



SAFEGUARDING & CHILD PROTECTION POLICY

Cross Border Orchestra of Ireland

This Policy Document was approved and adopted by the Board of Directors of the CBOI on Monday 23rd October 2023. It will be reviewed annually.

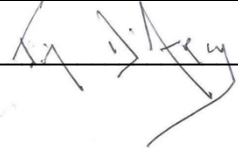
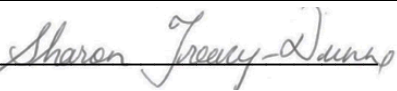
<p>Signed: </p> <p>Jim D'Arcy</p>	<p>Chairperson Board of Directors</p>	<p>Date: 23rd October 2023</p>
<p>Signed: </p> <p>Sharon Treacy-Dunne</p>	<p>CEO. Secretary Board of Directors.</p>	<p>Date: 23rd October 2023</p>

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The Cross Border Orchestra of Ireland's Child Safeguarding Policy is presented in addition to our Child Safeguarding Statement and contains the necessary policies, references and information to complete the requirements of the Child Safeguarding Statement and to ensure best practice in relation to our work with children and young people.

This document forms part of a suite of documents that are used to safeguard and promote the welfare of the young people that we work with. Other relevant documents can be accessed on our website under Child Protection and Welfare.

These documents are:

- Child Safeguarding Statement
- Child Safeguarding Policy (this document)
- Internet Teaching Safeguarding Statement
- Complaints Policy
- Confidential Incident Report Form
- CBOI Conditions of Membership

This policy has been created in accordance with the Children First Act (2015) and the Children First: National Guidance for the Protection and Welfare of Children (2017).

The Designated Liaison Person (DLP) is: Sharon Treacy-Dunne	cboisharon@gmail.com 086 8283268
The Deputy Designated Liaison Persons (DDL) is: Susan Forde	susanforde123@gmail.com 086 3996262



Designated Liaison Person and Deputy Designated Liaison Person(s)

The role of the Designated Liaison Person (DLP) is to be a resource for any staff member or volunteer who has a child protection or welfare concern. The DLP should be well-informed about child protection and have received all the necessary training for the role. They will help any person in their organisation who is considering making a report to Tusla and will liaise with outside agencies.

The DLPs and any Deputy DLPs are specified in the CBOI's Child Safeguarding Statement.

The Board of the CBOI shall be responsible for ensuring the appointment of the DLPs and DDLP. The positions shall be reviewed along with the review of the Child Safeguarding Statement and whenever there are board or staff changes.

Designated Liaison Person Role Description

Designated Liaison Persons (and deputies) should:

- Be fully familiar with the CBOI's responsibilities in relation to the safeguarding of children
- Have good knowledge of our Child Safeguarding Statement, Policy and procedures
- Ensure that our reporting procedure is followed, so that child protection and welfare concerns are referred promptly to Tusla
- Register with the Tusla Portal for reporting concerns online
- Receive child protection and welfare concerns from workers and volunteers and consider if reasonable grounds for reporting to Tusla exist
- Consult informally with a Tusla Duty Social Worker if necessary;
- Share details of a concern with a co-DLP or Deputy DLP if help is needed in dealing with the concern but not otherwise;
- Where appropriate, make a formal report of a child protection or welfare concern to Tusla on behalf of the CBOI using the Tusla Web Portal or the Tusla Child Protection and Welfare Report Form;
- Inform the child's parents / guardians that a report is to be submitted to Tusla or The Garda Síochána, unless:
 - o Informing the parents/guardians is likely to endanger the child or young person;
 - o Informing the parents/guardians may place the DLP as the reporter at risk of harm from the family;
 - o The family's knowledge of the report could impair Tusla's ability to carry out an assessment;
- Record all child protection or welfare concerns, or allegations of child abuse, brought to their attention as well as any action taken in response to these concerns
- Provide feedback to the referrer, as appropriate
- Store records in the securely until they can be brought to the office
- Act as a liaison with Tusla and The Garda Síochána, as appropriate
- Where appropriate, jointly report with a mandated person.

Designated Persons

CBOI CEO Sharon Tracey Dunne acts as the Designated Liaison Person for Child Protection

Contact Sharon Tracey Dunne +353 86 8283268

The Designated Deputy Liaison Person is Susan Forde +353 86 3996262

Mandated Persons

Under the Children First Act 2015, certain people must by law report to Tusla any incidences of harm that meet or exceed a specified threshold. These people are known as 'mandated persons' under the legislation. Mandated persons are people who have ongoing contact with children and / or families and who, because of their qualifications, training and experience, are in a key position to protect children from harm. Mandated persons include professionals working with children in the education, health, justice, youth and childcare sectors. Professionals who may not work directly with children, such as those who work in adult counselling or psychiatry, are also mandated persons.

A list of mandated professionals is given in Appendix 2 of Children First National Guidance for the Protection and Welfare of Children (2017). It includes any person employed in one of the following capacities:



safeguarding officer, child protection officer or other person (howsoever described) who is employed for the purpose of performing the child welfare and protection function of religious, sporting, recreational, cultural, educational and other bodies and organisations offering services to children;

It also includes any:

person responsible for the care or management of a youth work service within the meaning of section 2 of the Youth Work Act 2001.3.

Mandated persons have two main legal obligations under the Children First Act 2015:

- To report harm of children, above a defined threshold, to Tusla;
- To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report. “Harm” means, in relation to a young person:
 - a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child’s health, development or welfare; or
 - b) sexual abuse of the child.

