working directly with children (or vulnerable adults) will complete the Declaration Form<sup>8</sup>.

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<sup>7</sup> See Footnote 4 above for definition of 'staff'

<sup>8</sup> See Appendix E

### **Section 7 - Involvement of primary carers**

Music Network respects the role of primary carers and to this end, it is important that we involve those in that role in the implementation of these policies and procedures. In order to fulfil that objective, Music Network will:

- Advise primary carers of the availability of the child protection policy and procedures;
- Inform primary carers and schools of all activities and potential activities;
- Issue contact/consent forms as necessary;
- Comply with health and safety practices;
- Operate child-centred policies in accordance with best practice;
- Ensure as far as possible that the activities are age-appropriate;
- Encourage and facilitate the involvement of parent(s), carer(s) or responsible adults, where appropriate.

If Music Network staff experience concerns about the welfare of the child, the staff will:

- Respond to the needs of the child;
- Keep primary carers fully informed of all procedures and necessary information, unless to do so would place the child at further risk;
- Follow the recording and reporting procedures outlined in this document including reporting to the Duty Social Worker and, in the case of 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 where appropriate.

Music Network is committed to putting the interests of the child first. To that end, the staff will:

- Contact Tusla 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 organisations 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's welfare.

### **Section 8 - Allegations of Misconduct or Abuse by Staff members**

In the event that allegations are made against a Music Network staff member, the protection of the child will be the paramount consideration. Two separate procedures will be followed: one in respect of the child and one in respect of the staff member against whom the allegation has been made. Two separate Key authorities will deal with each separate procedure. Music Network will take protective measures appropriate to the level of risk while not unreasonably penalising the worker – unless necessary to protect the child.

Protective measures might include:

- Increased supervision
- Assignment to different duties
- Suspension

In respect of the child:

- Designated Person will deal with issues relating to the child.

- If allegations are made against the Designated Person, the Deputy Designated Person should be contacted and vice versa;
- The first priority will be to ensure that no child is exposed to unnecessary risk;
- The reporting procedures outlined in Section 3 of this document should be followed. Both the primary carers and the child should be informed of actions planned and taken. All contact with the child should occur in an age-appropriate manner.

In respect of the staff member:

- Chief Executive Officer will deal with issues relating to the staff member.
- If allegations are made against the Chief Executive Officer, the Chairperson of the organisation should be contacted;
- The chairperson of the organisation should be contacted as soon as possible;
- The staff member will be informed as soon as possible of the nature of the allegation;
- The staff member will be given the opportunity to respond;
- Any action following an allegation of abuse against an employee should be taken in consultation with the Tusla and Gardaí;
- After consultation, the chairperson should advise the person accused and agreed procedures would be followed.

### **Section 9 - Complaints and Comments**

If primary carers and other key stakeholders wish to make a complaint or comment about some aspect of a Music Network project involving children, complaints, comments or feedback will be:

- The responsibility of the Designated Person;
- Responded to within 2 weeks;
- Both verbal and written complaints will be recorded and responded to appropriately.

### **Section 10 - Incidents and Accidents**

In situations where Music Network is operating projects without the assistance of a host partner organisation, all incidents and accidents that occur should be recorded in the 'Accident Book'. The material recorded in the 'Accident Book' may be sensitive and will be kept in a locked compartment by the Designated Person. The book will be available to staff members to add entries and must be returned to the Designated Person.

In order to effectively manage instances of incidents and accidents, Music Network must:

- Maintain an up-to-date register of the contact details of all children involved in the organisation;
- Cross-reference children's contact details between the accident book and file;
- Where necessary, ensure that external organisations with whom we have dealings must provide proof that they have public liability insurance
- Have first-aid boxes available and regularly stocked
- Have the location of the first-aid box(es) known to staff
- Advise children of the risks of dangerous material;
- Record details of risky equipment used and take steps to minimise risk

## **Appendix A**

### **Definitions of Abuse:**

There are four main categories of abuse outlined in *Children First: National Guidelines for the Protection and Welfare of Children*. They are:

- Neglect
- Emotional abuse
- Physical abuse
- Sexual abuse

The following is a synopsis of the information contained in the *Children First: National Guidelines for the Protection and Welfare of Children*.

