

The Cross Border Orchestra of Ireland

Peace through Music since 1995

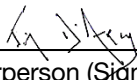


Safeguarding Policies and Procedures

Due for review: May 2026

Jim D’Arcy

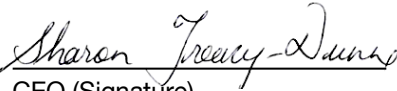
Chairperson (Name)



Chairperson (Signature)


Sharon Treacy-Dunne

CEO (Name)



CEO (Signature)

Document Control		
Document Name	Safeguarding Policies and Procedures	
Owner	The Cross Border Orchestra of Ireland	
Version Reference	Original Version 1.0	Reviewed Version 1.2
Approved by	Chairman	CEO
Effective Date	16 May 2024	



All CBOI’s policies and procedures are available on our website www.peaceproms.com, and digital or hard copies are available on request.

Any parents of a child availing of our services will be provided with a digital copy of our Guiding Principles and child safeguarding policies and procedures upon request.

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Glossary of Terms

1. **A member of staff** is an employed individual, (full-time, part-time or self-employed but contracted to work with the CBOI for example, instrumental tutors), and has direct contact with children)
2. **An external worker** is somebody who is engaged to provide services such as providing musical, arrangements, transport, concert production and does not have contact with the children with our orchestra or music education programmes.
3. **A volunteer** is an adult who perform tasks such as volunteering at concerts but does not have any direct contact with children.
4. **A chaperone** is an adult who has direct contact with the children and young people within our Orchestra and/or Education programmes (CUI and Dynamics), and is responsible for their care and safety.
5. **CBOI** is the Cross Border Orchestra of Ireland
6. **A CBOI Member** is any child, young person, or young adult who plays an instrument with the Cross Border Orchestra of Ireland
7. **CUI** is our Count Us In music education programme
8. **A CUI Member** is any child or young person who receives instrumental tuition within our Count Us I music Education programme.
9. **SBNI** is the Safeguarding Boar for Northern Ireland
10. **PSNI** is the Police service of Northern Ireland Tusla / the Gateway Team

1. Guiding Principles

1.1. Name of organisation: The Cross Border Orchestra of Ireland

1.2. Declaration of Guiding Principles

The Cross Border Orchestra of Ireland believes that the best interests of children and young people attending our services are paramount. We believe that all children attending our service have the right to be protected, treated with respect, listened to and to have their views taken into consideration in all decisions affecting them. Our Guiding Principles are underpinned by *Children First: National Guidance for the Protection and Welfare of Children*, *Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice*, the *United Nations Convention on the Rights of the Child* and current legislation such as the *Children First Act 2015*, *Child Care Act 1991*, *Protections for Persons Reporting Child Abuse Act 1998* and the *National Vetting Bureau Act 2012*. Our Guiding Principles apply to all paid members of staff, chaperones and committee/board members within our organisation. All paid members of staff, chaperones and committee/board members must sign up to and abide by these Guiding Principles and our child safeguarding procedures.

We will review our Guiding Principles and child safeguarding procedures every two years or sooner if necessary due to service issues or changes in legislation or national policy.

The CBOI's Designated Liaison Person is Sharon Treacy-Dunne. M: 086 8283268. E: cboisharon@gmail.com
The CBOI's Deputy Designated Liaison Person Susan Forde. M: 086 3996262 E: susanforde123@gmail.com

1.3. Services provided by the CBOI

The Cross Border Orchestra (CBOI) was established in 1995 as a peace initiative and is open to young musicians from all over Ireland and Northern Ireland. CBOI plays an important role in building and nurturing vital cross-border and cross-community relations and is regarded internationally as a flagship peace initiative. CBOI provides orchestral training and performance opportunities for young people, which are second to none. In addition, the CBOI provides specialist instrumental tuition for primary school and secondary school children, and career development training for primary school teachers and performance opportunities for young soloists. The CBOI does not have a permanent space. Rehearsals and lessons are currently undertaken at Coláiste Chu Chulainn, Lower Marshes, Dundalk, Co. Louth., A91 F75P.

CBOI is best known for our Peace Proms programme which was established in 2003. Peace Proms is a free resource and choral education programme for primary schools. Over 35,000 children from 700 primary schools actively participate each year and perform with the Cross Border Orchestra of Ireland. Peace Proms is recognised as one of Ireland's leading arts education initiatives. Peace Proms is far reaching and all-inclusive, and makes the Arts accessible to communities, families and individuals across Ireland regardless of their socioeconomic or cultural background.

1.3.A. Promoting and Nurturing Cross Border Culture and Connections

Since its inception, the Cross Border Orchestra of Ireland (CBOI) has actively sought, promoted and nurtured cross-border and cross-community culture and connections. Our core message of peace and unity remains central to our mission.

1.3.B. Orchestral Training and Performance Opportunities for Young People

The Cross Border Orchestra of Ireland provides exceptional performance opportunities for young people, coupled with orchestral training which is second to none. CBOI stages up to 18 Arena concerts each Spring where CBOI members can expect to perform to audiences in excess of 60,000 people. CBOI members get the opportunity to perform to professional concert-orchestra standard, and work with leading conductors and professional musicians

and tutors. Orchestra rehearsals take place on 3 Sundays per month from September to January. All CBOI members also participate in a Summer Workshop which takes place in July/August.

1.3.C. Count Us In – Specialist Instrumental Lessons for Children and Young People

Count Us In (CUI) is a free specialist instrumental tuition programme for children and young people. Free music lessons are offered in orchestral instruments including Strings, Woodwind and Brass. Count Us In is a pioneering project modelled on the Venezuelan system of music education which is regarded as the best in the world. Young musicians trained under Count Us In can go on to become members of the Cross Border Orchestra of Ireland. CUI lessons take place on 2 Sundays per month from September until January; on one Sunday per month in January, February and March; on 4 Sundays per month from April to July.

1.3.D. Dynamics – Specialist Instrumental Tuition for Children

Dynamics is specifically for primary school children aged 6 – 12 years. Children receive a violin on loan and a 1-hour group lesson in violin every day during term time. 80 children from socio-economically deprived and/or rurally isolated areas participate in Dynamics. The children have won musical awards in competitions and performed with the CBOI at the Simonscourt Area, RDS, Dublin in 2020. CBOI received a 'National Rural Impact Award' for this programme.

1.3.E. Ambassadors for Ireland, International Travel and Corporate Events

CBOI members have had the honour of performing for USA President Barack Obama at the White House, Washington D.C., in 2016; for President Joe Biden during his visit to Ireland in 2016 and 2023; for the late Queen Elizabeth II at Hillsborough Castle in 2014; for King Charles III during his visit to Dublin in 2017, for Presidents of Ireland including Michael D. Higgins and for National events on behalf of the Government of Ireland including the 400th Anniversary of the Flight of the Earls and the launch of 1916 commemorations. This internationally acclaimed and award-winning youth orchestra has performed to sell out audiences at all major venues in Ireland, and many throughout the world including Carnegie Hall, New York on 3 occasions; the Royal Albert Hall, London; Boston Symphony Hall; Chicago Symphony Hall; and the Oriental Arts Centre Shanghai.

1.3.F. Peace Proms

35,000 children from 700 schools throughout Ireland and Northern Ireland actively participate in Peace Proms each year. Peace Proms is a free resource and choral education project for primary schools. The musical programme is tailor made to ensure it is fun and engaging for children; rewarding to teach; and the end performance is an inspirational and thrilling experience for choirs, teachers, parents and audiences alike! Peace Proms celebrates culture and diversity and promotes peace, unity and tolerance through music. Peace Proms makes the Arts accessible to communities across Ireland regardless of their socioeconomic or cultural background. Peace Proms gives children the once in a lifetime opportunity to sing with a choir of up to 3,500 children; perform with a full symphony youth orchestra; perform at top venues with leading conductors; develop vocal technique, presentation and performance; experience a variety of musical styles and genres.

**NOTE: The schools which participate in Peace Proms are responsible for the safe guarding and protection of the children in their school while they are participating in the programme and performance.*

2. Key Roles in Safeguarding

2.1. Named persons

As an organisation that provides services to children, the CBOI is committed to putting policies and procedures in place which will create a safe environment. A named person has been appointed by the Board of the CBOI to develop our Guiding Principles and child safeguarding procedures. The named person is responsible for leading the development of the Guiding Principles and child safeguarding procedures and for ensuring that policies and procedures are consistent with best practice. In order to develop the Guiding Principles and child safeguarding procedures, the named person has liaised with all key members of staff and chaperones who have relevant roles and responsibilities.

The CBOI's Named person is: [Sharon Treacy-Dunne](#)

2.2. Designated Liaison Persons

Children First: National Guidance for the Protection and Welfare of Children advises that both public and private organisations that provide services for children / young people and families should consider appointing a Designated Liaison Person (DLP) and Deputy DLP. The DLP is a resource to any member of staff / Chaperone / Volunteer / CBOI or CUI member who has a child protection or welfare concern. DLPs are responsible for ensuring that organisational reporting procedures are followed correctly and promptly and act as a liaison person with other agencies.

2.2.A. Appointing a Designated Liaison Person and Deputy Designated Liaison Person

The Board of Management of the CBOI will appoint the Designated Liaison Person (DLP) who is the first point of contact for all members of staff, chaperones and CBOI or CUI members who have child protection and welfare concerns. The Board of Management of the CBOI will appoint the Deputy Designated Liaison Person (DDLDP) who will assume the DLP's role and responsibilities when the DLP is not available, for example is on leave.

The CBOI's Designated Liaison Person is [Sharon Treacy-Dunne](#). M: 086 8283268. E: cboisharon@gmail.com
The CBOI's Deputy Designated Liaison Person [Susan Forde](#). M: 086 3996262 E: susanforde123@gmail.com

2.2.B. The BOM of the CBOI will ensure that:

The DLP is accessible to all members of staff during hours of operation

Contact details for the DLP and DDLDP are displayed prominently on our website www.peaceproms.com

The DLP and DDLDP are provided with any training considered necessary to fulfil their role

The DLP and DDLDP is aware of the responsibilities associated with the role including promptly reporting child protection or welfare concerns to Tusla/An Garda Síochána, as appropriate

Robust and clear reporting procedures are in place for the reporting of child protection and welfare concerns to Tusla.

2.2.C. Roles and responsibilities.

The DLP and DDLDP must:

- Be fully familiar with our organisation's responsibilities in relation to the safeguarding of children.
- Routinely and regularly inform children and young people of their right to be protected, consulted and treated with respect. This should be undertaken during the Summer workshop when new orchestra CBOI members are introduced, on Sundays at regular CBOI rehearsals and to trips off site or concert tours.
- Have good knowledge of our organisation's Guiding Principles and child safeguarding procedures.
- Ensure that the organisation's reporting procedure is followed, so that child protection and welfare concerns are referred promptly to Tusla.

- Receive child protection and welfare concerns from members of staff and chaperones and consider if reasonable grounds for reporting to Tusla exist.
- Consult informally with a Tusla Duty Social Members of staff through the Dedicated Contact Point, if necessary.
- Where appropriate, make a formal report of a child protection or welfare concern to Tusla on behalf of their organisation, 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:
 - Informing the parents/guardians is likely to endanger the child or young person
 - Informing the parents/guardians may place the DLP as the reporter at risk of harm from the family
 - 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 digitally (we do not have an office or dedicated premises)
- Act as a liaison with Tusla and The Garda Síochána, as appropriate
- Where appropriate, jointly report with a mandated person.

2.3. Mandated Person

Mandated persons are persons listed in Schedule 2 of the Children First Act, 2015, who have contact with children and/or families and who, because of their qualifications, training and/or employment role, are in a key position to help protect children from harm.

The Children First Act requires that providers of relevant services must develop and maintain a list of mandated persons within the service. Members of staff who are mandated persons should be made aware of their responsibilities under the legislation and new members of staff should be made aware of this at the commencement of their employment.

It is the responsibility of Mandated Persons to:

- Where appropriate, make a joint report to Tusla with a mandated person
- Inform the child's parents / guardians that a report is to be submitted to Tusla or An Garda Síochána unless;
 - Informing the parents/guardians is likely to endanger the child
 - Informing the parents/guardians may place you, as the reporter, at risk of harm from the family
 - The family's knowledge of the report could impair Tusla's ability to carry out an assessment
- Ensure all concerns, discussions and actions taken are clearly documented
- Ensure that all appropriate information is included in any report to Tusla
- Ensure that a secure system is in place to manage and store confidential records
- Liaise with Tusla, An Garda Síochána and other agencies as appropriate
- Keep appropriate people within the service informed of relevant issues, whilst maintaining confidentiality
- Advise the service of child safeguarding training needs

NOTE: The CBOI does not have Mandated persons at present. However, the Board and the Chief Executive Officer of CBOI shall evaluate whether or not new members of staff or chaperones are mandated and will keep a list of all mandated persons.

2.4. Provider of Relevant Service

The CBOI recognises that providers of relevant services have specific statutory obligations under the Children First Act 2015 to safeguard children. A relevant service is defined in the Children First Act 2015 as any work or activity that is specified in Schedule 1 of the Act. The Provider of a Relevant Service, as defined in the Children First Act 2015, 'means, in relation to a relevant service, a person- (a) who provides a relevant service, and (b) who, in respect of the provision of such relevant service (i) employs (whether under contract of employment or otherwise) one or more than one other person to undertake any work or activity that constitutes a relevant service, (ii) enters into a contract for services with one or more than one other person for the provision by the person of a relevant service, or (iii) permits one or more than one other person (whether or not for commercial or other consideration and whether or not as part of a course of education or training, including an internship scheme) to undertake any work or activity, on behalf of the person, that constitutes a relevant service'.

The CBOI recognises that the Chairperson of the Board of Management of the CBOI as the Provider of the Relevant Service, has the legal obligation under the Children First Act 2015 to ensure the Child Safeguarding Statement is in place. This is the person who will sign the Child Safeguarding Statement, and the Child safeguarding Policies and Procedures.