The Board and the Chief Executive Officer of the CBOI shall keep and review a list of mandated persons along with reviews of the Child Safeguarding Statement and shall also evaluate whether or not new staff members or volunteers are mandated. Evaluation will be carried out in relation to the list provided in Children First National Guidance for the Protection and Welfare of Children (2017).

Mandated persons are required to inform the Designated Liaison Person or their Deputies of concerns as other staff would do. Reports by Mandated Persons will be stored in the Confidential Incident File.



CBOI Child Protection Policy Statement

The Cross Border Orchestra of Ireland provides music education including group music lessons, and orchestral training and performance opportunities for children and young people.

It is the policy of the Cross Border Orchestra of Ireland to safeguard the welfare of all the children and young people who participate in our programmes, by protecting them from physical, sexual and emotional harm. The CBOI is committed to ensuring that all children will be equally protected from harm regardless of race, ability, ethnicity, or sexual orientation. We are 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 child/young person under our care is paramount.

As defined in the Children First Act, 2015, “harm” means, in relation to a child

“(a) assault, ill-treatment, or neglect of the child in a manner that seriously affects or is likely to seriously affect the child’s health, development, or welfare, or

(b) sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions, or circumstances, or otherwise.

This definition is understood as the harm caused to children by physical abuse, emotional abuse, sexual abuse, or neglect. In the context of safeguarding, it may also relate to the bullying of children, child trafficking and or sexual exploitation, or the harm caused to children through the misuse of digital technology or on internet platforms.”

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Addendum to the Children First (2019), and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Directors of the Cross Border Orchestra of Ireland has agreed the Child Safeguarding Statement set out in this document

The Board of Directors has adopted and will implement fully and without modification the Child Protection Procedures as set out in our Child Protection Policy document.

The Designated Liaison Person (DLP) is: Sharon Treacy-Dunne	cboisharon@gmail.com 086 8283268
The Deputy Designated Liaison Persons (DDL) is: Susan Forde	susanforde123@gmail.com 086 3996262

The Board of Directors recognises that child protection and welfare considerations must be reflected in the CBOI’s policies, procedures, practices and activities. In its policies, procedures, practices and activities, the CBOI will adhere to the following principles of best practice in child protection and welfare:

The Cross Border Orchestra of Ireland will:

1. Recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations
2. Fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children
3. Fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters



4. Adopt safe practices to minimise the possibility of harm or accident happening to children and protect workers from taking unnecessary risks that may leave themselves open to accusations of abuse or neglect
5. Develop a practice of openness with parents /carers and encourage their involvement in CBOI activities
6. Fully respect confidentiality requirements in dealing with child protection matters
7. The CBOI will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

The following procedures are in place:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service;
- Procedure for the safe recruitment and selection of workers and volunteers to work with children;
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm;
- Procedure for the reporting of child protection or welfare concerns to Tusla;
- Procedure for maintaining a list of the persons in the CBOI who are mandated persons;
- Procedure for appointing a relevant person.

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

This statement has been published on the CBOI's website and is readily accessible to parents /carers on request. A copy of this Statement will be made available to Tusla and the Department if requested.

This Child Safeguarding Statement will be reviewed regularly or as soon as practicable after there has been a material change in any matter to which the statement refers.



CBOI CODE OF BEHAVIOUR FOR STAFF AND VOLUNTEERS

This code of behaviour is intended to aid and advise CBOI staff and volunteers in minimising risk and encouraging good practice while at CBOI rehearsals and on tour. 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

CBOI staff and volunteers should do the following when working with children/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
- Be positive role models (p 20)
- Respect confidentiality (p36)

Good Practice for the Welfare and Protection of Children and Young People

To ensure best practice, CBOI is committed to doing the following at all activities run by us:

- Keeping a record of name, address, phone number, additional requirements, attendance and emergency contact of all participants. CBOI registers all participants on arrival at rehearsals/events
- Ensuring that a copy of our Child Protection Policy is sent to all freelance staff and volunteers prior to our rehearsals and hard copies are available on arrival for them and for visitors and staff of the organisations/buildings that are hosting our rehearsals/concerts. Policy copies are also forwarded to primary carers where requested.
- Having emergency procedures in place, as outlined in Section 3.
- Accommodating special needs children at our rehearsals/concerts, where it is possible to provide an adequate environment to meet their requirements
- Evaluating work practices on a regular basis
- Training staff members by ensuring they Complete the Tusla Children First E-Learning Programme and provide a copy of the certificate to the CBOI
- Training our volunteers and freelance staff by meeting to discuss and talk through this policy document at the beginning of each season, before teaching begins. Staff will then be asked to sign a form acknowledging that they have received training, have read and understood the CBOI CPP, and will abide by it.
- Recording any incidents in the confidential incident file available at all events
- Ensuring that the relevant primary carers are made aware of our CPP
- 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'
- CBOI requires sessional staff to do the following for all rehearsal or workshops:
 - o Plan and be sufficiently prepared both mentally and physically



- Report any concerns to the Designated Liaison Person or Deputy Designated Liaison Person and follow reporting procedures as outlined in Section 3
- Follow and enforce anti-bullying policy as outlined in the Code of Behaviour for Children/Young Persons
- Observe appropriate dress and behaviour
- Avoid taking sessions on their own or being on their own in a room with a young person/child
- If necessary, to give a lift to a young person/child, 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

CBOI staff should not do any of the following:

- Use or allow 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
- Drink alcohol or be under the influence of alcohol while on duty;
- Take illegal drugs or medications that would impair their ability to fulfil their duties;
- Spend excessive amounts of time alone with any young person;
- Single out any young person for unfair favouritism, criticism, ridicule, or unwelcome focus or attention.
-