#### 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.'<sup>9</sup>

#### Emotional abuse

Emotional abuse usually relates to the relationship between a carer and a child rather than a specific incident or incidents. Emotional abuse can manifest in the child's behaviour or physical functioning. Examples of these include insecure 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 becomes typical of the relationship between the child and the parent/carer.'<sup>10</sup>

Examples of emotional abuse in children include:

- Imposition of negative attributes on children, expressed by persistent criticism, sarcasm, hostility or blaming;
- Conditional parenting in which the level of care shown to a child is made contingent on his or her behaviours or actions;
- 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;
- Failure to show interest in, or provide age-appropriate opportunities for, the child's cognitive and emotional development;
- Use of unreasonably harsh discipline;
- Exposure to domestic violence.
- Exposure to inappropriate or abuse material through new technology

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<sup>9</sup> Children First, Section 2.2.1

<sup>10</sup> Children First, Section 2.3.2

### Physical Abuse

Physical abuse is a form of non-accidental injury or injury which result from wilful or neglectful failure to protect a child. Examples of physical injury include:

- Severe physical punishment;
- Beating, slapping, hitting or kicking;
- Pushing, shaking or throwing;
- Pinching, biting, choking or hair-pulling;
- Terrorising with threats;
- Observing violence;
- Use of excessive force in handling;
- Deliberate poisoning;
- Suffocation;
- Fabricated/induced illness
- Allowing or creating a substantial risk of significant physical harm to a child.

### 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. This may 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 B**

### **Recognising child neglect or abuse**

Child neglect or abuse can often be difficult to identify and may present in many forms. A list of indicators of child abuse is contained in Appendix A. No one indicator should be seen as conclusive in itself of abuse. It may indicate conditions other than child abuse. All signs and symptoms must be examined in the context of the child's situation and family circumstances.

#### **Guidelines for recognition**

The ability to recognise child abuse can depend as much on a person's willingness to accept the possibility of its existence as it does on their knowledge and information. There are commonly three stages in the identification of child neglect or abuse:

- (i) considering the possibility;
- (ii) looking out for signs of neglect or abuse;
- (iii) recording of information.

Staff members should also keep in mind children with additional vulnerabilities, certain children are more vulnerable to abuse than others, including:

- Children in residential settings
- Children in the care of the State e.g. in foster care, relative care
- Children who are homeless
- Children with disabilities
- Separated children seeking asylum
- Children being trafficked

#### **Reasonable grounds for concern**

- An injury or behaviour that is consistent both with abuse and an innocent explanation, but where there are corroborative indicators supporting the concern that it may be a case of abuse.
- Consistent indication over a period of time that a child is suffering from emotional or physical neglect.
- Admission or indication by someone of an alleged abuse.
  - A specific indication from a child that he or she was abused.
- An account from a person who saw the child being abused.
- Evidence (e.g. injury or behaviour) that is consistent with abuse and unlikely to have been caused in any other way

*Refer to pages 70-74, Children First: National Guidance for the Protection and Welfare of Children for further details regarding the signs and symptoms of child abuse.*

**Remember you must refer – You should not investigate.**

**Appendix C**

**Tusla Duty Social Work Contact List by County**

An up-to-date list of contacts can be found here:

<http://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/>

**OUT OF HOURS ANY QUERY OR CONCERN RELATING TO CHILDREN SHOULD BE REPORTED TO AN GARDA SIOCHANA**

**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 Guidance for the Protection and Welfare of Children Department of Health and Children (DCYA, 2011)
- 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 Child Protection and Welfare Practice Handbook (HSE, 2011) Interim Guide for the Development of Child Protection and Welfare Policy, Procedures and Practices (Tusla, 2014)
- Guidelines for taking and using images of children and young people in the arts sector (The Arts Council, 2009)
- Sole practitioner code of practice for working with children and young people (The Arts Council, 2009)
- Guidelines for the protection and welfare of children and young people in the arts sector (The Arts Council, 2006)

**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 D**

**Contacting An Garda Síochána**

An Garda Síochána can be contacted by the following means:

**EMERGENCY BY TELEPHONE**

**Emergency 999/112** In an emergency always dial 999/112. You should use this service if a crime or incident is happening now or if anyone is in immediate danger. 999/112 calls have the highest priority and your call will be handled by trained Call-takers. An Garda Síochána aim to answer 80% of 999 calls within 7 seconds and deploy resources immediately giving an estimated time of arrival. We will take appropriate steps to deal with all incidents and ensure that emergency and life threatening calls receive priority. We will endeavour to get to you within 15 minutes in urban locations and as soon as possible, given the distance to be travelled, in more rural areas.