2.5. Relevant Person

As a provider of a relevant service under the Children First Act, 2015, the Board of the CBOI is required to appoint a relevant person. The relevant person is the first point of contact in relation to the Child Safeguarding Statement and their name and contact details should be included.

The CBOI's relevant person is Sharon Treacy-Dunne

2.6. Procedure for providing information to a Parent / Guardian of a child availing of our services

The CBOI acknowledges the importance of providing information on your Guiding Principles and child safeguarding procedures to parents and children / young people.

Any parent / guardian of a child availing of our services may request a copy of our Guiding Principles and child safeguarding procedures at any time. To request these documents, or if you require further clarity on any issue, please contact:

The CBOI's Designated Liaison Person is Sharon Treacy-Dunne. M: 086 8283268. E: cboisharon@gmail.com

3. Procedure for Maintaining a list of Mandated Persons

The Board of Management of the CBOI is the provider of the relevant service, and is responsible for ensuring that the list of mandated persons is created and maintained. The Board of Management of the CBOI has consulted Schedule 2 of the Children First Act 2015 to determine which members of staff are mandated persons under the Children First Act, 2015.

The following procedure has been put in place for maintaining a list of Mandated Persons:

- A list of all of the mandated persons (if any) in the CBOI will be compiled and made available upon request
- The Board of Management of the CBOI will consult with members of staff to review the mandated persons list to remove persons who are not classified as mandated persons or persons who have left the service
- Those who are identified as mandated persons will be notified of such and informed of their roles and responsibilities by the Board of Management of the CBOI
- Mandated persons will be directed to specific provision in the service reporting procedure which provides for reporting under Section 14 of the Children First Act 2015
- Mandated persons will also be directed to specific provision in the service's reporting procedure which provides for mandated assisting
- Appropriate training will be provided for mandated persons
- Mandated persons have a responsibility to inform employers when they are fulfilling their legal responsibilities in relation to mandated reports and mandated assisting
- The procedure for maintaining a list of mandated persons will be reviewed every two years, or earlier if there is a material change to legislation and/or policy.

NOTE: The CBOI does not have Mandated persons at present. However, the Board and the Chief Executive Officer of CBOI shall evaluate whether or not new members of staff, members or chaperones are mandated and will keep a list of all mandated persons.

4. Procedure for the Appointment of Relevant Person

Under the Children First Act 2015 the CBOI, as a provider of a relevant service must have a procedure in place to appoint a relevant person. The relevant person is the first point of contact for the service's Child Safeguarding Statement.

The CBOI's procedure for the appointment of a relevant person is as follows:

- The Board of Management of the CBOI, as the provider of the relevant service, will decide and appoint the relevant person
- The relevant person will be informed by the Board of Management of the CBOI that they are the first point of contact in relation to the Child Safeguarding Statement (CSS)
- All members of staff will be made aware of who has been appointed as the Relevant Person by receiving a copy of the Child Safeguarding Statement which includes the name of the Relevant Person.
- All parents / guardians, children, members of the public and Tusla will also receive a copy of the Statement upon request which will inform them of who has been appointed as a Relevant Person
- The procedure for the appointment of a relevant person will be reviewed every two years, or earlier if there is a material change to legislation and/or policy
- The Relevant Person's name and contact details will be included in the Child Safeguarding Statement

- Management and members of staff will ensure that any queries in relation to the Child Safeguarding Statement are directed to the Relevant Person as named on the CSS.

5. Procedure for the Safe Recruitment and selection of Members of Staff and Chaperones

The CBOI recognises that a procedure for the selection and recruitment of members of staff who are suitable to work with children are required to have a recruitment procedure for hiring staff, volunteers and chaperones.

The CBOI will take all reasonable steps to ensure that only suitable people are recruited to work with children by adopting and consistently applying a safe and clearly defined method of recruiting members of staff. This will help to keep children safe within your service.

The following is the CBOI's procedure for the safe recruitment and selection of members of staff including chaperones:

- **Job Description:** All positions, including unpaid positions, will have a clear job description which describes the range of duties required. This will be accompanied by a person specification that describes the type of attributes we require the applicant to have including qualifications, skills and experience
- **Advertising:** Vacancies for paid staff will be advertised widely, both internally and externally. Positions as chaperones will be filled by Parents of CBOI and CUI members and this will be advertised among our parent body.
- **Application forms for paid positions** will be used to ensure that all applicants provide the information CBOI deems appropriate for the role and supports the collection of consistent information from candidates.
- **A 'Declaration Form'** (see *appendix 8*) will be attached to the application form which allows applicants to self-declare any relevant information in relation to their suitability to work with children
- **Qualifications and Experience:** Evidence will be sought to verify qualifications and experience
- **Interview for paid positions:**
 - An interview panel will be appointed consisting of at least 2 people. This will help the CBOI to get a sense of the applicant's attitudes, values, knowledge and skills. It is also an opportunity to explore with the applicant any gaps in their employment history and/or voluntary work identified on the application form
 - Interview questions must be agreed in advance, based on the job description and person specification
 - A scoring sheet will be developed, based on the criteria set out in the job description and the person specification, and candidates will be shortlisted against these criteria.
- **References (for paid positions):** Prior to an offer of employment being made, two references from previous employers (including the most recent) will be obtained. References from family members will not be considered suitable. References will be verified by the CBOI either by phone, email or in person where referees are asked specific questions regarding the suitability of the applicant and their history of working with children
- **Garda Vetting:** Prior to commencement in the paid post, or chaperone post, satisfactory Garda vetting will be obtained
- **Identification** will be verified and two official forms of identification requested from new members of paid staff
- **Terms and Conditions:** All members of paid staff will have written Terms and Conditions of Employment (Contract of Employment)

- **Risk:** No person who is deemed to constitute a risk will be permitted to work for CBOI. Risk factors include:
 - any child-related convictions or convictions involving violent offences;
 - a refusal to sign a declaration form
 - a refusal to provide details of two referees
 - a refusal to submit to the Garda Vetting process
 - insufficient documentary evidence of identification
 - concealment of information relating to one's suitability for working with children
- Every new appointee will be given a probation or trial period for an agreed length of time, which may vary depending on the nature of the post. A review will be held at the end of the probationary/trial period.
- Every new appointee will be given induction training. Becoming familiar with the CBOI's safeguarding policies and procedures will form an important part of the induction training

5.1 Garda Vetting Procedure

The CBOI recognises that under the National Vetting Bureau (*Children and Vulnerable Persons*) Acts 2012 – 2016, it is a criminal offence to employ a person in certain work or activities without undertaking Garda Vetting. All staff and chaperones (whether residing in Northern Ireland or the Republic of Ireland) will be Garda Vetted.

The CBOI will comply with the 3-year re-vetting procedure as directed by Tusla under the children's first act.

The Garda Vetting Process is as follows:

- Applicant completes Vetting Invitation Form (NVB1) and provides proof of ID which is confirmed locally
- NVB1 and copies of ID are sent to nominated liaison person in the CBOI, who submits details on the Garda Vetting system
- The National Vetting Bureau (NVB) sends applicant an online link to complete application (NVB2). This link is live for 30 days
- The National Vetting Bureau will issue disclosure to the nominated person in the CBOI.
- Applicants will be advised by the NVB that a disclosure has been issued

5.2. Procedure for the Induction of New Members of Staff to CBOI

The CBOI's induction procedure includes providing information for new members of staff on our safeguarding policies and procedures. The CBOI's induction procedure is as follows:

- Induction training is held within the first week of employment.
- Members of staff will be provided with information on their obligations under the Children First Act, 2015, and will be provided with a copy of the CBOI's Child Safeguarding Statement and the name and contact details of the relevant person
- Members of staff will be provided with the name and contact details of the CBOI's DLP
- Members of staff will be provided with a copy of the CBOI's safeguarding procedures and 'Code of Behaviour for Members of staff'. Members of staff should be asked to confirm in writing that they have read and understood these documents.
- Members of staff will be given an opportunity to discuss and raise any questions relating to the contents of the Child Safeguarding Statement and Safeguarding Policies and Procedures with a senior member of the CBOI and / or DLP / relevant person.

- Members of staff who are mandated persons under the Children First Act 2015 will be informed that they are a mandated person for the purposes of their employment and of their legal responsibilities in this regard. The CBOI will ensure that all mandated persons are included in the service list of mandated persons

6. Procedure for the Provision of and Access to Child Safeguarding Training and Information, including the identification of the Occurrence of Harm

The CBOI recognises that a procedure for the provision of information and training in relation to the identification of the occurrence of harm is a specified procedure under the Children First Act 2015 for providers of relevant services. (See *appendix 3 for help to identify the range of issues in a child's life that may place them at greater risk of abuse and / or neglect*).

The CBOI's Child Safeguarding Training Strategy is as follows:

- All members of staff and chaperones, prior to commencing their position, will complete Tusla's Children First eLearning Programme, 'An Introduction to Children First' and provide a certificate of completion to the CBOI, which will be held on file
- All members of staff will be supported to review and understand our Child Safeguarding Statement and Safeguarding Policies and Procedures.
- All members of staff and chaperones will be directed to the resources and information provided on the National Child Safeguarding Programme website and the Tusla website www.tusla.ie
- The DLP and Deputy DLP will attend Always Children First training and any other training identified as relevant to their roles. Always Children First training will be completed every three years
- All management and members of staff who work with children will aim to attend Always Children First Foundation training, where available
- The CBOI will maintain accurate records of training attended by all members of staff.
- All CBOI staff / chaperones / volunteers will be made aware that additional information and publications are available on www.tusla.ie, including Tusla's Universal eLearning Programme 'An Introduction to Children First'. And in particular Tusla's available resources: https://www.tusla.ie/uploads/content/Child_Safeguarding_Resource_List.pdf

7. Procedure for the Support and Supervision of Members of staff

Support for members of staff and chaperones can be offered in both formal/structured ways, e.g. induction, training, one-to-one meetings, group support meetings, and informal/unstructured ways, e.g. by listening and communicating with our members of staff and chaperones on a daily basis.

The CBOI will support and supervise our members of staff in the following ways:

- **Offering advice:** the CEO or experienced members of staff will be available to all staff and chaperones or volunteers to offer advice on the best course of action in various situations based on experience
- **Providing information:** the CEO will provide members of staff with the information they need in a particular situation, e.g. role description, relevant contacts, safeguarding policies and procedures etc.
- **Training:** Adequate training will help equip members of staff with knowledge and skills
- **Supervisory support:** the CEO will provide feedback on members of staff' performance. Feedback will enable people to reflect on particular situations in order to learn from them, identify strengths and weaknesses, and explore areas for development and training. This process will mainly focus on enabling members of staff to draw insights from their experience.

8. Code of Behaviour for Staff, Chaperones, and Volunteers

8.1. Aims of our Code of Behaviour

The CBOI's Code of Behaviour for staff and chaperones sets clear guidelines for acceptable conduct, prioritizing child rights and child-centered practices. It's regularly reviewed and emphasized in training to address issues promptly. The code establishes boundaries for communication and physical contact with children to prevent misunderstandings or harm. It's tailored to children's age and understanding and is prominently displayed and accessible to all stakeholders. It commits to valuing children, involving them in decisions, collaborating with parents, fostering positive interactions, and operating with professionalism and sensitivity. It ensures children's well-being, respects their autonomy, and requires consent and planning for one-on-one interactions.

The CBOI will:

- Display the Code of Behaviour on the website and ensure visibility for all stakeholders.
- Provide copies to parents, children, and visitors.
- Clarify consequences for breaching the code.
- Distribute the code to staff and chaperones during induction, allowing discussion with senior management.
- Ensure all staff and chaperones sign the code.
- Commit to valuing and respecting the input of children, involving them in decision-making where possible and practical.
- Partner with parents and support positive interactions.
- Respect diversity and work collaboratively with a child-centered approach.
- Maintain professionalism and sensitivity towards children and families.
- Ensure effective leadership and governance in compliance with regulations.
- Prioritize children's health, development, and well-being.
- Involve children in decisions when possible.
- Provide physical contact only when necessary and consented.
- Undertake one-to-one work with children only when essential, with consent and communication with parents/guardians.

***NOTE:** Where a child has Intimate / personal care needs, this will be undertaken by the child's parent / guardian and not CBOI members of staff

8.2. Youth-Centered Approach

All CBOI Staff, Volunteers and Chaperones must:

- Lead by example.
- Be prepared for activities.
- Create a positive and fun atmosphere.
- Make young people feel comfortable and accepted.
- Use appropriate language and actions.
- Treat young people fairly and as individuals.
- Encourage, support, and praise them.
- Listen to and respect their views.
- Encourage feedback and discussion.
- Include them in decision-making.
- Promote mutual respect and adherence to behavior codes.
- Provide constructive criticism sensitively.
- Use age-appropriate materials and methods.
- Respect personal space and privacy.
- Respect differences in age, culture, religion, etc.
- Be mindful of any additional needs or limitations.
- Consider young people's other commitments.
- Address problems promptly and sensitively.