Physical contact

CBOI acknowledges that physical contact may be essential to the process of teaching and at rehearsals. CBOI requires, therefore, that freelance teaching staff seek consent of children/young persons 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

CBOI has a duty of care to all those who access our music education and performance programmes. In safeguarding the physical wellbeing of young people that participate in our activities, the CBOI will endeavour to ensure that:

- CBOI uses venues for its activities that are fit for purpose and well maintained;
- CBOI staff follow the safety instructions and fire regulations provided by venues it uses;
- If staff/ volunteers identify a hazard in a venue, they should inform the appropriate person in the venue immediately;
- Fire drills are organised in cooperation with the venues as appropriate;
- All staff and participants will be made aware of fire exits and necessary procedures;
- CBOI takes a register of all who are present at rehearsals, workshops and all events
- CBOI ensures appropriate levels of supervision are provided for all activities;
- CBOIO staff / volunteers avoid leaving young people unattended;
- Checks are made to ensure equipment and materials used are safe and fit for purpose;
- Activities are age appropriate and developed with the specific abilities and needs of the participants in mind;
- CBOI is committed to making staff, children and young people aware of the risks of handling heavy equipment.
- Risk assessments are conducted as part of CBOI's programme planning with the following procedure:
 - 1) Identify Risk(s);
 - 2) Identify people who might be harmed and how;
 - 3) Potential Outcomes;
 - 4) Likelihood of these Outcomes;
 - 5) Potential Severity of these Outcomes;
 - 6) Action Required to Reduce Risk;
 - 7) Details of when and how the Action will be taken.



National and International tours involving Overnight Stays

The CBOI organises national and international concert tours that involve overnight stays for young people. We follow these procedures:

- Volunteer Staff (Chaperones) are engaged for any project that involves overnight stays.
- Chaperones are provided with clear role descriptions;
- Chaperones are familiarised with in the CBOI's Child Safeguarding Statement and the Child Safeguarding Policy including the Code of Behaviour for Staff and Volunteers which is signed.
- Chaperones are made aware that the Confidential Incident Report Form and the Tusla Standard Reporting Form are available on request
- Chaperones are told who the DLP and DDLP are and instructed to contact them should an accident occur or if a child protection concern arises;
- Chaperones may also act independently to contact Tusla / An Garda Síochána / PSNI if they deem it necessary;
- Parental consent and contact details are requested for all members aged under 18;
- Dietary and medical requirements are requested for all participants;
 - o Parents and / or young people over 18 are responsible for ensuring that they notify the CBOI of relevant medical conditions at application
- Parents are requested to ensure that young people have an adequate supply of any necessary medication;
 - o Where medicines are of critical importance, spare supplies of prescriptions and medicines should be provided;
- If members are involved in non-musical activities that might involve a higher level of risk, specific permission will be sought for these activities;
- Chaperones have access to money in case of an emergency
- Supervisory rounds while young people are in bedrooms should be done in pairs, being cognisant of gender
- Staff should always knock before entering a young person's bedroom

Accidents and Incidents

The CBOI is committed to dealing well with any accidents or incidents that do arise and to appropriate recording in relation to both accidents and incidents.

Accident - means an unplanned event resulting in injury or death.

Incident - an unplanned event that has the potential to cause consequences for one or more parties and may or may not result in physical injury.

In relation to accidents and incidents:

- The CBOI is committed to ensuring that at least one member of staff has up-to-date First Aid training
- MediLink Ambulance service is engaged to attend all performances
- A well-stocked First Aid Kit is available at all activities and events
- Chaperones / Volunteers are provided with details of local doctors and hospitals and other local emergency services such as the Gardai / PSNI
- Staff are provided with emergency contact details for parents
- Staff are provided with details of any dietary / medical conditions and requirements that participants may have

If an accident or incident occurs:

- The welfare of participants and of staff and others is paramount and immediate action should be taken to make everyone safe;
- If necessary, inform the designated First Aid staff member(s);
- If necessary, immediately call Emergency Services;
- Primary carers should be contacted as soon as is reasonable if there has been a serious incident or accident;
- Necessary medical information in relation to any injured party will be provided to medical personnel;
- If an injured party is a young person and needs to attend a hospital or doctor, two members of staff should accompany them to hospital or other emergency facility if the primary carers are not available;
- Staff may request parents to attend the venue or hospital if they feel this is in the best interests of the young person;
- A report is made using the CBOI's Confidential Incident Report form and forwarded to the Designated



Liaison Person. This is then stored securely by the CBOI's CEO.

Missing Child or Young Person

If a child goes missing during an event, the following procedure will apply:

- The incident should be reported to the CEO
- Ensure that all other children continue to be supervised appropriately (if applicable) while a search for the child concerned is carried out

Communications and Social Media

The CBOI is committed to ensuring that all communications with the young participants in our activities are appropriate and are carried out through appropriate channels.