**Emergency SMS** The 112 SMS service lets deaf, hard of hearing and speech-impaired people in the Republic of Ireland send an SMS text message\* to the Emergency Call Answering Service (ECAS) where it will be passed to An Garda Síochána, the Ambulance service, the Fire service, or the Irish Coastguard. The ECAS operator will act as a relay between the texter and the required emergency service. Before you can use the 112 SMS service, you will need to register your mobile phone on [www.112.ie](http://www.112.ie) website.

**Remember that this is an Emergency Service and should only be used in an emergency i.e. life is at risk, crime or incident is happening now, anyone is in immediate danger.**

\*An SMS text message is a non real-time service and therefore there is no guarantee that your SMS will be delivered.

**NON-EMERGENCY**

Non-emergency or general enquiries, contact your nearest and/or local Garda Station. Telephone numbers for all Garda stations and key offices are available here: <http://www.garda.ie/Stations/Default.aspx> and they are also published in the Eircom Telephone directory.

**Confidential Line 1800 666111**The Garda Confidential line allows people to call with information relating to matters of crime or other activities.

Email addresses for key offices/sections are listed here:  
<http://www.garda.ie/Controller.aspx?Page=3430&Lang=1>

Please do not email An Garda Síochána about a crime or incident in progress as emails are not monitored on a 24 hour basis. In the event of an emergency dial 999 or 112.



Child Protection and Welfare Policy and Procedures

Appendix E



Declaration Form for all employees, students, contracted artists and all other personnel working for Music Network with children, young people and vulnerable adults.

CONFIDENTIAL

Learning and Participation (Outreach) work with Music Network can involve access to children and vulnerable adults, and as an organisation committed to the welfare and protection of children vulnerable adults, we require all employees, volunteers, contracted artists and other personnel working with children and vulnerable adults to fill out this declaration form.

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Any name previously known as \_\_\_\_\_

Have you ever been convicted of a criminal offence or been the subject of a Caution or of a Bound Over Order? Yes [ ] No [ ]

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

Table with 2 columns: Nature of offence, Date of offence. Includes three rows of blank lines for input.

I, \_\_\_\_\_ state that there is no reason why I would be unsuitable to work with children or vulnerable adults.

I confirm that I have read the Music Network Child Protection Policy and Procedures and will abide by their guidelines.

I hereby authorise Music Network to carry out a Garda Vetting check on my name and will fill in any forms required for this task when they are available.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Patron: Michael D. Higgins, President of Ireland
Directors: Peter Finnegan (Chairman), Peter Brown, Shirley Kavanagh, Jenny Sherwin, Anna Lardi Fogarty, Neil Martin, John McGrane, Carl Corcoran
Chief Executive: Sharon Rollston

Music Network is a Company Limited by Guarantee. Registered in Dublin, no. 161254. Music Network is a registered charity. Charity no. CHY 8353.
Music Network was established and is funded by The Arts Council / An Chomhairle Ealaion to develop music in Ireland on a nationwide basis.

Appendix F



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

FORM NUMBER: CC01:01:01

## STANDARD REPORT FORM

(For reporting CP&W Concerns)

---

**A. To Principal Social Worker/Designate:** \_\_\_\_\_

**1. Date of Report**

**2. Details of Child**

Name:		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Address:	DOB	<input style="width: 80%;" type="text"/>		Age	<input style="width: 40%;" type="text"/>
	School	<input style="width: 95%;" type="text"/>			
Alias		Correspondence address (if different)	<input style="width: 95%;" type="text"/>		
Telephone		Telephone	<input style="width: 95%;" type="text"/>		