8.3 Welfare and Protection

To ensure the safety and welfare of young people in our care, all members of staff and chaperones must:

- Complete Garda Vetting in advance of carrying out relevant work. Contracts of / for services will be invalidated where members of staff have failed to submit the relevant information for vetting in a timely fashion
- Complete the Tusla Children First E-Learning Programme and provide a copy of the certificate to CBOI
- Read and sign the CBOI's confidential Declaration Form (*appendix 9*) stating that there is no known reason why they should not work with children and young people
- Read and sign a commitment to abide by this document: Code of Behaviour for Members of staff and Chaperones
- Read and sign a commitment to abide by the CBOI Child Safeguarding Statement
- Report any concerns about the wellbeing of young people to the DLP or their Deputy and assist in reporting to Tusla if there is a need to do so
- Deal proactively with bullying if it occurs and inform the DLP or their Deputy of any actual or suspected bullying. All members of staff should be familiar with the CBOI Anti-Bullying Policy
- Dress and behave appropriately
- Not engage in any sexual or sexualised activity with children or young people participating in our activities regardless of whether they are under or over 18
- Treat information about young people appropriately and respect their privacy. Confidentiality cannot be promised:
 - In the case of a child welfare / protection issue, the young person is to be informed as to whom their information will be shared with
 - If there is a serious concern that there may be a threat to the health, safety or life of any person
 - In the context of criminal behaviour and disclosures required by legal process

- Report any health and safety concerns to the appropriate person
- Not administer medication to children without the specific permission of parents / guardians
- Not consume alcohol while on CBOI time
- Avoid taking individual sessions with children / young people or being alone in a room with a child or young person. However, in certain circumstances, i.e. in the case of instrumental lessons, it is appropriate for participants to receive one-on-one attention from a members of staff in a room with a closed door. In such cases, the members of staff must ensure that another member of staff member is informed and that there is an "open door" policy whereby any adult or member of staff is entitled to enter at any time
- Not give a lift to a child or young person alone. Ensure there is a second adult in the car and request permission to give a lift, from the parent / guardian.
- Not, through action or inaction, leave a young person in a dangerous situation or allow them to enter a dangerous situation.
- Ensure that supervisory rounds while young people are in bedrooms should be done in pairs, being cognisant of gender. Members of staff should always knock before entering a young person's bedroom.

8.4 Inappropriate Behaviour

Behaviours by members of staff / chaperones that may cause concern include when a member of staff / chaperone:

- Breaches an organisation's code of behaviour (this could be a one-off serious breach, or subtle continuous breaches, even after these have been addressed through supervision)
- Is secretive and evasive about their activities and/or contact with children and young people
- Creates opportunities to spend significant amounts of time away from other members of staff / chaperones and with a single child or children / young people on a regular basis, e.g. invites child or young person to their home or is in online contact with child outside of professional avenues of communication
- Seeks out vulnerable children and young people
- Sidesteps one-to-one supervision and management of work
- Has an unusual amount of physical contact with a child or children
- Touches a child or children in an inappropriate way
- Talks to a child or children in an inappropriate way
- Excludes a particular child or children from activities
- Disciplines a child or children inappropriately or punishes a child or children harshly
- Handles children / young people roughly
- Teases, taunts, insults or makes derogatory remarks about or to a child/young person
- Restrains a child/young person as a way of punishment
- Sexually harasses or uses sexual innuendo
- Humiliates and/or embarrasses children / young people
- Deprives children / young people of their basic rights
- Inappropriately uses social media or mobile phones to connect with or share information about children
- Bullies children / young people.

(See Tusla's 'Safeguarding: A Guide for Policy, Procedure and Practice, 2nd edition

[https://www.tusla.ie/uploads/content/Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice.pdf](https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf))

8.5. Disciplinary Procedures

The CBOI recognises that disciplinary procedures are an essential feature in the response to situations where there may be complaints or issues concerning members of staff's behaviours or practice. If an allegation or complaint is made against a member of staff, the Board of Management of the CBOI will ensure that everyone involved is dealt with appropriately and in accordance with the CBOI's Guiding Principles and Child Safeguarding Procedures. The CBOI will ensure that the best interests of the child are given paramount importance, while ensuring that the members of staff is treated fairly and in accordance with laws of natural justice and employment legislation.

As part of their day-to-day job the CEO has responsibility for the guidance and direction of members of staff, the provision of leadership for members of staff and children and the creation, together with the BOM, of an environment which is supportive of the CBOI community.

Disciplinary procedures may be instituted when:

- There is a complaint made about a member of staff or chaperone
- There is an alleged breach of the code of behaviour
- There is an allegation of abuse made against a member of staff or chaperone
- Allegations or complaints may include:
 - A member of staff has behaved in a way that has or may have harmed a child/young person
 - A member of staff has possibly committed a criminal offence in relation to a child/young person
 - A member of staff has behaved towards a child/young person or children / young people in a way that indicates they may pose a risk of harm to a child/young person
 - A member of staff has behaved in a way that is contrary to the service's Code of Behaviour for members of staff and chaperones
 - A member of staff has behaved in a way that is contrary to professional practice guidelines

Disciplinary Procedures will be taken by services when:

- There is a complaint made about a members of staff
- There is an alleged breach of the Code of Behaviour
- There is an allegation of abuse made against a member of staff or chaperone (see also Section 5 outlining procedures for responding to allegations of abuse made against members of staff).

If the CEO has a concern about a member of staff or if a complaint has been made against a members of staff, the CEO will advise the members of staff, orally, of the specific nature and extent of the complaint. The CBOI recognises that:

- The members of staff should be given a copy of the agreed procedures and be advised to familiarise themselves with the various stages of the procedures that may be invoked and the range of sanctions available to the board of management. Any person subject to disciplinary procedures is entitled under fair procedure to:
 - The member of staff must have clear information in respect of the complaint;
 - The member of staff must have copies of any documentation used in decision making;
 - The member of staff must have an opportunity to provide their account and for this to be considered before any conclusions are drawn;
 - The member of staff must have conclusions and decisions set out in writing;

- The member of staff must have a right of appeal.

(See Tusla's 'Safeguarding: A Guide for Policy, Procedure and Practice, 2nd edition [https://www.tusla.ie/uploads/content/Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice.pdf](https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy_Procedure_and_Practice.pdf))

If a complaint is minor and poses low risk to the child, the CEO discusses it with the staff member to resolve it mutually. For more serious complaints or if the staff member doesn't cooperate, the CEO informs the Board of Management (BOM) to initiate a formal process:

- The Designated Liaison Person (DLP) informs parents/guardians promptly while maintaining confidentiality.
- The BOM informs the staff member about the allegation and allows them to respond.
- The BOM may involve relevant authorities like Tusla, An Garda Síochána, or PSNI.
- After consultation, the BOM decides on appropriate measures prioritizing child safety.
- Measures taken should match the level of risk and not unfairly penalize the staff member.
- Disciplinary actions like increased supervision or suspension may be taken.
- Collaboration with relevant authorities is maintained.
- All steps are documented in accordance with data protection regulations.

9. Procedure for Reporting Child Protection or Welfare Concerns to Tusla / SBNI

The CBOI recognises that the Children First: National Guidance for the Protection and Welfare of Children requires organisations to have procedures in place for reporting all concerns about the welfare or protection of children that may arise. A specific procedure for reporting to Tusla / SBNI is also required under the Children First Act 2015.

A child or young person may disclose to a trusted member of staff that they have been or are being harmed or abused. Children may have different ways of communicating that they are being abused. If a child hints at or tells a member of staff that he or she is being harmed by someone, it must be treated in a sensitive way. It is important that staff are aware of how to respond to a child who discloses abuse. *(Please see appendix 3 of this document for guidance on responding to a child who discloses abuse).*

9.1. Guiding Principles for Reporting

- All members of staff have a responsibility to safeguard children and to report child protection and welfare concerns in line with the CBOI's reporting procedures
- The safety and wellbeing of the child takes priority over all other considerations
- All members of staff should be familiar with the types of abuse *(see appendix 2)* and how they may be recognised, as outlined in Children First: National Guidance for the Protection and Welfare of Children, 2017.
- Any reasonable concern or suspicion of abuse or neglect must elicit a response. Failing to recognise, respond or intervene may result in ongoing or further harm to the child
- All child protection or welfare concerns must be brought to the attention of the DLP without delay
- The DLP, in consultation with the person who raised the concern, will decide if reasonable grounds for concern exist and if a report should be brought to the attention of Tusla
- Reports to Tusla /SBNI should be submitted through their websites

9.2. Key Actions

The Child: Ensure that the child's needs are met and that comfort is offered, if required. (See appendix 3 for advice on responding to a child who is reporting abuse)

- **Discuss:** All child safeguarding concerns must be discussed with the DLP
- **Record:** The DLP must ensure that all concerns are recorded. A standardised 'Reporting Concerns Form' will be used to record concerns. (See appendix 5 for the CBOI's Reporting Concerns Form, and appendix 7 for Tusla's Reporting Concerns Form). The DLP will ensure that written records are kept of all child protection and welfare concerns (including concerns that may not reach the threshold for reporting to Tusla / SBNI) and these will be managed and held securely by the DLP. Records will be factual and include details of concerns and any actions that have been taken in relation to the concern(s). Confidentiality will be maintained at all times. Concerns must be shared only on a need-to-know basis, in the best interests of the child. This will be managed by the DLP in the service
- **Reasonable Grounds for Concern:** There may be situations where members of staff have concerns about a child which alone, do not meet reasonable grounds for concern. However, all concerns will be recorded to identify any potential patterns that may cause concern in relation to safeguarding children.
- **Informal consultation with Tusla / SBNI:** The CBOI may seek advice from Tusla / SBNI social worker of staff as to whether a report should be made or not. It is normally the role of the DLP to consult with Tusla / SBNI if they are unsure if reasonable grounds for concern exist, however this facility is available to all individuals. Tusla's social work service can be contacted through Tusla's / SBNI's Dedicated Contact Points.
- **Discussing Concerns with Parents / Guardians:** Any concerns about the health and wellbeing of a child will be discussed with parents / guardians from the outset. Is it the responsibility of the DLP to inform parents / guardians if a report is to be made to Tusla / SBNI, unless doing so would:
 - Further endanger the child
 - Impair Tusla's / SBNI's ability to carry out an assessment
 - Put the reporter at risk of harm
- The DLP may seek guidance from the Tusla social worker in relation to this. It may be necessary in some situations for the DLP to consider, with the member of staff, who is best placed to talk to parents / guardians where there is a concern about their child.
- **Reporting to Tusla / SBNI:** Tusla / SBNI should always be informed where there are reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected. Children First National Guidance (page 6), lists the following as reasonable grounds for concern:
 - Evidence, for example, 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 he or she has been abused
 - An admission or indication by an adult or a child, of an alleged abuse they committed
 - An account from a person who saw a child being abused.
- Information required in Report: The report made to Tusla and /or must include:
 - Details of the concern
 - Details of the person who raised the concern
 - Details regarding informal consultation

- Any action taken
- Details regarding informing parents.
- In the event of an Emergency: Under no circumstances will a child be left in a situation that exposes him or her to harm or risk pending an intervention from Tusla and or SBNI in NI. In the event of an emergency and the unavailability of a Tusla or Gateway social worker, the DLP must contact An Garda Síochána or the PSNI in NI.
- **If the DLP decides not to report a concern to Tusla or SBNI for NI:** If the DLP decides not to report the concern to Tusla or SBNI, the following steps will be taken:
 - The reasons for not reporting will be recorded on the 'Recording Concerns Report Form'.
 - Any actions taken as a result of the concern will be recorded on the 'Recording Concerns Report Form' (see appendix 5)
 - The member of staff who raised the concern will be given a clear, written explanation of the reasons why the concern is not being reported to Tusla / SBNI
 - The member of staff will be advised that if they remain concerned about the situation, that they are free to make a report to Tusla or SBNI in NI; An Garda Síochána, or the PSNI in NI
 - The member of staff should also be reassured that if they do choose to make a report directly to Tusla / SBNI, they are protected by the Protections for Persons Reporting Child Abuse Act, 1998
- **Informing Management:** The Board of Management of the CBOI will be informed when a report is made to Tusla or SBNI in NI; An Garda Síochána, or the PSNI in NI. In accordance with our confidentiality policy, identifying information about the child and family will only be shared on a need-to-know basis. Therefore, the Board of Management of the CBOI may only need to know how the safeguarding concern is being managed, and not the identity of the child and family involved.

9.3. Steps to be Taken by all Members of Staff, (Including Mandated Persons)

Children First National Guidance defines four categories of child abuse: neglect, emotional abuse, physical abuse and sexual abuse: (See appendix 1 and 2). When a member of staff has a child protection or welfare concern or receives a disclosure of abuse from a child, they must:

- Ensure that the child's needs are met and that comfort is offered, if required
- Formally record the concern/disclosure in writing, using the 'Recording Concerns Report Form'.
- Make immediate contact with their DLP
- If the DLP is not available, the member of staff will contact the Deputy DLP
- Discuss the concern with the DLP to establish if reasonable grounds for concern exist.
- If reasonable grounds for concern exists, a report must be made to Tusla or SBNI for NI, by the DLP.

9.4. Steps to be Taken by the DLP

- The DLP will discuss the concern with the member of staff and consider if the threshold of reasonable grounds for concern has been reached
- The DLP will review any notes taken by the member of staff and will ensure that the concern is accurately recorded and these notes are appropriately stored
- If the DLP is unsure if the concern meets the threshold or reasonable grounds for concern, s/he will contact Tusla or SBNI for NI, through the Dedicated Contact Points, for advice using the informal consultation process
- If reasonable grounds for concern have been established, the DLP will make a formal report to Tusla or SBNI for NI, without delay

- The DLP will make the report by registered post or through their websites to Tusla or SBNI in NI
- Where urgent intervention is required to make the child safe, a report will be made to Tusla or SBNI by phone. A written report will subsequently be made as described above. If you are unable to contact a social worker you must contact An Garda Síochána or the PSNI
- Where the DLP is also a mandated person, they must be aware of their responsibilities under the Act and report to Tusla accordingly
- The DLP will inform the parents that a report has been made to Tusla / SBNI, unless doing so might further endanger the child, impair Tusla's / SBNI's ability to carry out an assessment or put the reporter at risk of harm
- The DLP will inform the member of staff who raised the concern that a report has been made to Tusla / SBNI and what actions have been taken in response to the concern. If the DLP decides not to report the concern to Tusla, / SBNI they must inform the member of staff of the reasons, in writing. If the member of staff still has concerns, they must make the report to Tusla / SBNI themselves.
- The DLP will record all concerns that have come to their attention and any actions taken in response to such concerns. The DLP will ensure that these records are appropriately stored and maintained in line with Data Protection legislation.