The CBOI acknowledges that staff and young people may have appropriate, pre-existing, professional, personal or student-teacher relationships and we do not interfere with these. Keeping in mind this qualification:

- Staff members should not contact young people for reasons other than those directly connected to activities in which they are participating
- Staff members should only use official / company phones, communications methods or accounts to communicate with young people on our activities
- Staff members should not give out their personal phone numbers, email addresses or other contact details to any young person
- Telephone / SMS contact with participants should only be via official CBOI phones and be restricted to necessary communications
- In the case of a safety concern or emergency, personal communications devices may be used to communicate with participants Designated Liaison Person should be informed as soon as possible thereafter. Participants' contact details should then be deleted from the personal device.
- Staff members should not provide participants' contact details to other participants or third parties without express permission. In the case of under 18s, this requires the permission of parents / guardians;
- Please be aware that adding participants to WhatsApp groups and similar services can expose their contact details. Consider using a "broadcast" function instead of such a group.
- Staff should not connect to or interact with participants via personal social media channels;
- Friend requests should be politely declined explaining to the young person, if the opportunity arises, that this is the policy of the CBOI.
- Interaction via official CBOI social media accounts is to be encouraged but staff using these accounts must ensure that interaction is respectful and appropriate, including interactions in comments / sharing.
- No defamatory, insulting or provocative material can be posted on our online platforms.
- Staff are advised to check privacy settings on their personal social media channels and monitor carefully for any changes that social networking sites may make to their settings in relation to client privacy.

Use of Images and Video

The use of images and audio / video footage are of great value to the CBOI in promoting participation and quality in youth music in Ireland. We aim to provide professional photographers and videographers for performances and events where this is within our budget but, where this isn't feasible, we will have staff designated to take photographs / video.

- Staff who do not have the capturing of images / video as part of their role should not take photographs / video of participants. If there is a good reason, i.e. documenting, then the agreement of the Designated Liaison Person or their Deputy should be sought.
- If designated staff use their own devices for capturing images / video, such materials should be deleted from their devices as soon as they have been transferred to a CBOI device.
- The CBOI seeks permission for photography / videography from all participants / their parents or guardians for our courses and events. Permission is sometimes withheld and staff cannot assume that images of young people can be taken even where it seems otherwise appropriate to do so.



CBOI CODE OF BEHAVIOUR FOR YOUNG PERSONS/CHILDREN

CBOI is committed to organising workshops involving a number of young people/children to allow them to help us tailor our 'Code of Behaviour for Young Persons/Children'. This workshop will last approximately one hour and the parents/carers permission will be sought before a young person/child can participate.

In addition, at the beginning of each season a short meeting will be held with all course participants to talk through our Code of Behaviour for Young Persons/Children. Because it is not feasible to conduct child/young person code of behaviour training at rehearsals, member orchestras/band/choirs 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 Young Persons/Children before rehearsals / concerts, and contact the CBOI Director in the event of queries.

CBOI Code of Behaviour for Young Persons/Children

It is the policy of the Cross Border Orchestra of Ireland to safeguard the welfare of all the children and young people who attend our events, by protecting them from harm. We are also committed to providing a positive and enlightened environment, to facilitate the best possible educational outcome for participants on our courses. The welfare of the child/young person under our care is paramount.

The following are the rules, which all young persons/children at rehearsals/concerts/events are required to follow:

All young persons /children must:

- Sign a registration book on arrival at rehearsals/concerts/events,
- Make sure a member of staff is informed if they are unable to attend an individual rehearsal/event or will be late for any reason
- Submit forms for CBOI membership, which have been signed by their parents/carers to the office by the relevant deadline in advance of attending rehearsals/events
- Be aware of the physical boundaries of the property where the rehearsal/workshop takes place and never leave them without permission from a member of staff during the course. At rehearsal workshops at break times there is the opportunity to for members to go to the local shop. This is unsupervised and members who have permission to go are advised to go in pairs. Parents who do not want their child to go to the shops may opt out of this activity, please complete section of membership form
- Not purchase or consume alcohol, drugs, smoke or vape while participating at rehearsals and on tour, in keeping with civil law
- Not engage in rough play
- Not use inappropriate language

CBOI wishes to promote a positive and inclusive atmosphere at rehearsals and on tour and asks children/young persons to be aware of and follow these guidelines:

- Treat each other and all members of staff and volunteers at CBOI rehearsals and on tour with courtesy, respect and dignity
- Respect the fact that staff and volunteers at CBOI rehearsals and on tour will not work alone or spend time alone with one child/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, spreading rumours, sarcasm, mocking, derogatory remarks & gestures, sending abusive text messages or voicemails.
- Do not take photos on your phone of members without their permission, do not post or tag other member's photos on social media sites.
- 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 and helpful to any person with a disability/additional needs requirement

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

Tours, Rehearsals, Workshops and Performances

All Participants will:

- Act responsibly, pay attention to the safety of themselves and others, show respect for and not interfere with or damage other participants' equipment or property;
- Not engage in any inappropriate behaviour, damage, degrade or otherwise misuse any property, equipment, service or facility owned, visited or hired by the CBOI;
- Follow instructions regarding group behaviour in residence, at rehearsals at performances and while travelling;
- Abide in full by the dress code as given by course / ensemble managers on all occasions;
- Stay in groups of not less than 3 when walking, shopping or sightseeing and have access to essential contact numbers and a means of contact;
- Follow instructions of their assigned group leader at all times;
- Follow instructions from CBOI staff and other supervisors at CBOI events.

Use of Technology

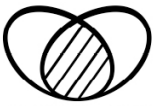
- Mobile phones will be switched off during rehearsals and performances.
- The sharing of images on any social media or networking site is strictly forbidden without the express permission from all parties involved.
- Cameras will not be used to take compromising, inappropriate or explicit pictures or recordings of any other participant or adult. Sharing of any such images on any social media, through messaging apps or any other means is strictly forbidden.