**3. Details of Persons Reporting Concern(s)**

Name:		Telephone No.	<input style="width: 80%;" type="text"/>
Address:		Occupation	<input style="width: 95%;" type="text"/>
		Relationship to client	<input style="width: 95%;" type="text"/>
Reporter wishes to remain anonymous		<input type="checkbox"/>	Reporter discussed with parents/guardians
		<input type="checkbox"/>	<input type="checkbox"/>

**4. Parents Aware of Report**

Are the child's parents/carers aware that this concern is being reported		- Mother	Yes	No
		- Father	<input type="checkbox"/>	<input type="checkbox"/>
Comment	<input style="width: 95%;" type="text"/>			

**5. Details of Report**

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

## STANDARD REPORT FORM

(For reporting CP&W Concerns)

### 6. Relationships

Details of Mother		Details of Father	
Name:		Name:	
Address: (if different to child)		Address: (if different to child)	
Telephone No's:		Telephone No's:	

### 7. Household composition

Name	Relationship	DOB	Additional Information e.g. School/ Occupation/Other:

### 8. Name and Address of other personnel or agencies involved with this child

	Name	Address
Social Worker		
PHN		
GP		
Hospital		
School		
Gardaí		
Pre-School/Crèche/YG		
Other (specify):		

### 9. Details of person(s) allegedly causing concern in relation to the child

Relationship to child:	Age	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Name:	Occupation		
Address:			

### 10. Details of person completing form

Name:	Occupation:
Address:	Telephone No's:
Signed	Date:



**Guidance Note to help you fill in the Standard Report Form:**

The Child and Family Agency (Tusla) has a statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. The Child and Family Agency therefore has an obligation to receive information about any child who is not receiving adequate care and/or protection.

This report form is for use by:

- Any professional, individual or group involved in services to children, including Child and Family Agency and HSE personnel, who becomes aware of a child protection or welfare concern, or to whom a child protection or child welfare concern is reported.
- Professionals and individuals in the provision of child care services in the community who have service contracts with the Child and Family Agency or the HSE.
- Designated persons in a voluntary or community agency.

Please fill in as much information and detail as is known to you. This will assist the Social Work Department in assessing the level of risk to the child or the support services required. If the information requested is not known to you, please indicate this by putting a line through the question. It is likely that a social worker will contact you to discuss your report.

The Child and Family Agency aims to work in partnership with parents. If you are making this report in confidence, you should note that the Child and Family Agency cannot guarantee absolute confidentiality for the following reasons:

- A Court could order the information be disclosed.
- Under the Freedom of Information Acts 1997 and 2003, the Freedom of Information Commissioner may order that information be disclosed.

You should also note that in making a 'bona fide report', you are protected under the Protection for persons Reporting Child Abuse Act 1998.

If you are unsure if you should report your concerns, please telephone your local Child and Family Agency duty social worker and discuss your concerns with them (click [here](#) for contact details - [www.tusla.ie/services/child-protection-welfare/contact-a-social-worker](http://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker) ).

An MSWord version of the Standard Report Form may be accessed [here](#) – ([www.tusla.ie/services/child-protection-welfare/children-first](http://www.tusla.ie/services/child-protection-welfare/children-first) )

**Appendix G: Consent Form**



**Music Network**

**[Name of Event]**

**Participant – Parent Consent Form**

**Name of Child/Young Person:** \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address of Child/Young person: \_\_\_\_\_

Name of Parent(s) / Guardian(s): \_\_\_\_\_

I give consent

- a) for my child to participate in [event], at [location] on [date]
- b) for my child to be recorded/ photographed/ filmed for the purposes outlined below
- c) for these photographs/recordings to be retained by Music Network
- d) for these images to be used by Music Network in all future publicity and archiving, including print and online media, publications, brochures and other publicity material.

Music Network agrees that these images will only be used for these purposes. The recording of these images/audio will be supervised by Music Network.

It is the responsibility of each performer to provide insurance cover for their own instrument. Music Network shall not be liable for any damage caused to instruments during the event.

I also consent to my child accepting the code of conduct for the duration of the event.

Signed (Parent/Guardian): \_\_\_\_\_

Signed (Child/Young person): \_\_\_\_\_

Date: \_\_\_\_\_

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