Under no circumstances should a child be left in a situation that exposes him or her to harm or risk pending an intervention from Tusla / SBNI. In the event of an emergency and the unavailability of a Tusla / Gateway Team social worker, the DLP must contact An Garda Síochána or the PSNI.

9.5. Additional Obligations of Mandated Persons

There is a legal obligation on mandated persons to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed, to Tusla / SBNI. (See *appendix 3*)

The threshold of harm is reached when a mandated person knows, believes or has reasonable grounds to suspect that a child has been, is being, or is at risk of being ill-treated (Emotional Abuse), neglected or assaulted (Physical Abuse) to the point where the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected; or where a child discloses such a belief. All concerns about sexual abuse falls within the category of seriously affecting a child's health, welfare or development.

9.6. Steps to be taken by Mandated Persons

Where the concern raised by the mandated person meets the threshold of reasonable grounds for concern (under the Children First Guidance) and does not reach or exceed the threshold of harm (under the Children First Act 2015), a report to Tusla / / SBNI will be made by the DLP, in line with the reporting procedure outlined in this document.

If the mandated person believes that the child protection concern reaches or exceeds the threshold of harm as defined in the Children First Act, 2015, a report must be made under Section 14 of the Act to Tusla without delay. If the mandated person is in doubt as to whether the concern reaches the legal definition of harm for a mandated report, Tusla's/ Gateway Team's social worker can provide advice in this regard. While Tusla / SBNI can provide advice, the decision to classify a report as a mandated report under the Children First Act 2015 rests with the individual mandated person.

The statutory duty of the mandated person to report under the Children First Act 2015, must be discharged by the mandated person and cannot be discharged by the DLP on their behalf. The mandated person can however make a report jointly with another person, mandated or not. Where the threshold of harm for a mandated report has been reached or exceeded, the mandated person and the DLP should make a joint report to Tusla/ SBNI without delay.

The report should through the relevant websites (depending on jurisdiction), or by registered post to Tusla / SBNI

The mandated person may solely submit a report to Tusla / SBNI directly however, the DLP should be informed that a report has been made and be furnished with a copy of the report. If the DLP does not wish to report to Tusla / SBNI, the mandated person should proceed with making a report and inform the DLP that a report under the Children First Act 2015 has been made. The Protections for Persons Reporting Child Abuse Act 1998 will apply in this instance.

If a child protection concern has come to the attention of several mandated persons, the report may be submitted jointly by them. If the child protection concern requires a more urgent intervention to keep the child safe, the Children First Act, 2015 allows mandated persons to alert Tusla / SBNI to the concern by telephone or in person, in advance of submitting a written report. The mandated report must then be submitted to Tusla / SBNI using the relevant websites or by registered post within three days.

9.7. Reporting Suspected Crimes to An Garda Síochána / the PSNI

If a member of staff / chaperone has information about a serious offence, including a sexual offence, against a child or a vulnerable adult, you must also pass this information on to An Garda Síochána / the PSNI, under the Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012. This is in addition to any reporting requirements under the Children First Act 2015 or Guidance. This means that a report may need to be made to both statutory agencies, Tusla / SBNI and An Garda Síochána / the PSNI.

9.8. Anonymous Reporting

Members of staff cannot make an anonymous report. Similarly, mandated persons cannot report anonymously as they are obliged to report by law.

9.9. Steps To Be Taken if Dealing with Concerns / Reporting is Inhibited in Any Way

There may be some situations where a member of staff may feel that they cannot report their concerns to their DLP. This may be because:

- Their concern relates to or involves the DLP
- Their concern relates to the Board of Management. (It should be noted that this may be the same person).
- If the concern relates to the DLP and the DLP IS NOT the manager/member of the Board of Management, members of staff should make their report to the Board of Management

If the concern relates to the DLP and the DLP IS the manager/Board of Management, members of staff should make their report directly to Tusla / SBNI and An Garda Síochána / the PSNI.

All members of staff will be made aware of the provisions of the Protected Disclosures Act, 2014, which offers protection to people who raise concerns about possible wrongdoing in the workplace.

9.10. Responding to a Retrospective Disclosure of Abuse

A retrospective disclosure is a disclosure made by an adult about abuse that took place during their childhood. If a member of staff becomes aware of a retrospective disclosure by an adult, they must report this to their DLP, in line with the service's reporting procedure.

Mandated Persons must also be aware of their legal responsibility to report retrospective disclosures of abuse to Tusla / SBNI. This report will be made through their websites or by registered post. When such a disclosure is made, it is the role of Tusla / SBNI to establish whether there may be current risk to any child or young person who may be in contact with the person subject to the abuse allegation revealed in the disclosure.

10. Procedures for the Management of Allegations of Abuse or Misconduct against Members of Staff, Chaperone or Volunteer, of a Child availing of our services

If an allegation is made against a member of staff, chaperone or volunteer, the Board of Management of the CBOI must ensure that everyone involved is dealt with appropriately and in accordance with the CBOI's Guiding Principles and Child Safeguarding Procedures. The CBOI will ensure that the best interests of the child are given paramount importance, while ensuring that the employee is treated fairly and in accordance with laws of natural justice and employment legislation.

The CBOI recognises that we have a dual responsibility in respect of both the child and the member of staff, chaperone or volunteer. There are two separate procedures to be followed:

- The reporting procedure to Tusla / SBNI in respect of the child
- The internal procedure for dealing with the member of staff, chaperone or volunteer
- The DLP is responsible for reporting the matter to Tusla / SBNI, while the BOM is responsible for addressing the employment issues.
- In relation to allegations of abuse against members of staff, the agreed reporting procedure, as described in this document, must always be followed by all members of staff.

All CBOI members of staff chaperone or volunteer must contact the DLP if they become aware of or wish to make an allegation of abuse or neglect against any other CBOI members of staff.

10.1. When Might an Allegation be Made Against a Member of staff:

An allegation may be made against a member of staff chaperone or volunteer who has:

- Behaved in a way that has or may have harmed a child/young person
- Possibly committed a criminal offence in relation to a child/young person
- Behaved towards a child/young person or children / young people in a way that indicates they may pose a risk of harm to a child/young person
- Behaved in a way that is contrary to the service's Code of Behaviour for members of staff, chaperones or volunteers
- Behaved in a way that is contrary to professional practice guidelines.

10.2. Steps to be taken

- The DLP will inform the parents / guardians of any allegation as soon as possible while having regard to the right of confidentiality for others, such as the person against whom the allegation has been made
- The DLP will inform the parents / guardians and the child where appropriate of any action or planned actions
- The Board of Management will privately inform the member of staff of the following:
 - The fact that an allegation has been made against him/her
 - The nature of the allegation
- The member of staff will be given an opportunity to respond to the BOM
- The BOM will contact the Tusla / SBNI and if necessary, the Gardaí / PSNI. The child's safety is paramount.

- After consultation, the BOM will advise the person accused of the measures to be taken. The child's safety will be prioritised. Any measures taken will be appropriate to the level of risk while not unreasonably penalising the member of staff. Measures could include increased supervision, assignment to different duties, or suspension or dismissal.
- Disciplinary procedures put in place and followed accordingly
- Liaison with Tusla / SBNI and An Garda Síochána or PSNI should be maintained, as appropriate
- All stages of the procedure will be recorded and these records should be maintained in line with Data Protection regulations and legislation

In case of emergencies or the DLP or the DDLP is not available, members of staff can contact Tusla / SBNI or the Gardaí or the PSNI directly.

The CBOI will ensure that the member of staff, chaperone or volunteer:

- Is given a copy of the agreed procedures advised to familiarise themselves with the various stages of the procedures that may be invoked and the range of sanctions available to the board of management. Any person subject to disciplinary procedures is entitled under fair procedure to:
- Have clear information in respect of the complaint
- Be given copies of any documentation used in decision making
- Be given an opportunity to provide their account and for this to be considered before any conclusions are drawn
- Have conclusions and decisions set out in writing
- Be given a right of appeal.

https://www.tusla.ie/uploads/content/Tusla_Child_Safeguarding_A_Guide_for_Policy_Procedure_and_Practice.pdf

11. Procedure for Managing Child Safeguarding Records

Accurate and up to date records in relation to children, members of staff and service provision must be kept. The CBOI has the following procedure in place:

- Concerns will be recorded on the standardised 'Recording Concerns Form'
- Parents / guardians may have access to the files and records of their own children on request but will not have access to information about any other child
- Where there are child protection or welfare concerns, observations/records will be kept on an ongoing basis and information shared with Tusla / SBNI as appropriate.
- The CBOI does not have a permanent home, base or office. Rehearsals and lessons are currently undertaken at Coláiste Chu Chulainn, Lower Marshes, Dundalk, Co. Louth, A91 F75P. For this reason, we do not have a space where we can hold hard-copies of reports and records. Records will be stored digitally and accessed by the CBOI's CEO/DLP.)

12. Confidentiality Policy

12.1. Statement of Confidentiality

The CBOI recognises the necessity for a clear understanding of professional and legal responsibilities with regard to confidentiality and the exchange of information.

All information regarding a concern about child protection or welfare will be shared on a need-to-know basis, in the best interest of the child. No undertakings regarding secrecy will be given and this will be made clear to children and families using the service.

The proportionate provision of information to the statutory agencies for the protection of a child is not a breach of confidentiality or data protection. The CBOI recognises that parents / guardians and children have a right to know if personal information is being shared, unless doing so could put the child or the reporter at risk or impede Tusla's assessment.

This policy sets out how CBOI uses and protects any information collected by us through use of our secure portal on our website www.peaceproms.com, or otherwise. CBOI is committed to ensuring that your privacy is protected. You can be assured that any information you provide through the secure portal on our website, will only be used in accordance with this confidentiality statement.

12.2. Sharing Information

Section 17 of the Children First Act, 2015 states that information shared by Tusla / SBNI with another person in the course of carrying out an assessment, arising from a report under Section 14 of the Act (i.e., a mandated report), shall not be shared with a third party unless Tusla / SBNI considers it appropriate and authorises it in writing that the information may be shared.

As per our Confidentiality Policy, when considering sharing information relating to child safeguarding, members of staff will always ensure that information is shared only on a need-to-know basis and in the best interests of the child. Members of staff will at all times follow the CBOI's Confidentiality Procedure. If there is a situation where a member of staff deems it necessary to share information in the course of an assessment, they must/will consult with Tusla prior to disclosing.

Procedure for Managing Child Safeguarding Records is set out in Section 7 of this document

12.3. What we do with the information we gather

We require this information to understand CBOI and CUI members' / staff 's/ volunteers' / chaperones' needs and provide them with a better service / better workplace and in particular for the following reasons:

- Internal record keeping
- To help ensure the safety of everyone while availing of services or while working / chaperoning / volunteering with us
- We may use the information while on tour when providing meals or if there is a medical emergency
- CBOI and CUI members, schools, staff, volunteers and chaperones receive regular updates. This may happen through either email, text or telephone
- In the case of schools, their information is drawn down into a word document and used to produce concert programmes

12.3.A. Who May We Share Information With?

- GPs, Hospitals, Medical Professionals and the Health Services Executive
- An Garda Síochána the PSNI, and the Garda Síochána Ombudsman Commission
- SBNI in NI, Tusla Service Providers (We may use the information in report forms to disclose information to Tusla / SBNI if necessary, except in the case of schools participating in Peace Proms. These schools have sole responsibility for the safety and safeguarding of their children).

12.4. Gathering Information from Those Availing of our Services

The CBOI operates a secure portal through our website. The portal is encrypted and can only be accessed by the CEO and the portal developer who works on a part-time basis for the CBOI. The portal is used to collect information on members including:

12.4.A. CBOI and CUI Members

All applications to the CBOI and CUI are made through our website www.peaceproms.com. The parents / guardians of Children / young people participate in our music education programmes; and members over 18yrs have secure accounts on our Portal which they access through our website www.peaceproms.com and can only be accessed by them, the CBOI's CEO and the Portal Manager. We collect the following information through the secure portal:

- Members name, address, date of birth
- Parental/Guardian's names and contact details
- Musical Education Details
- Medical Information (*see appendix 10*)
- Food Allergy and dietary Information (*see appendix 11*)
- Information on additional needs that will be necessary to ensure the child's safety
- Tour Requisites
- Parents / guardians contact information (*or member information for those over 18yrs*)
- The results of the member's most recent music exam
- Feedback for parents / guardians and members
- Digital agreement that all documents have been read, understood and agreed
- Digitally signed Code of Behaviour for Members / participants

Members can also access:

- Digital sheet music and tracks through the portal

12.4.B. Staff and Chaperones

Some or all of the following information may be gathered digitally and/or in hard copy. All information will be converted to digital copies and any hard copies will be securely disposed of. All information will be kept on file digitally and may be requested at any time:

- Completed application forms
- Curriculum Vitae
- References
- Confidential Declaration Forms
- Interview notes and scores

- Signed Contract of Employment
- Signed Code of Behaviour for Adults
- Identification
- ELearning Certificates and any other relevant training completed
- Garda Vetting Forms
- Dietary and Medical information (*see appendices 11 and 12*)
- Any incident / accident report forms submitted by a member of staff (*see appendix 8*)
- Any confidential Concern Forms submitted by a member of staff
- Any feedback given to a member of staff by the CEO / DLP
- Any reports / complaints made; the procedure followed in dealing with the complaint; the member of staff's response; the final outcome

12.4.C. Schools Participating in Peace Proms

All applications from schools to participate in Peace Proms are made through our website www.peaceproms.com. Schools who participate in Peace Proms have secure accounts on our Portal which can only be accessed by them, the CBOI's CEO and the Portal Manager.