Personal Property / Insurance

- Participants are responsible for their own property at all times.
- Participants / Guardians of participants under 18 years of age must ensure that instruments are adequately insured for all CBOI activities (including out of the country) and under all circumstances.
- Participants must clearly label all their property.
-

Sanctions

- Any participant found to be in breach of CBOI rules will be subject to sanction at the discretion of CBOI.
- Parents / guardians will be contacted in the event of serious misconduct of participants under 18.
- A participant found to be uncooperative or in serious breach of rules will be sent home and may not be permitted to return to any CBOI course or event.
- In the event of participants being sent home parents / guardians or the participants themselves, where over-18, will be responsible for arranging travel and any additional expenses incurred by CBOI including those relating to adult supervision while travelling.



ANTI-BULLYING POLICY

Bullying has no place in the CBOI. Staff and volunteers should promote a positive anti-bullying ethos during activities and raise awareness amongst other staff, volunteers and participants that bullying should not be tolerated. By emphasising the CBOI's codes of conduct, staff and volunteers should create an environment in which all people are valued as individuals with rights and are encouraged and affirmed.

What is Bullying?

Bullying can be defined as repeated aggression be it verbal, psychological or physical conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating. It includes behaviours such as teasing, taunting, threatening, hitting and extortion by one or more people against a target or targets. It can also include ignoring an individual and purposely making them feel marginalised and excluded from the group. Anyone can be affected by bullying, be they staff, management, volunteers, or young people. We recognise that any of these individuals can also be a perpetrator of bullying.

The Results of Bullying

The effects of bullying can last for some time and can significantly affect an individual's wellbeing, causing poor social development and depression. The outcomes of bullying can include:

- Physical injury, headaches, stomach aches;
- Stress symptoms such as sleep or eating disorders, anxiety and panic attacks;
- Loss of confidence and self-esteem;
- Reluctance to take part in activities;
- Lowered academic achievement;
- Exclusion and isolation;
- Consideration of suicide.

Dealing with a Disclosure of Bullying

It is important for staff and volunteers to take a proactive role in investigating whether bullying is occurring because many young people will not tell. However, a young person may confide in anyone so everyone should be aware of how to handle such a confidence.

What can you do if a child / young person tells you they are being bullied?

- 1) Listen calmly and accept what is said. If possible, there should be two staff present (but this should be determined by the needs of the young person). If not leave the door open so passers-by can see the staff member but not the young person making the disclosure.
- 2) Take notes following the conversation and keep these on file as this forms the basis of the bullying report. Notes should include the nature of the incident, date, time, location, names of those involved, witnesses, relevant history and staff member's response.
- 3) Reassure the young person that help is available, action will be taken, that they were right to tell, it is not his or her fault and it could happen to anyone.
- 4) Negotiate confidentiality and be clear you'll only tell people who need to know.
- 5) Ensure the young person's safety. Safety is paramount and this can be maintained through appropriate supervision. Liaise with the young person's guardian in relation to a solution and possible actions.
- 6) Tell the young person that you'll keep them informed as to how you intend to proceed.
- 7) Make an intervention and ensure that all your actions will be guided by the needs of the young person. The following is a list of possible actions:
 - a) Inform your line manager of your concerns;
 - b) Decide who to consult with: guardians of the alleged bully and alleged victim;
 - c) Decide who to interview: witnesses, alleged bullies;
 - d) Find out: what, where, when, who, how, why? Act in a non-confrontational manner.



- 8) Resolve the problem: Make bullying the responsibility of all young people in the group. Alternatively, approach the victim and the bully (explain why the bully's behaviour is wrong, how it makes the victim feel and request an apology); parents / legal guardians and bully (if sanctions linked to the behaviour are to be employed, request the parents / legal guardians to reinforce these).
- 9) Refer on in difficult cases: if it remains unresolved, a report should be fully written up and referred on to the Board of Directors. The CBOI's Incident Form can be used for this. The report should include any of the notes taken at the time.

Make a record of facts rather than opinions. Include details from the bullying report (i.e. nature of incident, date, time, location, names of those involved, witnesses, relevant history and staff member's response), details recounted by others involved, any agreements made, an account of action taken and suggestions for follow up and monitoring. Use the official CBOI Incident Report Form for the bullying report. Reassure



REPORTING PROCEDURES FOR CHILD PROTECTION CONCERNS

Designated Persons

CBOI CEO Sharon Tracey Dunne acts as the Designated Liaison Person for Child Protection

The Designated Liaison Person (DLP) is: Sharon Treacy-Dunne	cboisharon@gmail.com 086 8283268
The Deputy Designated Liaison Persons (DDL) is: Susan Forde	susanforde123@gmail.com 086 3996262

Dealing with a Disclosure

In line with the Tusla Universal eLearning, the CBOI advises its staff and volunteers 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.
- Make notes about the exchange as soon as is practically possible. These should include as much factual information as possible as it may assist with the completion of a report form at a later date should that be necessary. These notes should contain the young person's name and a detailed account of your grounds for concern.

Reporting Concerns

All incidents should be reported to the Designated Liaison Person or, where unavailable, to a Deputy Designated Liaison Person. The matter will then be recorded on the Confidential Incident Report Form. This Confidential 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. Staff and volunteers should be aware of what constitutes 'reasonable grounds for concern' when reporting incidents.

The following excerpt from the Children First: National Guidelines for the Protection and Welfare of Children shows what would constitute reasonable grounds for concern:

- Evidence, for example, of an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way;
- Any concern about possible sexual abuse;
- Consistent signs that a child is suffering from emotional or physical neglect;
- A child saying or indicating by other means that they have been abused;
- Admission or indication by an adult or a child of an alleged abuse they committed;
- An account from a person who saw the child being abused.