- The name and address of the school
- The school roll number
- The name of the Principal and the lead Teacher for Peace Proms
- A paragraph (not more than 100 words) on the school
- Contact mobile phone numbers and email addresses for the Principal, the lead Teacher for Peace Proms and all teachers who are chaperoning children for Peace Proms choir workshops and concert
- Signed consent forms for every child participating in Peace Proms. The consent form include:
 - Permission for the participate in Peace Proms
 - Permission for photographing or audio / video recording of the child at choir workshops and concerts and permission to use these images and recordings in print media, audio visual, media and social media platforms
- Mobile phone number/s and email address/es for at least one parent / guardian of each child participating in Peace Proms
- A photograph of the school choir
- The names of all the children participating in Peace Proms
- Any additional needs requirements

The portal is also used by schools which take part in Peace Proms. These schools use the portal to:

- Access all the music, tracks and choreography for Peace Proms
- Agree that the safeguarding of children from their school is their sole responsibility and not the responsibility of the CBOI.
- Detailed schedules and logistics plans for their Peace Proms concert

12.5. How Long Do We Keep Data?

We keep information for no longer than is necessary for the purposes for which the information is collected. Our data retention policies comply with all applicable laws to which we are subjected. Our retention periods take into account legal obligation(s) under applicable law to retain data for a certain period of time, statute of limitations

under applicable law and guidelines issued by relevant data protection authorities and other relevant regulatory authorities.

12.6. Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable, electronic and managerial procedures to safeguard and secure the information we collect online.

We will not sell, distribute or lease your personal information to third parties unless are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. All the above information held on you, can be viewed by you when you log in to the secure portal.

If you believe that any information, we are holding on you is incorrect or incomplete:

- CBOI and CUI Members and/or their parents should log into the secure portal and correct this information.
- Members of staff should email us on cboisharon@gmail.com. We will promptly correct any information found to be incorrect.
- Schools should log in to the portal and correct it or email us on cboisharon@gmail.com

12.7. Your Rights

- **Right to be informed:** You have the right to be provided with clear, transparent and easily understandable information about how we use your personal data.
- **Right of access:** You have the right to obtain access to your personal data. You can request copies of paper and electronic records about you that we hold, share or use.
- **Right to rectification:** You are entitled to have your personal data corrected if it's inaccurate or incomplete.
- **Right to be forgotten:** You can request the deletion or removal of your personal data where there is no compelling reason for us to keep using it.
- **Right to restriction of processing:** In certain situations, you have the right to 'block' or suppress further use of your information.

12.8. How Long Will We Keep Your Data?

We will keep your information for no longer than is necessary for the purposes for which the information is collected. Our data retention policies comply with all applicable laws to which we are subject. Our retention periods take into account legal obligation(s) under applicable law to retain data for a certain period of time, statute of limitations under applicable law and guidelines issued by relevant data protection authorities and other relevant regulatory authorities.

13. Procedures for the Safe Management of Activities

13.1. Safety Statement

The CBOI is committed to ensuring that all children will be equally protected from harm regardless of race, ability, ethnicity, or sexual orientation. The CBOI is committed to promoting best practice within our organisation and to the protection of the young people with whom we work. The CBOI is committed to promoting the rights of the young people including the participation of young people in making decisions on matters that affect them. The CBOI is committed to adherence to the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Addendum to the Children First (2019).

13.2. Duty of Care

The CBOI recognises that we have a duty of care to all those who access our services. In safeguarding the physical wellbeing of the children and young people who participate in our activities, the CBOI is committed to ensuring the following:

The CBOI is committed to the following

13.2.A General Safety

- Ensuring safe facilities with proper heating, ventilation, and sanitation.
- Fire safety measures, adequate first aid facilities, and equipment.
- Transportation safety and comprehensive insurance coverage.
- Obtaining parental consent and relevant health information.
- Maintaining appropriate adult-to-child ratios.
- Clear planning, documentation, and communication of roles.
- Proper recruitment and training of staff/chaperones.
- Designating an overall trip leader.
- Conducting thorough risk assessments, including online safety.

13.2.B Accommodation (

- Checking sleeping arrangements for safety and privacy.
- Supervised sleeping arrangements with single-gender dormitories and age-appropriate room sharing.
- Staff instructed to respect children's privacy and never enter rooms without knocking.

13.2.C. Preparing Participants and Programme

- Obtaining digital signatures on the Code of Behaviour.
- Providing comprehensive information packs for participants and parents/guardians.
- Collecting necessary medical and dietary information in advance.

13.2.D. Emergency Procedures

- Clear emergency procedures and provision of emergency funds.
- Ensuring constant supervision and knowing the whereabouts of participants, staff, and chaperones.
- Carrying a medical/first aid kit and having contact details of senior management and Designated Liaison Person (DLP).
- DLP serving as the primary contact for emergencies.

13.2.E. Monitoring and Evaluation

- Planning and agreeing on monitoring and evaluation processes.
- Daily evaluations with participants and staff.
- Keeping digital records of reports during and after the trip.

13.3. The CBOI's Safety Policy and Procedure for Activities / Day Trips / Concert Tours

The CBOI's activities will almost always be music and/or performance related. In any case, activities will be age appropriate and developed with the specific abilities and needs of the participants in mind.

The CBOI provides children with a wide range of musical experiences, which include performances of concerts through Ireland. The CBOI also organises concert tours that involve overnight stays for young people. The safety and well-being of children is paramount during such trips.

The CBOI has in place a robust system of planning, risk assessing, managing and supervising of trips / tours. The CBOI recognises that children must be appropriately supervised at all times, including when children are indoors, outdoors, eating, sleeping, on outings, toileting or using the internet.

The following procedures are in place for all trips / concert tours:

- Prior to a trip or tour, the CBOI will ensure that children and young people are informed of their right to be protected, consulted and treated with respect.
- Prior to the trip, the CBOI will ensure that all members of staff have had adequate training in child protection and safeguarding and are fully aware of our child protection policies and procedures as well as our Codes of Behaviour.
- Prior to the trip, planning meetings and site visits will be carried out in all venues and accommodation so that risk assessments can be carefully and thoroughly undertaken. As part of the planning process, the CBOI will:
 - Identify risk(s)
 - Identify people who might be harmed and how
 - Potential outcomes
 - Likelihood of these outcomes
 - Potential severity of these outcomes
 - Actions required to reduce risk
 - Details of when and how the action will be taken.
- Prior to the trip / tour:
 - Parental consent and parent contact details are requested for all CBOI and CUI members aged under 18 yrs
 - Information on dietary and medical requirements for all participants are obtained in advance. Parents are requested to ensure that young people have an adequate supply of any necessary medication. (See appendices 10 and 11)
 - A detailed event / activity management plan and/or logistics plan will be drawn up for every concert venue, concert tour, event or activity which will address the issues raised through the risk assessment. The event management/logistics plan will be circulated to all stake holders including venue management, accommodation providers, parents, CBOI and CUI members and staff.

*NOTE: In the case of schools participating in Peace Proms, these plans will also be circulated to the school Principals and/or the organising teachers.

- The CBOI will provide parents / guardians with detailed information and a detailed itinerary/schedule on the nature of the outing and seek digital, informed consent for children to participate. This will include:
 - Transport lists detailing which CBOI and CUI members are travelling on CBOI buses; whether they are traveling one-way or return; whether they are traveling with parents / guardians or other
 - Hotel Room Lists. We will ensure that CBOI and CUI members of a similar age are roomed together. We will try to ensure that CBOI and CUI members can room with friends if they request to do so.
 - Chaperone lists detailing the young people who will be in the care of each chaperone and giving the chaperone's mobile phone number so that they can be contacted by a parent / guardian if needs be.
 - Itinerary / schedule giving a detailed hourly breakdown of exactly the activities being carried out and exactly where those activities are being carried out.
 - A copy of the Code of Behaviour for CBOI and CU Members (which members have agreed)
 - Plans and information will identify the person in charge, and those who are responsible for:
 - Communication – i.e., mobile phone and emergency contact details for each child
 - First Aid – ensuring there is a person available with first aid training and the availability of a fully stocked first aid kit, and ensure a medical team is in place at concert venues

13.3.A. Managing accidents or incidents

- Prior to the trip / tour the CBOI will ensure that Public Liability Insurance is in place. For trips abroad CBOI and CUI members/parents / guardians are required to ensure they take out separate individual travel and health insurance. All CBOI and CUI members/parents / guardians must also insure their own musical instruments.
- Regarding international tours, CBOI members must travel with the Orchestra. The CBOI recommends that parents travel so that they are close at hand in case of emergency however, parents must make their own travel and accommodation arrangements. Parents are discouraged from meeting up with CBOI and/or CUI members during a tour except where absolutely necessary. Any arrangement to meet up with CBOI and/or CUI members must be agreed in writing prior to touring. The written agreement contains exact times and locations for picking up the CBOI and/or CUI member from their chaperone and returning the CBOI and/or CUI member to their chaperone
- Regarding national tours, CBOI members can choose to travel with the Orchestra or with their parents. In this case, parents make their own arrangements for travel, accommodation and subsistence with/for their child. Parents are required to ensure that their child attends all concerts and pre-concerts rehearsals and/or sound checks on time; and are collected immediately after the performance. If the child is travelling with the CBOI group, the regulations as for international tours apply.
- We will ensure appropriate levels of supervision are provided for all activities. We will ensure that adult-child ratios as recommended by the [National Youth Council of Ireland's recommendations](#) are adhered to, "*...the minimum adult/young person ratio in any group should ideally be one adult per group of ten plus one other adult, and allowing an additional adult for each group of ten thereafter*". Local circumstances, the ages of the children, the experience of the members of staff will be taken into consideration. Safety, ability/disability of young people and the nature of the activities being undertaken may require that these ratios be considerably lower.

- CBOI staff / chaperones will avoid leaving young people unattended
- MediLink Ambulance service will be engaged for all CBOI concerts and large-scale choir workshops. The CBOI will have a person who is trained in First Aid with the group and a First Aid Kit
- The DLP will be contactable by members of staff and chaperones on outings at all times when they are on day trips/outings.
- All members of staff, chaperones and volunteers are provided with clear role descriptions
- All members of staff and chaperone or volunteer are provided with copies of:
 - The CBOI's Confidential Incident Report Form (*see appendix 8*)
 - The CBOI's Reporting Concerns Form (*see appendix 5*)
 - Tusla's Standard Reporting Form (*see appendix 6*)
 - The CBOI's Code of Behaviour for CBOI and CUI Members and Terms and Conditions of Membership which must be agreed in advance and digitally signed by a parent / guardian of CBOI and CUI members U18yrs; and by members over 18yrs.
 - The CBOI's Child Safeguarding Statement and Child Safety Policies and Procedures
- CBOI staff, chaperones and volunteers are provided with contact details for the CBOI's DLP and are instructed to contact them should an accident occur or if a child protection concern arises
- CBOI staff, chaperones and volunteers have access to money in case of an emergency
- Ongoing dialogue / meetings will take place between members of staff and chaperones so that they are aware of any difficulties that any young people are experiencing and can offer them the necessary support
- CBOI staff, chaperones and volunteers will respect young people's privacy and any information about young people should be dealt with in line with the CBOI's Confidentiality Statement
- Supervisory rounds while young people are in bedrooms will be done in pairs, being cognisant of gender.
- CBOI staff, chaperones and volunteers will always knock before entering a young person's bedroom.

***NOTE:** as far as possible all forms will be handled digitally through secure email

13.4. Procedure for Dealing with Accidents and Incidents

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

*Accident - means an unplanned event resulting in injury or death, and needs immediate attention

*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
- A well-stocked First Aid Kit is available at all activities and events
- For concerts in Ireland and Northern Ireland, MediLink Ambulance Service will be engaged to attend
- Members of staff and chaperones will be provided with details of local doctors and hospitals and other local emergency services such as the Gardaí
- Members of staff and chaperones are provided with emergency contact details for parents / guardians
- Members of staff and chaperones 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 members of staff and others is paramount and immediate action should be taken to make everyone safe
- If necessary, members of staff should inform the designated First Aid members of staff member(s) or attending Ambulance Service
- If necessary, members of staff should immediately call Emergency Services
- **Parents / guardians should be contacted immediately** if there has been an incident or accident regarding their child
- 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 / chaperones should accompany them to hospital or other emergency facility if the parents / guardians are not available
- Members of staff / chaperones may request parents to attend the venue or hospital if they feel this is in the best interests of the young person
- A report should be made using the CBOI's Confidential Incident Report Form (*see appendix 7*) and forwarded to the Designated Liaison Person. This is then stored securely in the offices of the CBOI.

***NOTE:** as far as possible all forms will be handled digitally through secure email

13.5. 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 / DLP immediately
- Ensure that all other children continue to be supervised appropriately (if applicable) while a search for the child concerned is carried out
- Organise the remaining available responsible adults to search the surrounding area allocating each individual to a specific area
- Request all those searching to report back within a short, specified time, dependent on the size of the area being searched.
- If the child cannot be found after an initial search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.
- Record the circumstances in which the child has gone missing and where they were last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing they were wearing as this will be required by the Gardaí and other searchers.
- Report the concern to the Gardaí if the search is unsuccessful and no later than 20 minutes after the initial missing person report, if the search is ongoing. Follow Gardaí guidance if further action is recommended and maintain close contact with the Gardaí.
- Ensure that you inform all adults involved including the parents / guardians, searchers and Gardaí when the child is located.

14. Code of Behaviour for Children and Young People

The CBOI is committed to providing a positive and enlightened environment to facilitate the best possible outcomes for all participants. It is our policy to safeguard the welfare of all young people who participate in our activities. The welfare of the young people under our care is paramount.

All participants in our activities will be required to acknowledge and abide by codes of Behaviour for the relevant activities they are participating in. Codes of Behaviour will be in line with this code but will be presented in age-appropriate language.

14.1. Availability and Commitment

- Players will not receive permission to be absent on any day or for any part of a rehearsal, workshop, course or tour.
- CBOI and CUI members are given ample notification of the schedule of rehearsals, workshops and concerts, including rehearsals on the day of a concert. CBOI reserves the right to make changes to dates if necessary. Players are asked to carefully consider the schedule before confirming their availability.
- CBOI and CUI members who have 4 absences from rehearsals / performances / workshops, without relevant medical certification may lose their place in the CBOI.
- If CBOI and CUI members miss more than 1 hour of a rehearsal/workshop or performance, this is deemed an absence.
- Special concerts may be put in place for 1) CBOI and CUI Members in a Senior Exam Year, 2) Musicians Who Have Been a Member of CBOI For 10 Years or More; 3) International Members / Members Studying Abroad
- PROTOCOL FOR UNAVOIDABLE ABSENCES: Details must be sent in advance, giving as much notice as possible to cboisharon@gmail.com Please include your reason for absence and a Doctor's Certificate where appropriate.

14.2. General Code of Good Behaviour

- CBOI and CUI members under 21 are NOT permitted to consume alcohol or frequent the residence bar. While drinking is permitted for over 18s under Irish law, it is not permitted by CBOI while we are on tour or on CBOI time. CBOI and CUI members aged 18 – 21yrs who wish to drink, must do so under the supervision of their parents. In this case, parents should make arrangements to stay with their son/daughter at alternative accommodation for overnights. Parents should provide us with written confirmation of arrangements. Anyone U21 years who is known to be drinking while on tour may be sent home and not be permitted to take part in any further tours, and may lose their place in CBOI.
- No CBOI or CUI member may bring alcohol or un-prescribed drugs into buses, bedrooms, rehearsals, residential or concert venues.
- Anything that may be considered a danger to the health and safety of others may not be brought on course/tour.
- CBOI and CUI members aged 18 -21 years may smoke or vape in legally designated areas and out of view of younger orchestra members, only if they have given the orchestra manager a letter of consent from parent/guardian. Letters will be authenticated.
- Anyone U18 years of age who is known to be vaping or smoking may be sent home and not permitted to take part in the remainder of the tour or further tours.

All CBOI and CUI members must:

- Sign a registration book/sheet on arrival at rehearsals.

- Sign in with your chaperone on arrival at events/concerts or on buses prior to departure for the event / concert.
- Always make sure the CEO is informed if they are unable to attend an individual rehearsal/event or will be late for any reason. Any more than an hour late to rehearsal, will be considered as an absence.
- 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 for CBOI and CUI members to go to the local shop. This is unsupervised and CBOI and CUI 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 by advising CBOI Management in writing.
- Not engage in rough play or use inappropriate language
- Treat each other and all members of staff with courtesy, respect and dignity
- Treat each other equally and as individuals
- Listen to and respect each other
- Respect each other's personal space
- Respect differences of ability, culture, religion, race and sexual orientation
- Be aware of any additional needs people may have
- Have fun and enjoy a positive, inclusive atmosphere
- Be aware that bullying will not be accepted or tolerated
- Respect the fact that members of staff and chaperones will not work alone or spend time alone with one young person except in specified circumstances
- Follow instructions of their assigned chaperone at all times
- Follow instructions from members of staff and chaperones at CBOI events.

14.3. During Rehearsal and Performance

- CBOI and CUI Members must accept rules concerning group discipline while under rehearsal and performance. These are based on common sense, safety, consideration for others and the requirements of performance.
- CBOI and CUI Members perform in public as members of the orchestra at the discretion of the CBOI. Where they are not up to standard for any reason during the courses, they may be sent home. The decision of the management will be final.
- Mobile phones must be fully switched off during all rehearsals and should never be brought on stage.
- High caffeine drinks like Red Bull, Monster etc are completely banned. Soft drinks and sweets are banned during rehearsals and performances and intake should be very limited at all other times.
- In the interest of safety, the policy of the CBOI is to hold closed rehearsals. No-one is permitted to attend rehearsals without invitation or advance permission. CBOI will ask anyone without an invitation to leave. That said, a parent/s / guardian/s of children / young people participating in CBOI (Orchestra) are advised to stay in close proximity to the rehearsal venue in case they are needed by their child or in case of emergency. Approximately 25% of our CBOI members are over 18 years of age. These adult members act as mentors assisting with supervision and musical work during rehearsals and at breaks.
- All players are expected to be able to work during rehearsals and to perform to the highest level.
- CBOI and CUI Members may not leave rehearsal, workshop or concert venues without permission. CBOI and CUI Members must adhere strictly to tour / workshop itineraries and may not deviate without sanction from CBOI management. EXCEPTION: At break times during Sunday rehearsals and workshops there is the opportunity to for members to go to the local shop. This is unsupervised and CBOI and CUI 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 by advising CBOI Management in writing.

- CBOI and CUI Members should 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
- CBOI and CUI Members should not engage in any inappropriate behaviour, damage, degrade or otherwise misuse any property, equipment, service or facility owned, visited or hired by CBOI
- CBOI and CUI Members should follow instructions regarding group behaviour at rehearsals at performances and while travelling
- CBOI and CUI Members should abide in full by the dress code for performances
- CBOI and CUI Members should 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

14.4. On Tour

- CBOI and CUI members should not bring valuables to workshops or on tour and should name personal property.
- Parents/guardians of CBOI and CUI members under 18 and adult players must ensure that instruments are packed in appropriate hard cases. Gig bags are not acceptable. Cellos must be brought on courses in hard cases.
- On tour, CBOI and CUI members are expected to use transport provided by the CBOI otherwise the CBOI is not responsible for transport arrangements.
- Damage caused to property whether in residence during rehearsals or on tour must be paid for by those responsible.
- CBOI and CUI Members are not allowed to change bedrooms without permission for security reasons.
- CBOI and CUI Members under 21 on tour must be in their own bedroom at the designated time each evening. Anybody who is not in their own room or is known to have left it during the night may be sent home; may not be permitted to take part in the remainder of the tour and may lose their place in CBOI
- If you wish to order food for delivery, make sure you order either at the interval of the concert and give a delivery time; or as soon as the concert is over. All food must be delivered by 12 midnight.
- Quiet must be observed in bedrooms after midnight in public and private accommodation in order to allow others who are asleep or who wish to sleep to rest undisturbed.
- No CBOI and CUI member under 21 years is allowed to leave the designated hotel of residence while on tour without written permission from their parents. Permission must be pre-agreed with CBOI Manager before the commencement of the tour.
- CBOI and CUI Members under 21 are NOT permitted to consume alcohol or frequent the residence bar. While drinking is permitted for over 18s under Irish law, it is not permitted by CBOI while we are on tour or on CBOI time. CBOI and CUI Members aged 18 – 21yrs who wish to drink, must do so under the supervision of their parents. In this case, parents should make arrangements to stay with their son/daughter at alternative accommodation for overnights. Parents should provide us with written confirmation of arrangements. Anyone U21 years who is known to be drinking while on tour may be sent home and not be permitted to take part in any further tours, and may lose their place in CBOI.
- CBOI cannot be responsible for anyone who is drinking while on tour. CBOI and CUI Members over 21 years who wish to drink should find an alternative venue and not the bar at our accommodation as this negatively influences younger CBOI and CUI members and makes the job of our chaperones more difficult.
- CBOI and CUI Members not staying in the same hotel accommodation as the rest of the group, are not permitted to frequent the residence bar of said hotel, or to visit rooms of other CBOI and CUI members.

14.5. International Tours e.g., Europe / USA / Asia

- Everybody participating in an international tour must travel with, and stay with the group in the group at all times. CBOI and CUI Members may not make individual arrangements for international tours as this would make the tours logistically impossible and would compromise safety.
- Parents who wish to travel to see international concerts, are very welcome and encouraged to do so, but must make their own arrangements.
- In the interest of safety, Parents are asked to avoid making arrangements to meet with their Son/Daughter during the tour.
- In exceptional circumstances, e.g. where Parents want their son / daughter to meet a relative who has travelled to the concert, this can be allowed but ONLY with PRIOR WRITTEN notice.
- Parents may wish to stay on in the US / Europe / Aisa after the tour with their Son/Daughter. Adult CBOI and CUI members may also wish to stay on after the tour. We are happy to facilitate this arrangement.

14.6. 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 misbehaviour 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.

15. Communications Strategy and Online Safety

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 members of staff and young people may have appropriate, pre-existing, professional, personal or student-teacher relationships and we do not interfere with these. The CBOI does not own a permanent rehearsal space therefore communication with all stake-holders is done in person or digitally.

The CBOI is committed to ensuring that children are told about their right to be protected, listened to and to have their views taken into consideration. We are also committed to ensuring that all participants and parents / guardians are:

- Informed about our communications strategy
- Know the name of the DLP who is the first point of contact when parents / guardians and children /young people join the CBOI
- Know who their specific instrumental tutors are and ensuring that parents / guardians and participants are introduced to them on their first day of joining the CBOI. (during the Summer workshop)
- Have access to our calendar detailing activities, events, etc..
- Know how to report a child protection or welfare concern
- Have information on how to make a complaint.
- Have access to our Guiding Principles and child safeguarding procedures and are sent digital copies
- Have access to our code of behaviour for members of staff and chaperones
- Know that we will listen to every child, young person and parent/guardian
- Know that we respect every adult and child/young person's right to confidentiality, and also making them aware that there are limits to this when it comes to a child's need for protection and safety.

When gathering information about participants, children / young people, the CBOI is committed to ensuring that we:

- Gather appropriate information and are mindful of confidentiality.
- Digital registration / application forms for children / young people are evidence that parents/guardians have been informed of our organisation's Child Safeguarding Statement and/or Guiding Principles and child safeguarding procedures.
- Regularly check in with parents/guardians that the information we are sharing is being received and understood.
- Ask parents/guardians for feedback to find out what we are doing well and what we could improve or change to benefit parents/guardians and children / young people using our service.
- Have agreement from members of staff, parents / guardians and children / young people regarding our code of behaviour for online safety.
- Have obtained informed digital consent for filming/taking of photographs and for the use of images on our social media platforms and in print media.

With regard to communicating with children about keeping safe, the CBOI is committed to:

- Giving children / young people a voice so that they can convey any concerns they might have
- Regularly checking in with children / young people that the information we are sharing is being received and understood.

- Give children and young people information about online safety and our procedures for protecting them from harm from online safety while availing of our service
- Ensuring that all children / young people who avail of our service have access to our information on safeguarding children / young people through our website www.peaceproms.com
- Checking that children / young people understand that they are free to approach any members of staff / chaperone if they are worried about something.

15.1. Procedure for Managing Online Safety

15.1.A. 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 members of staff designated to take photographs / videos.
- Members of 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 CEO and / or the DLP or their Deputy should be sought.
- If designated members of 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.
- CBOI seeks permission for photography / videography from all participants / their parents or guardians for our rehearsals and events.

15.1.B. Code of Behaviour for Online safety for Members of staff

- Communications with CBOI and CUI members is usually done via email from the CEO to the parent / guardian of the child or directly to the email of the CBOI and CUI member over 18years.
- Instrumental tutors who need to contact the group of young musicians via email must use the parent's / guardian's email, and the CEO must be ccd on all communications.
- WhatsApp groups may be set up to communicate with orchestra sections; instrument tuition groups or chaperone's groups. Under 18s can only be added to a WhatsApp group with the permission of parents / guardians. In this case, the parents / guardians must also be added to the WhatsApp group
- Members of staff should not contact young people for reasons other than those directly connected to activities in which they are participating for example music lessons or orchestra rehearsals or performances
- Members of staff should not use personal communications methods or accounts to communicate with young people on our activities
- Members of staff should not give out their personal phone numbers, email addresses or other contact details to any young person
- Members of staff should not provide participants' contact details to other participants or third parties without expressed permission. In the case of under 18s, this requires the permission of parents / guardians
- Members of 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 CBOI
- Interaction via official CBOI social media accounts is to be encouraged but members of staff using these accounts must ensure that interaction is respectful and appropriate, including interactions in comments / sharing.

- No defamatory, insulting or provocative material mentioning the CBOI or any of our members / participants, children / young people, members of staff / chaperones, parents / guardians can be posted on our online platforms or on any online platform including personal platforms.
- Members of 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.
- Sanctions (as outlined in this document) may be imposed if a member of staff is deemed to be in breach of this code.

15.1.C. Code of Behaviour for Online safety for CBOI and CUI members

- 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 / phone cameras must 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.
- WhatsApp groups may be set up to communicate with orchestra sections; instrument tuition groups or chaperone's groups. Under 18s can only be added to a WhatsApp group with the permission of parents / guardians. In this case, the parents / guardians must also be added to the WhatsApp group
- CBOI and CUI members should not contact a CBOI members of staff or tutor for reasons other than those directly connected to activities in which they are participating for example music lessons or orchestra rehearsals or performances
- CBOI and CUI members should not connect to or interact with members of staff via personal social media channels nor should they send friend requests to members of staff.
- Interaction via official CBOI social media accounts is encouraged but CBOI members using these accounts must ensure that interaction is respectful and appropriate, including interactions in comments / sharing.
- No defamatory, insulting or provocative material mentioning the CBOI or any of our members / participants, children / young people, members of staff / chaperones, volunteers, parents / guardians can be posted on our online platforms or on any online platform including personal platforms.
- Any material posted on any platform that makes another CBOI or CUI member, members of staff / chaperone / volunteer feel uncomfortable, is completely unacceptable
- Sanctions may be imposed if these codes are broken and may include dismissal from CBOI and/or CUI and all of our programmes.

16. Procedure for Working in Partnership with Parents / Guardians

The Cross Border Orchestra of Ireland gives parents / guardians opportunities to share, get involved in and make suggestions about all our activities. We are committed to being open, inclusive, welcoming, accepting, and respectful of all parents / guardians. The CBOI acknowledges that meaningful communication is essential in building a partnership with parents/guardians and families. The CBOI aims to support children's and young people's rights by ensuring that children and their parents/guardians are kept informed of matters that concern them.