If staff are in doubt, they should contact the Designated Liaison Person or Deputy Designated Person for advice and if neither are available, they should contact the Duty Social Worker at Tusla for the area where the young person is from. Contact details for duty social workers are available at www.tusla.ie.

If there are reasonable grounds for concern, the Designated Liaison Person or Deputy Designated Liaison 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 Tusla Duty Social Worker before making a report, if appropriate
- Should the Designated Liaison Person or Deputy Designated Liaison Person then decide that a report is necessary, they will complete the standard report form available from Tusla 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'.



The Designated or Deputy Designated Liaison Person is committed to:

- Keeping all information confidential and sharing it only on a need-to-know basis;
- Keeping note of actions and outcomes;
- Keeping a record of all incidents and reports in the Confidential Incident File
- Keeping the person who reports the incident informed.

If the Designated Liaison Person or Deputy Designated Liaison Person is not available, the Duty Social Worker or Tusla can be contacted directly, or where they are unavailable, the Gardaí. The immediate safety of the child / young person is of paramount importance.

Where a report needs to be made, the Designated or Deputy Designated Liaison Person will contact the Tusla duty social worker in the local area where the young person is from.

Should the Gardaí /PSNI need to be contacted the CBOI will contact the station local to where the activity is taking place. The CBOI will bring details of the local Garda station to all offsite activities.

Retrospective Disclosures by Adults

Parents and staff who are working with children and young people may disclose abuse which took place during their childhood. A disclosure of abuse by an adult which took place during their childhood must be noted or recorded. In these cases, it is essential that consideration is given to the current risk to any child.

Investigation of disclosures by adult victims of past abuse frequently uncovers current incidents of abuse and is therefore an effective means of stopping the cycle of abuse. It is essential to establish whether there is any current risk to any child who may be in contact with the alleged abuser revealed in such disclosures.

If any risk is deemed to exist to any child who may be in contact with the alleged abuser, a report of the allegation should be made to Tusla without delay.



CONFIDENTIALITY STATEMENT

CBOI 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/DHSSPS, unless doing so could put the child/young person at further risk
- The incident report file will be kept in a locked cabinet in the CBOI office. Any reports completed on courses will be kept safely by the Designated Liaison person or Deputy Designated Liaison Person until they can be added to the file.
-



INVOLVEMENT OF PRIMARY CARERS

CBOI is committed to being open with all primary carers.

CBOI undertakes to:

- Advise primary carers of our CPP Policy statement and make copies of the policy available when requested
- Inform primary carers of all activities and potential activities
- Issue contact/consent forms for rehearsals and
- Comply with health and safety practices
- Operate child centred policies in accordance with best practice
- Adhere to our staff recruitment and management guidelines
- Ensure as far as possible that activities are age appropriate
- Encourage and facilitate the involvement of parents, carers and responsible adults where appropriate.

If CBOI has concerns about the welfare of a young person/child we will follow our reporting procedures outlined in Section 3 and in the event of a complaint against a member of staff we will follow procedure



RECRUITMENT AND SELECTION OF STAFF AND VOLUNTEERS

- CBOI will ensure that staff and volunteers are carefully selected, trained and supervised to provide a safe environment for all children and young people
- Roles and responsibilities for every job (paid or voluntary) will be clearly defined
- Staff positions will be advertised widely
- A panel of at least two representatives will select staff through an interview process
- Appointments for freelance tutoring positions for courses will be made from a panel of artists put together by the CBOI 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 CBOI will be asked to send a CV and cover letter
- CBOI 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. 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 and volunteers carrying out 'relevant work' will be Garda Vetted prior to commencement of work.
- There will be a probationary period of three months for each member of staff recruited
- All staff (permanent, freelance, and voluntary) will be required to consent to Garda clearance and, where available, this will be sought. They will also be required to complete a declaration form
- All freelance tutors will be required to sign a contract.
- Copies of photo id of all staff will be requested and be kept on file by CBOI
- No person who would be deemed to constitute a 'risk' will be permitted to work (paid or voluntary) for CBOI

The following would be considered risk factors:

- Any child-related convictions
- A refusal to sign declaration form or provide details of two referees
- Insufficient documentary evidence of identification
- Concealment of information relating to one's suitability for working with children.

MANAGING AND SUPERVISING STAFF AND VOLUNTEERS

New staff and volunteers will:

- Be made aware of CBOI's code of conduct, be made aware of the Designated Liaison Persons and Deputy Designated Liaison Person, as appropriate, undergo a Tusla Children First eLearning course and prior to this will be familiar with CBOI's CPP
- Undergo a probationary period of three months and be subject to the recruitment procedures outlined in section 5.
- Will be trained in Child Protection Procedures and required to read and sign the CPP document

All 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
- Be familiar with the CBOI CPP and have undertaken a Tusla Children First eLearning course

All freelance and voluntary staff:

- Will be sent a copy of the CPP to read and sign prior to working with the CBOI.
- Will be familiar with this CPP and be given training as outlined in Section Two – Good Practice
- Will be subject to the recruitment procedures as outlined in Section 5



DEALING WITH A DISCLOSURE OR ALLEGATION AGAINST STAFF

CBOI's first priority is the safety of the child. CBOI also has a responsibility to the staff.