The CBOI is committed to maintain an open door policy and parents / guardians should feel encouraged to contact the CEO or DLP on any matter or as soon as an issue arises. The CEO / DLP can be contacted at any time by phone on 086 8283268 or by email at cboisharon@gmail.com

There are many opportunities for formal and informal conversations with CBOI staff and parents / guardians. There are many opportunities for parents / guardians to gather informally e.g. during orchestra rehearsals or where children / young people are attending group music lessons. This is welcomed as part of our open-door policy.

The CBOI will ensure that:

- All parents/guardians have access to a copy of the Guiding Principles and child safeguarding procedures
- Children and young people are empowered to claim their right to be protected, consulted, listened to and treated with respect appropriate to their age and developmental stage
- An anti-bullying procedure has been developed and shared with children and their parents
- Relevant and appropriate information is communicated to parents/guardians and children / young people to enhance working in partnership
- Parents / guardians, children and young people know how to raise concerns if they are unhappy or feel unsafe. They know how to make a complaint if they are dissatisfied with the service being provided
- Parents / guardians of children / young people participating in our Count Us In music education programmes are invited to come to group lessons with their children.
- Parents / guardians of children / young people participating in CBOI (Orchestra) are advised to stay in close proximity to the rehearsal venue in case they are needed by their child or in case of emergency.
- The CBOI's policies and procedures are displayed on our website www.peaceproms.com
- Visual information on who works in our organisation e.g. a photograph of each members of staff is on our website
- Our statement of Guiding Principles and our Child Safeguarding Statement are displayed on our website
- Information about online safety is provided on our website
- We talk to parents/guardians informally on a regular basis
- We provide information in a format and language that can be easily understood by everyone, including children / young people
- Our open-door policy, allows parents/guardians to visit the service at any time
- We regularly provide information and feedback to parents/guardians verbally as well as in writing by email
- We are committed to resolving issues as quickly as possible and to the satisfaction of parents / guardians
- Detailed information on all activities and events is provided to parents / guardians
- Feedback, recommendations and input from parents / guardians on all activities is welcome
- Schedules and itineraries are planned up to a year in advance and shared with parents / guardians so that they can plan

17. Anti-Bullying Policy

Bullying has no place in CBOI. Members of staff and chaperones should promote a positive anti-bullying ethos during activities and raise awareness amongst other members of staff, chaperones and participants that bullying should not be tolerated. By emphasising the CBOI's codes of Behaviour, members of staff and chaperones should create an environment in which all people are valued as individuals with rights and are encouraged and affirmed. Please see the Department of Education's publication regarding anti-bullying procedures in schools: <https://www.gov.ie/en/publication/cb6966-anti-bullying-procedures-for-primary-and-post-primary-schools/> in respect of this which could add to your procedure. Bullying can also reach reasonable grounds for concern and a defined threshold of abuse in some cases.

17.1. What is Bullying?

Bullying can be defined as repeated aggression be it verbal, psychological or physical, 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 members of staff, management, chaperones, or young people. We recognise that any of these individuals can also be a perpetrator of bullying.

17.2. 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;

17.3. Procedure for Dealing with a Disclosure of Bullying

It is important for members of staff and chaperones 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?

- Listen calmly and accept what is said. If possible, there should be two members of 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 members of staff but not the young person making the disclosure.
- Take notes following the conversation and keep these on file as these form 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 member of staff's or CBOI / CUI member's response.

- 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
- Negotiate confidentiality and be clear you will only tell people who need to know.
- 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.
- Tell the young person that you will keep them informed as to how you intend to proceed.
- 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:
 - Inform your line CEO and DLP of your concerns
 - Decide who to consult with: parents / guardians of the alleged bully and alleged victim
 - Decide who to interview: witnesses, alleged bullies
 - Find out: what, where, when, who, how, why? Act in a non-confrontational manner.
- 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).
- Refer on in difficult cases: if it remains unresolved, a report should be fully written up and referred on to the BOM. The CBOI's Incident Report 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 the young people involved that this report will be kept in confidence and its contents will only be revealed in any subsequent actions or follow-up to the incident.

NOTE: as far as possible all forms will be handled digitally through secure email

18. Complaints Policy and Procedure

18.1. Complaints Policy Statement.

The CBOI is committed to ensuring that all our communications and dealings with young people, our CBOI / CUI members, the schools which participate in Peace Proms, the general public, our supporters and all who engage with us, are of the highest possible standard. We listen and respond to the views of our stakeholders and service users so that we can continue to improve. CBOI welcomes feedback of all types.

The Cross Border Orchestra of Ireland provides for child safeguarding in line with the Children First Act 2015 and has a Child Safeguarding Statement and a Child Safeguarding Policy in place. As part of our commitment to safeguarding children, we have undertaken to report to Tusla / SBNI, and / or An Garda Síochána / PSNI any complaint or disclosure that involves sexual abuse, assault, ill-treatment or neglect of a child in a manner that is likely to seriously affect that child's health, development or welfare. We do not guarantee confidentiality in this respect as the welfare of children and young people supersedes our other obligations of confidentiality. In addition, matters involving criminal actions against others by any of our on-duty members of staff and chaperones may be reported by us to An Garda Síochána / the PSNI at our discretion. In a case where we make a report to a state agency, we will let you know at that stage how we intend to proceed.

A complaint is an expression of dissatisfaction by one or more individuals about an organisation's action or lack of action or about the standard of service provided by or on behalf of the organisation.

18.2. Procedure for Dealing with a Complaint

18.2.A. When Can a Complaint Arise?

Complaints may arise in response to:

- An alleged breach of the code of behaviour by a member of staff / chaperone
- A particular practice issue
- Perceived poor attitude of a member of staff / chaperone
- A child/young person feeling unhappy about an incident or an event
- A parent/guardian feeling unhappy about an incident or event involving their child
- Dissatisfaction in relation to an aspect of the service being provided.

18.2.B. Who can make a complaint?

- A parent / guardian
- Child or young person
- A member of staff
- An external agency or organisation involved in interagency working
- Member of the public or other who may have a legitimate concern.

18.2.C. When We Receive a Complaint:

- We try to ensure it is as easy as possible to make a comment or complaint, where the need arises
- We treat as a complaint any clear expression of dissatisfaction with our operations which calls for a response
- We treat every complaint seriously, whether made by telephone, letter, email or in person
- We deal with any complaint quickly and politely
- We deal with complaints openly and honestly
- We maintain confidentiality in relation to your complaint (with the exception of matters that require reporting to Tusla or an Garda Síochána)
- We make sure that interactions with us in the future do not suffer as a result of having made a complaint
- We respond accordingly – for example, with an explanation or apology where we have gotten things wrong and with information on any action taken, etc.
- We learn from complaints, use them to improve, and monitor them at board level.

18.2.D. Dealing with an Informal Complaint

If a child availing of our service, or parent / guardian has any cause for concern or has a complaint about the CBOI or any of our staff or chaperones, you should let the CEO / DLP know either in person, by phone on 086 8283268, or by email to cboisharon@gmail.com

The CEO will try to deal with the issue as soon as possible through dialogue with the complainant and the person making the complaint.

If the person making the complaint is not happy with the outcome, they can make a formal complaint.

18.2.E. Dealing with a Formal Complaints

If you wish to make a formal complaint about any aspect of our work, or any of our staff or chaperones, you can contact CBOI by letter, email, or phone. In the first instance, your complaint will be dealt with by the CEO. Please contact:

Sharon Treacy-Dunne, Chief Executive Officer

The Cross Border Orchestra of Ireland, Coláiste Chu Chulainn, Lower Marshes, Dundalk, Co. Louth, A91 F75P.

Email: cboisharon@gmail.com

If the complaint is related to the Chief Executive Officer, you should contact the Chairperson of the Board in writing to the same address.

18.2.F. What Should You Include in Your Complaint?

- Please include your name, address, telephone number and email address.
- Please let us know your preferred contact method(s) for dealing with the complaint.
- Please let us know if you are acting on behalf of someone else.
- If you have language difficulties or any other communications requirements, please do let us know and we will do our best to accommodate you.
- Briefly describe what your complaint is about stating relevant dates and times, if applicable.
- List your specific concerns starting with the most important concern.
- Be clear about what you are hoping to achieve (for example an apology, explanation, etc.).
- It will assist the person dealing with the complaint if extra information and / or copies of relevant documents are attached to your complaint.

18.2.G. Dealing with Complaints

- If you complain in person or over the phone, we will try to resolve the issue there and then. If we cannot resolve the issue immediately, we will take details and respond within five working days to let you know how we intend to deal with the complaint. If we feel, at this stage, that a written complaint would be better, we'll ask you to make complaint in that format.
- If you make a complaint by email or in writing, we will acknowledge your complaint within five working days and let you know how we intend to deal with the complaint. We will let you know who we have asked to investigate your complaint.
- If your complaint is straightforward, we will usually ask somebody within the organisation to look into it and get back to you. In some cases, if the complaint is serious, we may ask someone from outside the organisation to investigate. We will set out to you our understanding of your complaint and ask you to confirm that we have got it right.
- If there is a simple solution to your problem, we may ask you if you are happy to accept this.
- We will aim to resolve concerns as quickly as possible and expect to deal with the vast majority of complaints within 30 working days.
- If your complaint is more complex we will:
 - Tell you know why we think it may take longer to investigate
 - Tell you how long we expect it to take
 - Give you regular updates on any progress made (at least every 20 working days)
 - Aim first to establish the facts by thoroughly investigating the issue or complaint. In this case we will look at relevant evidence. This could include files, notes of conversations, letters, emails or whatever may be relevant to your complaint.

- In some instances, we may ask to meet you to discuss your complaint.
- Occasionally, we might suggest mediation or another method to try to resolve disputes.
- All complaints will be logged in our complaints register and tracked until they are resolved.

18.2.H. Outcome

If we formally investigate your complaint, we will let you know what we have found in keeping with your preferred form of communication. This could be by letter or email or by alternate means if agreed between us. If necessary, we will produce a longer report. We will explain how and why we came to our conclusions. If we find that we got it wrong, we will tell you what and why it happened. If we find there is a fault in our systems or in the way we do things, we will tell you what it is and how we plan to change things to stop it happening again. If we got it wrong, we will always apologise.

18.2.I. Putting Things Right

If we didn't do something well, we will aim to put it right. If you have lost out as a result of a mistake on our part we will try to put you back in the position you would have been in had we got it right.

18.2.J. What Happens if the Complaint is Not Resolved?

If you are not happy with our response, you are invited to contact the Chairperson of the BOM who will ensure that your appeal is considered at Board level. They will respond within two weeks of this consideration by Board members.

18.3. What We Expect from those Making a Complaint

We believe that all complainants have the right to be heard, understood and respected. However, we also consider that our staff and volunteers have the same rights. We, therefore, expect you to be polite and courteous in your dealings with us. We will not tolerate aggressive or abusive behaviour, unreasonable demands or unreasonable persistence.

19. APPENDICES

Appendix 1: Definitions and types 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

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.

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 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.

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.

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.

All members of staff and chaperones should be familiar with the types of abuse as outlined above and how they may be recognised, as outlined in Children First: National Guidance for the Protection and Welfare of Children, 2017 and in appendix 1,2 and 3 of this document.

There are many reasons a members of staff may be concerned about the welfare or protection of a child. Children can be abused by members of their own family, or by others outside the family environment such as strangers, peers, members of staff or trusted adults.

A members of staff may witness an incident which suggests that a child is being harmed. Or a members of staff may feel worried and concerned about certain signs they are observing, such as poor hygiene; a child always appearing hungry, listless and tired; a lack of suitable clothing; or unexplained physical injuries. Other indicators may be related to the child's behaviour such as being aggressive, impulsive, or withdrawn.

A cluster or pattern of signs is more likely to be indicative of neglect or abuse.

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.

Appendix 2: 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 /Guardian 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:
 - Female genital mutilation
 - Forced marriage
 - Honour-based violence
 - 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.

Appendix 3: Advice on How to Respond to a Disclosure of Abuse

(Tusla's 'Safeguarding: A Guide for Policy, Procedure and Practice, 2nd edition

[https://www.tusla.ie/uploads/content/Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice.pdf](https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf))

When responding to the child:

- Be as calm and natural as possible.
- Remember that you have been approached because you are trusted and possibly liked. Do not panic.
- Do not promise to keep secrets
- Be aware that disclosures can be very difficult for the child/young person.
- Remember, the child or young person may initially be testing your reactions and may only fully open up over a period of time.
- Listen to what the child/young person has to say. Give them the time and opportunity to tell as much as they are able and wish to.
- Do not pressurise the child/young person. Allow him or her to disclose at their own pace and in their own language.
- Conceal any signs of disgust, anger or disbelief.
- Accept what the child or young person has to say – false disclosures are very rare.
- It is important to differentiate between the person who carried out the abuse and the act of abuse itself. The child/young person quite possibly may love or strongly like the alleged abuser while also disliking what was done to them. It is important therefore to avoid expressing any judgement of, or anger towards the alleged perpetrator while talking with the child/young person
- It may be necessary to reassure the child/young person that your feelings towards him or her have not been affected in a negative way as a result of what they have disclosed.
- Reassure the child/young person that they have taken the right action in talking to you. Questions should be supportive and for the purpose of clarification only. Do not ask leading questions.
- Explain to the child/young person that this information will only be shared with people who can help.

By refusing to make a commitment to secrecy to the child/young person, you do run the risk that they may not tell you everything (or, indeed, anything) there and then. However, it is better to do this than to tell a lie and ruin the child/young person's confidence in yet another adult. By being honest, it is more likely that the child/young person will return to you at another time.