Two separate procedures must be followed:

- In respect of the child/young person either the Designated Liaison Person or Deputy Designated Liaison Person will deal with issues related to the child/young person. In the event that either of these members of staff has had allegations made against them, the member of staff who has not had allegations made against them will deal with the issues related to the child/young person
- In respect of the person against whom the allegation is made The CBOI CEO will deal with issues related to the staff member
- The reporting procedures outlines above should be followed, and the parents/carers and the child/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 a staff member should be taken in consultation with Tusla, the Health Service Executive and Gardaí/ and PSNI
- After consultation, the CBOI CEO will advise the person whom the allegation has been made against and take measures appropriate to the level of risk while not unreasonably penalising the worker – unless necessary to protect the child/young person. Measures will include increased supervision, assignment to different duties/or suspension. Should an allegation take place on an CBOI tour and reasonable grounds for concern exist the person will stop work immediately on that course.

COMPLAINTS AND COMMENTS PROCEDURES

- Complaints or comments will be responded to in writing within 2 weeks
- The Designated Liaison Person, Sharon Tracey Dunne and Deputy Designated Liaison Person Susan Forde have 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
- CBOI 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'
- CBOI has an evaluation form that is given to all participants at
-

ACCIDENTS PROCEDURE

- CBOI staff will record any accidents that take place in the confidential incidents file using the
- CBOI Confidential Incident Form
- CBOI maintains an up-to-date register of the contact details of all children/young people on our courses and will ensure that these details are cross-referenced with Confidential Incident Report Forms.
- CBOI always has its own public liability insurance in place for all activities that it runs
- A First Aid box is always available and fully stocked at all CBOI events 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 season
- CBOI is committed to ensuring that at least one member of staff/volunteer has a First Aid certificate. Both members of staff will attend CBOI events
- CBOI is committed to making staff, children and young people aware of the risks of handling heavy equipment



APPENDICES

Appendix 1 - Definitions and Indicators of Child Abuse

Child abuse can be categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. A child may be subjected to one or more forms of abuse at any given time.

Neglect

Child neglect is the most frequently reported category of abuse, both in Ireland and internationally. Ongoing chronic neglect is recognised as being extremely harmful to the development and well-being of the child and may have serious long-term negative consequences.

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.

Neglect is associated with poverty but not necessarily caused by it. It is strongly linked to parental substance misuse, domestic violence, and parental mental illness and disability.

A reasonable concern for the child's welfare would exist when neglect becomes typical of the relationship between the child and the parent or carer. This may become apparent when you see the child over a period of time, or the effects of neglect may be obvious based on having seen the child once.

The following are features of child neglect:

- Children being left alone without adequate care and supervision
- Malnourishment, lacking food, unsuitable food or erratic feeding
- Non-organic failure to thrive, i.e. a child not gaining weight due not only to malnutrition but also emotional deprivation
- Failure to provide adequate care for the child's medical and developmental needs, including intellectual stimulation
- Inadequate living conditions – unhygienic conditions, environmental issues, including lack of adequate heating and furniture
- Lack of adequate clothing
- Inattention to basic hygiene
- Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child's age
- Persistent failure to attend school
- Abandonment or desertion.

Emotional Abuse

Emotional abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child. Once-off and occasional difficulties between a parent / carer and child are not considered 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 bedroom)
- Ongoing family conflicts and family violence
- Seriously inappropriate expectations of a child relative to their 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.

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.



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 young person may be sexual abuse even if the young person 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:
 - o 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];
 - o Inviting, coercing or inducing a child to participate in, or to observe, any sexual, indecent or obscene act;
 - o 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 / the PSNI 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.

Underage Sex That Is Not Sexual Abuse

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 and reporting to Tusla is not necessary if all of the following criteria are met:

- The young person(s) concerned are between 15 and 17 years old;
- The age difference between them is not more than 24 months;
- There is no material difference in their maturity or capacity to consent;
- The relationship between the people engaged in the sexual activity does not involve intimidation or exploitation of either person;
- The young persons concerned state clearly that they do not want any information about the activity to be disclosed to Tusla.



Circumstances Which May Make Children More Vulnerable to Harm

Some children may be more vulnerable to abuse than others. Also, there may be particular times or circumstances when a child may be more vulnerable to abuse in their lives. In particular, children with disabilities, children with communication difficulties, children in care or living away from home, or children with a parent or parents with problems in their own lives may be more susceptible to harm.

The following list is intended to help you identify the range of issues in a child's life that may place them at greater risk of abuse or neglect. It is important to remember that the presence of any of these factors does not necessarily mean that a child in those circumstances or settings is being abused.

Parent or carer factors:

- Drug and alcohol misuse;
- Addiction, including gambling;
- Mental health issues;
- Parental disability issues, including learning or intellectual disability;
- Conflictual relationships;
- Domestic violence;
- Adolescent parents.

Child factors:

- Age
- Gender
- Sexuality
- Disability
- Mental health issues, including self-harm and suicide
- Communication difficulties
- Trafficked / Exploited
- Previous abuse
- Young carer.

Community factors:

- Cultural, ethnic, religious or faith-based norms in the family or community which may not meet the standards of child welfare or protection required in this jurisdiction;
- Culture-specific practices, including:
 - o Female genital mutilation;
 - o Forced marriage;
 - o Honour-based violence;
 - o Radicalisation.

Environmental factors:

- Housing issues;
- Children who are out of home and not living with their parents, whether temporarily or permanently;
- Poverty / Begging;
- Bullying;
- Internet and social media-related concerns

Poor motivation or willingness of parents / guardians to engage:

- Non-attendance at appointments
- Lack of insight or understanding of how the child is being affected;
- Lack of understanding about what needs to happen to bring about change;
- Avoidance of contact and reluctance to work with services;
- Inability or unwillingness to comply with agreed plans.



One should consider these factors as part of being alert to the possibility that a child may be at risk of suffering abuse and in bringing reasonable concerns to the attention of Tusla.

Appendix 2 - CBOI Sample Medical & Dietary Information/concert Forms

CBOI MEDICAL INFORMATION / CONSENT FORM

- All Members / Associate Members must complete and sign this section, which must also be signed by a parent, or guardian where the player is under 21 years.
- Conditions such as epilepsy, diabetes and eating disorders must be notified regardless of age.
- A player who is unwell while at rehearsal at on tour may be asked to seek medical attention or sent home. The decision of the management on this will be final.

If you (Adult Members) / your child needs emergency medical care and you are unable / unavailable to give formal consent to medical authorities, care may be unnecessarily delayed. To protect you / your child, carefully complete this MEDICAL CONSENT FORM. In the event of a medical emergency, the form will accompany you / your child to the hospital so that medical treatment can be given.

I _____ (Name of Adult member OR Parent/Guardian of member Under 21yrs)
hereby ~~authorise~~ CBOI management to give consent for all medical and/or surgical treatment that may be required for me (adult member) / my child during our absence.

MEMBER'S /ASSOCIATE MEMBER'S NAME: _____

Age: _____ Date of Birth _____

Chronic Illnesses/Medical Condition: _____

Allergies: _____

Current Medications: _____

Other: _____

FAMILY DOCTOR:

Name: _____ Phone: _____

Address: _____

PERSONS TO BE CONTACTED IN CASE OF EMERGENCY

Name: _____ Phone: _____

Address: _____

HEALTH INSURANCE CO: _____

Member number: _____

Group number: _____

Signed, parent/guardian/adult member: _____ Date: _____



CBOI DIETRY INFORMATION FORM

Name _____

AGE: _____ Date of Birth _____ Mobile Phone No: _____

Do you have special diet requirements? Yes No

Tick if appropriate:

Vegetarian Vegan Gluten Intolerance Nut allergy

Other Name: _____

Give exact details:

Are special meals required? Yes No

If yes, give details:



Appendix 3 - CBOI Confidential Incident Report Form

CBOI CONFIDENTIAL INCIDENT REPORT FORM

Date and time of incident: _____

Exact location where incident took place: _____

Names of people involved in the incident: _____

Phone no and address of people involved and parents/guardians: _____

Description of incident (include the following: Suspicions, Concerns, Worrying Observations, Behavioural Changes, Actions and Outcomes. Try to make it as factual as possible and supporting opinions with fact where possible):



Appendix 4 - CBOI Employment Reference Form – Confidential

CBOI Confidential Employment Reference Form

_____ has been selected to work for the Cross Border Orchestra of Ireland 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 a suitable volunteer?

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

Circle score below

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 - Relevant Legislation

There are a number of key pieces of legislation that relate to child welfare and protection that are listed here. For further information, please refer to Chapter 2 of the Children First: National Guidance for the Protection and Welfare of Children (2017).

- Child Care Act 1991
- Protections for Persons Reporting Child Abuse Act 1998
- Criminal Justice Act 2006
- Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Act 2012
- National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016
- Children First Act 2015
- Criminal Law (Sexual Offences) Act 2017
- Domestic Violence Act 2018
- Harassment, Harmful Communications and Related Offences Act 2020

Appendix 6 - Sources of Information

All of the following documents are available from the publishers' websites as .pdf documents

- Department of Health (and Children): Children First – National Guidelines for the Protection and Welfare of Children.
- Department of Health (and Children): Our Duty to Care – The principles of good practice for the protection of children and young people.
- The Arts Council: Child Protection Policy and Procedures Sample Information available for parents and for young people.
- The Arts Council: Guidelines for taking and using images of children and young people in the arts sector. The Arts Council: Solo Practitioner code of practice for working with children and young people.

Details of local area social workers can be found on the Tusla website: <https://www.tusla.ie/> selecting Child Protection and Welfare and then Contact a Social Worker.⁵

Appendix 7 - Child Protection Training

There is no programme exclusive to youth music or youth arts; therefore, the options listed below are provided.

Tusla

Tusla has worked with the Department of Children and Youth Affairs and the Health Service Executive to develop a universal e-learning training programme called Introduction to Children First. The programme has been written to support people of all backgrounds and experience in recognising concerns about children and reporting such concerns if they arise. The programme is based on Children First: National Guidance for the Protection and Welfare of Children and the Children First Act 2015. The programme takes approximately 1.5 hours to complete but it can be done in a number of sittings. It covers topics including:

- Recognising and reporting child abuse;
- The role of mandated persons;
- The responsibilities of organisations working with children to safeguard children;
- The role of designated liaison persons.

The programme can be accessed on the Tusla website at <https://www.tusla.ie/> or by entering 'Children First E- Learning Programme' in a search engine.



The National Youth Council of Ireland:

The of the National Youth Council's Child Protection Programme provides training support to youth work organisations and individuals. Current details of training can be found at <http://www.childprotection.ie/training>.

- NYCI trains programmes include:
- The Child Protection Awareness Programme (CPAP)
- Web Safety in Youth Work <http://websafety.youth.ie/>
- Board of Management Training
- Designated Liaison Person Training
- Specialist or 'in-house' Training on Request
- The NUIM Child Protection and Welfare Certificate (level 8)

Education and Training Boards

Education and Training Boards have appointed Youth Officers that can help orchestras gain training in child protection locally. Search for "ETB Youth Services" and your county name in order to make contact with your local youth services.

Children First Information and Advice Officers:

These officers are employed through Tusla, the Child and Family Agency. They have no specific remit for training youth orchestras but will include youth orchestra and other staff and volunteers in programmes that they are already running. A list of local officers is available on the Tusla website.