At the earliest possible opportunity:

- Record in writing, in a factual manner, what the child/young person has said, including, as far as possible, the exact words used by the child/young person.
- Inform the DLP immediately and agree measures to protect the child/young person, e.g. report the matter directly to Tusla.
- Maintain appropriate confidentiality.
- On-going support
- Following a disclosure by a child/young person, it is important that the members of staff / chaperone continues in a supportive relationship with the child / young person. Disclosure is a huge step for a child/young person. Members of staff / chaperones should continue to offer support, particularly by:
 - Maintaining a positive relationship with the child/young person;
 - Keeping lines of communication open by listening carefully to the child/young person;

- Continuing to include the child/young person in the usual activities.
- Any further disclosure should be treated as a first disclosure and responded to as indicated above. Where necessary, immediate action should be taken to ensure the child/young person's safety.

Some useful phrases when responding to a disclosure

Things to say

- I am going to do my best to help you
- I want to listen to what you have to say
- You did the right thing by telling me, this is what I am going to do next...
- You are not to blame
- Is there anything else you want to share?

Things not to say

- Wait until I get my manager so you can tell him/her too?
- I can't do anything
I can't believe it, I'm shocked
- Don't tell me any more
- This is your fault

Appendix 4: Area Social Work Department Contact Details

Details of local area social members of staff can be found on the Tusla website: <https://www.tusla.ie/children-first/contact-a-social-members-of-staff3/>


SBNI <https://www.safeguardingni.org/children-and-young-people/advice-professionals-and-volunteers/social-services>

Local Gateway Teams

- Belfast HSCT - 028 9050 7000.
- Northern HSCT - 0300 1234 333.
- South Eastern HSCT - 0300 100 0300.
- Southern HSCT - 0800 783 7745.
- Western HSCT - 028 7131 4090.

Appendix 5: CBOI’s Reporting Concerns Form


This should be completed by any member of staff or chaperone who has a concern about the safety of wellbeing of a child who avails of our services.

 Peace Proms & Cross Border Orchestra of Ireland	
REPORTING CONCERNS FORM	
Form Date	
Service Name	The Cross Border Orchestra of Ireland
Name of DPL	Sharon Treacy-Dunne
Name of member of staff or chaperone with concern	
Is this member of staff / chaperone a Mandated Person	Yes <input type="checkbox"/> No <input type="checkbox"/>
Role of the members of staff	
Child’s name	
Child’s date of birth	
Nature of concern relating to the child	
Has the members of staff or DLP spoken to the parent of child at the centre of the concern? Please tick	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of the person who has spoken to the parent	
Role of the person who has spoken to the parent	
Signature of members of staff	
If yes, what was the outcome of the conversation	
If no, please record why the parent has not been informed about the concern	
THIS SECTION IS TO BE COMPLETED BY THE DLP AFTER DISCUSSING THE INCIDENT WITH THE MEMBERS OF STAFF WITH THE CONCERN	
Has the DLP reviewed previous Recording Concerns Forms to see if there are other concerns relating to this child or a sibling of this child?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>What are the service's (CBOI's) next steps in supporting the child/parent/family?</p>	
--	--

Appendix 6: Tusla’s Reporting Concerns Form

Reports can also be made electronically through the Tusla portal or through the SBNI website.



An Ghníomhaireacht um
Lennai agus an Teaghlach
Child and Family Agency

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Use block letters when filling out this form.
Fields marked with an * are mandatory.

1. Tusla Area (this is where the child resides)*

2. Date of Report*

3. Details of Child

First Name*	<input type="text"/>	Surname*	<input type="text"/>
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address*	<input type="text"/>	Date of Birth*	<input type="text"/>
		Estimated Age*	<input type="text"/>
		School Name	<input type="text"/>
		School Address	<input type="text"/>
Eircode	<input type="text"/>		

4. Details of Concerns*

Please complete the following section with as much detail about the specific child protection or welfare concern or allegation as possible. Include dates, times, incident details and names of anyone who observed any incident. Please include the parents and child’s view, if known. Please attach additional sheets, if necessary

Please see *‘Tusla Children First – A Guide for the Reporting of Child Protection and Welfare Concerns’* for additional assistance on the steps to consider in making a report to Tusla

5. Type of Concern

Child Welfare Concern	<input checked="" type="checkbox"/>		
Emotional Abuse	<input type="checkbox"/>	Physical Abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	Sexual Abuse	<input type="checkbox"/>

6. Details of Reporter

First Name	<input type="text"/>	Surname	<input type="text"/>
Address If reporting in a professional capacity, please use your professional address	<input type="text"/>	Organisation	<input type="text"/>
		Position Held	<input type="text"/>
		Mobile No.	<input type="text"/>
		Telephone No.	<input type="text"/>
Eircode	<input type="text"/>	Email Address	<input type="text"/>

Child Protection and Welfare Report Form

*MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)*

Is this a Mandated Report made under Sec 14, Children First Act 2015?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Mandated Person's Type				

7. Details of Other Persons Where a Joint Report is Being Made

First Name	Surname
Address If reporting in a professional capacity, please use your professional address	Organisation
	Position Held
	Mobile No.
	Telephone No.
Eircode	Email Address

First Name	Surname
Address If reporting in a professional capacity, please use your professional address	Organisation
	Position Held
	Mobile No.
	Telephone No.
Eircode	Email Address

8. Parents Aware of Report

Are the child's parents/carers aware that this concern is being reported to Tusla?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If the parent/carer does not know, please indicate reasons:				

9. Relationships

Details of Mother	
First Name	Surname
Address	Mobile No.
	Telephone No.
	Email Address
Eircode	

Is the Mother a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Details of Father	
First Name	Surname
Address	Mobile No.
	Telephone No.
	Email Address
Eircode	

Child Protection and Welfare Report Form

*MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)*

Is the Father a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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10. Household Composition

First Name	Surname	Relationship	Date of Birth	Estimated Age	Additional Information e.g. school, occupation, other

11. Details of Person(s) Allegedly Causing Harm

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address		Date of Birth	
		Estimated Age	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	
Occupation		Organisation	
Position Held			

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address		Date of Birth	
		Estimated Age	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	
Occupation		Organisation	
Position Held			

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	



Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

12. Name and Address of Other Organisations, Personnel or Agencies Known to be Involved Currently or Previously with the Family

Profession	First Name	Surname	Address	Contact Number	Recent Contact e.g. 3/6/9 months ago
Social Worker					
Public Health Nurse					
GP					
Hospital					
School					
Gardaí					
Pre-school/ crèche					
Other					

13. Any Other Relevant Information, Including any Previous Contact with the Child or Family

Please ensure you have indicated if this is a mandated report in section 6.
 Thank you for completing the report form.

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána. Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, www.tusla.ie. As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.

14. For Completion by Tusla Authorised Person on Receipt of Report

Report Received by				
First Name		Surname		Date
Mandated Report Acknowledgement by				



Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)


First Name		Surname		Date Sent	
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Authorised Person Signature*	
Date*	

Child Previously Known	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Allocated Case No				


Appendix 7: CBOI's Confidential Incident Report Form

This should be completed by any CBOI staff member or chaperone or volunteer who witnessed an incident or to whom the incident's attention was brought.

 Peace Proms & Cross Border Orchestra of Ireland	
CONFIDENTIAL INCIDENT REPORTING FORM	
Service Name	The Cross Border Orchestra of Ireland
Name of DLP	Sharon Treacy0Dunne
Name of members of staff / chaperone / volunteer to whom the incident's attention was brought	
Date and time of incident	
Exact location where incident took place	
Names of people involved in the incident	
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):	
Signature of members of staff	

Appendix 8: CBOI’s Confidential Declaration Form

This form should be completed by any CBOI staff member, chaperone or volunteer prior to engagement.

	<h2>Peace Proms & Cross Border Orchestra of Ireland</h2>
<p>CONFIDENTIAL Declaration Form for all those working with children and young people</p>	
Surname	
First Name	
Date of Birth	
Address	
Home Tel Number	
Mobile Number	
Is there any reason that you would be considered unsuitable to work with children and young people? (Please tick)	Yes <input style="width: 40px; height: 20px; border: 1px solid green;" type="checkbox"/> No <input style="width: 40px; height: 20px; border: 1px solid green;" type="checkbox"/>
If yes, please outline the reason.	
I (NAME) _____ have read and understand the CBOI ‘s Child Safeguarding Statement, and Child Protection Policies and Procedures.	
Signed: _____	
Date: _____	

Appendix 9: Tusla’s Retrospective Abuse Report Form

Retrospective Abuse Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

6. Details of person disclosing abuse (adult complainant)*

First name		Surname	
Address		Female	<input type="checkbox"/>
		Male	<input type="checkbox"/>
		Date of birth	
		Estimated age	
		Previous address, if known	
Telephone No.			
Eircode			

7. Type of abuse being reported*

Emotional abuse	<input type="checkbox"/>	Physical abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	Sexual abuse	<input type="checkbox"/>

8. Details and description of alleged abuse*

Date of alleged abuse		Period of alleged abuse	
Location of alleged abuse		Reason for report at this time	

Further detail (include, if known, age of adult complainant at time of abuse, age of PSAA at time of abuse). Please attach additional sheets if necessary.

9. Details of person subject to allegations of abuse (PSAA)

First name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address		Date of birth	
		Estimated age	
		Mobile no.	
		Telephone no.	
Eircode		Email address	
Occupation			

2



Retrospective Abuse Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

10. Details of PSAA's social and employment status

--

11. PSAA household composition

First name	Surname	Relationship	Date of birth	Estimated age	Additional information, e.g. school, occupation, etc.

12. Does the PSAA have contact with children?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

If Yes, please complete information below. If No, proceed to 11.

Details of child			
First name		Surname	
Address	Mobile no.		
	Telephone no.		
	Email address		
	Date of birth		
Eircode		Age	
Parent/carers' names		Parent/carers' names	
Relationship to adult complainant		Relationship to PSAA	
Frequency of contact, if known			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
		Unknown	<input type="checkbox"/>

Please attach additional sheets for additional children, if necessary.

13. Based on information known at this time, is the PSAA known to the Tusla Social Work Department?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
--	-----	--------------------------	----	--------------------------

If yes, please provide detail:

14. Based on information known at this time, is the adult complainant known to the Tusla Social Work Department?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

If yes, please provide detail:



Retrospective Abuse Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)



Use block letters when filling out this form.
Fields marked with an * are mandatory.

1. Tusla Area (this is where the person subject to allegations of abuse resides (PSAA))*	<input style="width: 95%;" type="text"/>
---	--

2. Date of report*	<input style="width: 95%;" type="text"/>
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3. Date information was received by reporter*	<input style="width: 95%;" type="text"/>
--	--

4. Reporter details if third party*

First name	<input style="width: 95%;" type="text"/>	Surname	<input style="width: 95%;" type="text"/>
Address If reporting in a professional capacity, please use your professional address	<input style="width: 95%;" type="text"/>	Organisation	<input style="width: 95%;" type="text"/>
		Position held	<input style="width: 95%;" type="text"/>
		Mobile no.	<input style="width: 95%;" type="text"/>
		Telephone no.	<input style="width: 95%;" type="text"/>
Eircode	<input style="width: 95%;" type="text"/>	Email address	<input style="width: 95%;" type="text"/>

Reporter's relationship to adult complainant	<input style="width: 95%;" type="text"/>
---	--

Is this a mandated report made under Sec 14, Children First Act 2015?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

Mandated person's type	<input style="width: 95%;" type="text"/>
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5. Details of other persons where a joint report is being made

First Name	<input style="width: 95%;" type="text"/>	Surname	<input style="width: 95%;" type="text"/>
Address If reporting in a professional capacity, please use your professional address	<input style="width: 95%;" type="text"/>	Organisation	<input style="width: 95%;" type="text"/>
		Position Held	<input style="width: 95%;" type="text"/>
		Mobile No.	<input style="width: 95%;" type="text"/>
		Telephone No.	<input style="width: 95%;" type="text"/>
Eircode	<input style="width: 95%;" type="text"/>	Email Address	<input style="width: 95%;" type="text"/>

First Name	<input style="width: 95%;" type="text"/>	Surname	<input style="width: 95%;" type="text"/>
Address If reporting in a professional capacity, please use your professional address	<input style="width: 95%;" type="text"/>	Organisation	<input style="width: 95%;" type="text"/>
		Position Held	<input style="width: 95%;" type="text"/>
		Mobile No.	<input style="width: 95%;" type="text"/>
		Telephone No.	<input style="width: 95%;" type="text"/>
Eircode	<input style="width: 95%;" type="text"/>	Email Address	<input style="width: 95%;" type="text"/>

Retrospective Abuse Report Form

*MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)*

15. Based on information known at this time, has a report been made to An Garda Síochána?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Garda name:	<input type="text"/>	Telephone no.	<input type="text"/>		
Garda district:	<input type="text"/>	Email:	<input type="text"/>		
Address:	<input type="text"/>	PULSE ID number:	<input type="text"/>		
		Date notification made:	<input type="text"/>		
Eircode	<input type="text"/>	Date report made	<input type="text"/>		

16. Is the PSAA aware of this report?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide further details: <input type="text"/>				

17. Any additional information	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please provide any further information that will assist Tusla in assessing and prioritising this report: <input type="text"/>				

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána. Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, www.tusla.ie. As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.

Please ensure you have indicated if this is a mandated report in section 2.
Thank you for completing the report form.

18. For completion by Tusla authorised person on receipt of report

Report received by			
First name	<input type="text"/>	Surname	<input type="text"/>
Date	<input type="text"/>		

Mandated report acknowledgement by



Retrospective Abuse Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

First name		Surname		Date sent			
Authorised person signature*							
Date*							
Child previously known				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Allocated case no							

Appendix 10. CBOI's Medical Information / Consent Form

- All Members / Associate Members must complete this section, which must also be signed by a parent, or guardian where the player is under 18 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: _____

Appendix 11. CBOI's Dietary Information Form

CBOI DIETARY INFORMATION FORM

Member's Name: _____ Date of Birth _____

Parent's Name: _____

Parent / member over 18yrs, Mobile Phone No: _____

Parent / member over 18yrs email Address: _____

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:

