

Donegal Music Education Partnership Child Protection Policy

1. Guiding Principle/Statement of Policy

Donegal Music Education Partnership is fully committed to safeguarding the well being of children and young people by protecting them from physical, sexual and emotional harm. Donegal Music Education Partnership is committed to a child – centered approach to our work with children and young people. We undertake to provide a safe environment and experience. Staff should, at all times, show respect and understanding for children and young people’s rights, safety and welfare, and conduct themselves in accordance with the “Children First” guidelines.

Donegal Music Education Partnership has implemented procedures covering:

- Code of behaviour for all staff;
- Reporting of suspected or disclosed abuse;
- Confidentiality;
- Recruitment of staff;
- Managing and supervising staff;
- Involvement of primary carers;
- Allegations of misconduct or abuse by staff;
- Complaints and comments;
- Incidents and accidents;

1.1 Policy Objectives

The objective of the policy is to protect children by:

- Identifying indicators of child abuse
- Having clearly defined procedures for referring, reporting and dealing with incidents relating to child protection
- Ensuring child protection responsibilities are fully understood and complied with by all relevant staff
- Ensuring effective selection and training of employees in relation to child protection
- Ensuring that all those working for Donegal Music Education Partnership adhere to guidelines set out in the child protection policy

1.2 Who does the policy apply to?

The child protection policy applies to all Donegal Music Education Partnership employees. The term employee of Donegal Music Education Partnership includes anyone who works full-time, part-time, seasonally, on-call, on a freelance basis, on a student placement or as a volunteers.

The policy also applies to external service providers.

1.3 Responsibilities of Organisation and Employees

1.3.1 Donegal Music Education Partnership's Responsibility

The Music Development Manager will ensure all staff:

- Are familiar with the Child Protection Policy
- Aware of their obligations within the policy.
- Aware of internal line management reporting procedures.
- Ensure all relevant staff attend Child protection awareness training

1.3.2 Employees Responsibilities

All Donegal Music Education Partnership employees have a responsibility to:

- Protect and promote children's/young people's rights.
- Adhere to a code of behaviour between employees and children, to avoid the possibility of misunderstanding, or the potential for allegations of misconduct.
- Be aware of the appropriate authorities to whom they should report outside the organisation if they are inhibited for any reason in reporting the incident internally or where they are dissatisfied with the internal response.

2. Definition of a Child

For the purposes of this policy a 'child' and a 'young person' is a person who is under 18 years of age excluding a person who is or has been married. ¹

3. Definition of Child Abuse

Within the "Children First" guidelines 'Harm can be defined as the ill treatment or the impairment of the health or development of a child'².

Child abuse is generally described under the following headings (Detailed information on the indicators of child abuse are contained in Appendix One):

3.1 Neglect

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, medical care, attachment to and affection from adults. The threshold of significant harm is reached when the child's needs are neglected to the extent that his or her well being and/or development are severely affected.

¹ Child Care Act 1991

² Children First National Guidelines for the Protection and Welfare of Children
DMEP Child Protection Policy

3.2 Physical

Physical abuse is any form of non-accidental injury that results from wilful or neglectful failure to protect a child.

3.3 Sexual

Sexual abuse occurs when a child is used by another person for his/her gratification or sexual arousal or for that of others.

3.4 Emotional

Emotional abuse occurs when a child's need for affection, approval, consistency and security are not met. Emotional abuse is normally to be found in the relationship between a caregiver and a child rather than in a specific event or pattern of events.

3.5 Other Forms of Abuse

While child abuse has been described under the above four headings of Neglect, Emotional Abuse, Physical Abuse, and Sexual Abuse due consideration should also be given to instances of Bullying, Organised Abuse and Peer Abuse

3.5.1 Bullying

Bullying can be defined as repeated aggression, verbal, psychological or physical, which is conducted by an individual or group against others.³

Verbal	Sectarian/ racist remarks, name-calling, destructive criticism, derogatory remarks
Psychological	Exclusion, spreading rumours, favouritism
Physical	Hitting, kicking, theft

3.5.2 Organised Abuse

Organised abuse occurs when one person systematically entraps children for abusive purposes (mainly sexual) or when two or more adults conspire to similarly abuse children using inducements.

3.5.3 Peer Abuse

Peer abuse is the abuse of a young person/child by another young person/child and should be considered as serious as the other forms of abuse listed.

³ Children First

3.6 Abuse Indicators

It is important to stress that no one indicator should be seen as conclusive in itself of abuse; it may indeed indicate conditions other than child abuse. A cluster or pattern of signs is likely to be more indicative of abuse. Signs must be considered in the child's social and family context. It is important to always be open to alternative explanations for physical or behavioural signs (see Appendix Two for Reasonable Grounds for Concern).

4. Handling A Disclosure of Abuse

4.1 How to respond when a young person/child makes a disclosure to you

Donegal Music Education Partnership provides an environment which encourages security, confidence, and trust that thereby enables young people to share their concerns. It is important that a child who discloses abuse feels supported and facilitated. Any negative feelings that the child may have must not be increased by the kind of response which the disclosure elicits. A child who divulges an incident of abuse to an employee makes a profound act of trust and must be treated with respect, sensitivity and care.

When a child makes a disclosure an employee should:

1. React calmly, as over-reacting may alarm the young person and compound feelings of anxiety and guilt.
2. Listen carefully and attentively; take the person seriously.
3. Reassure the young person that they have taken the right action in telling you about the abuse.
4. Do not make false promises, particularly regarding secrecy.
5. Do not ask the young person to repeat the story unnecessarily.
6. Ask questions only for the purpose of clarification. Be supportive, but do not ask leading questions or seek intimate details beyond those volunteered by the child. Health Service Executive staff or members of An Garda Siochana will if necessary, carry out detailed investigative interviews.
7. Check with the young person to ensure that what has been heard and understood by you is accurate.
8. Do not express any opinions about the alleged abuser.
9. Record the conversation as soon as possible and in as much detail as possible on the Incident Report Form (Appendix Three).
10. Explain and ensure that the young person understands the procedures which will follow.
11. Pass the information to a Designated Person, who will in turn report it to the Statutory Authorities for investigation.
12. Treat the information confidentially, sharing it only with persons who have a right to hear it.

4.2 Importance of confidentiality

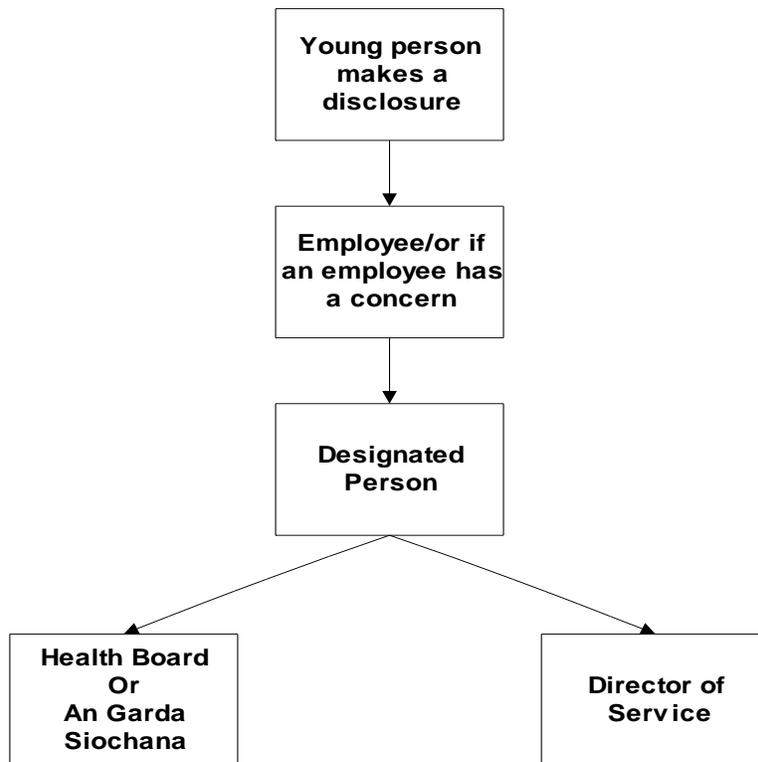
- Confidentiality is about managing sensitive information that arises in a trusting relationship and doing so in a manner that is respectful, professional and purposeful.
- Anyone disclosing information needs to know in advance the limits of confidentiality and the responsibilities attached.
- In matters of child abuse an employee can never promise to keep secret any information that is divulged. An employee should explain to the young person disclosing why s/he cannot keep this information secret and also explain to the young person what s/he intends to do with it. Every effort should be made to get the young person to understand this strategy and consent to it.
- All information regarding concern or assessment of child abuse should be shared on “a need to know” basis in the best interest of the child. The giving of information to relevant others, for the protection of the child, is not a breach of confidentiality. It must be clearly understood that information, which is gathered for one purpose, must not be used for another without consulting the person who provided that information.

5. Reporting Procedures

5.1 Responsibility to report suspected or actual child abuse

An employee who knows or suspects that a young person has been or is at risk of being harmed has a duty to convey this concern to a Designated Person, who will report the information to the Health Service Executive. The Health Service Executive will, in turn, report to the Gardaí. In an emergency a report should be made directly to An Garda Síochána.

5.1.1 Reporting Structure



5.2 Reporting Child Abuse

If child abuse is suspected or alleged:

- An employee must report the child abuse concerns to the Designated Person.
- The Designated Person should make a report to the Health Service Executive firstly by telephone, followed by a referral form (Social Worker will advise on individual case).
- If a third person (party) makes the report (e.g. Designated Person), it is likely that the Social Worker will wish to speak to the person who first witnessed the incident, received the disclosure or felt concerned.
- In the event of an emergency or the non-availability of a Health Service Executive staff member, the report should be made to the Gardaí. This may be done at any Garda Station.

5.3 When a case is not reported to the Health Service Executive or Gardaí

In a situation where the organisation decides not to report concerns to the Health Service Executive or An Garda Síochána, the Designated Person concerned should give the employee who raised the concern a clear written statement of the reasons why the organisation is not taking action. The employee should be advised that, if s/he remains concerned about the situation, s/he is free to consult with, or report to, the Health Service Executive or An Garda Síochána. The provisions of the Protections for Persons Reporting Child Abuse Act, 1998 apply once they report “reasonably and in good faith”.

5.4 Protection for Reporting Child Abuse

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse “reasonably and in good faith” to the Health Service Executive or An Garda Síochána. This means that even if a reported suspicion of child abuse proves unfounded, a plaintiff who took an action would have to prove that the reporter had not acted reasonably and in good faith in making the report.

This protection applies to organisations and to individuals. It is considered therefore that organisations should assume full responsibility for reporting suspected child abuse to the appropriate authorities. Designated Persons, as per Donegal Local Authorities Child Protection policy and The Regional Cultural Centres Child Protection Policy should make reports to Health Service Executives and to the Gardaí.

5.5 Incident Report Form

- The Incident Report Form must be completed when a staff member witnesses or is involved in an incident with a child/young person during working hours (see Appendix Three). All incidents involving children should be documented. Something that may seem trivial at the time may prove to be important at a later date.
- An incident can vary from a child not being collected by their parent/guardian on a regular basis to witnessing an adult acting inappropriately with a child/young person.
- Staff should inform their direct supervisor of all incidents.
- Incident Report Forms are confidential and should not be discussed in an open forum. Completed Incident Report Forms should be filed safely and should not be available for viewing by other members of staff.

In the event of continuous incidents, the supervisor/manager should follow the reporting procedures for suspected child abuse.

5.6 Allegations of Abuse against Employees and Peer Abuse

5.6.1 Reporting procedures if a complaint or allegation is made against an employee

There are two procedures to be followed when an allegation is made against an employee:

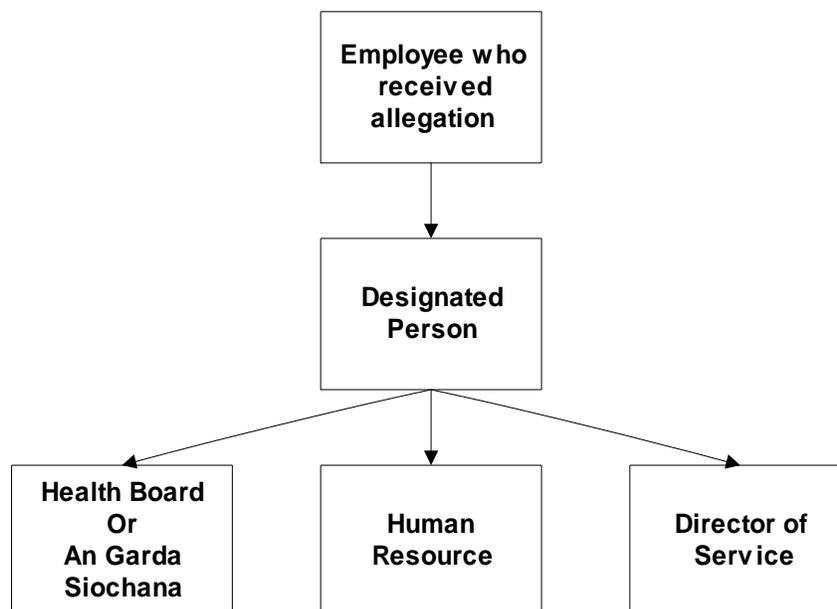
1. The reporting procedure in respect of the child
2. The procedure for dealing with the employee

The same reporting procedures in respect of the allegation must be followed as laid out in this policy.

When an allegation of abuse of a child is made against an employee during the execution of that employee's duties, Donegal Music Education Partnership will follow the personnel procedures through the HR department of Donegal Education and Training Board at all stages of the investigation. Donegal Music Education Partnership should inform the employee of the following:

- The fact that an allegation has been made against him/her
- The nature of the allegation

The employee should be afforded an opportunity to respond. Donegal Music Education Partnership should note the response and pass on this information when making the formal report to the Health Service Executive.



5.7 Procedures to be followed where an allegation is made against another young person

If an allegation is made against a young person it should be considered a child protection issue for all the children/young people involved and the child protection procedures should be adhered to for both the victim and the alleged abuser.

The standard reporting procedures should be followed, and the Designated Person should seek advice from the statutory authorities with regard to informing the parents/carers/guardians of the young people concerned.

6. Roles of Designated Person(s)

- Report, as appropriate, suspicions and allegations of child abuse to the statutory authorities
- Liaise between Donegal Music Education Partnership, Donegal Local Authorities, staff and the statutory authorities, where it is necessary
- Ensure the maintenance of individual case records, which will include information on what action is taken and the other agencies that were informed.
- Ensure confidentiality is maintained
- Keep only relevant people within Donegal Music Education Partnership informed about any action taken and any further action required

7. Code of Behaviour for staff

Communication

- Treat all children/young people equally, and with respect and dignity
- Give encouragement, support and praise regardless of ability
- Listen to and respect children and young people
- Use language appropriate to the situation/workshop
- Offer constructive criticism when needed
- Respect the music-making produced by each individual
- Treat all children/young people as individuals
- Lead by example - Be an excellent role model
- Keep records of each child/young person (name, address, phone no, attendance, special requirements, medical conditions, emergency contact)
- Be aware of a child/young person's time limitations e.g. school examinations when scheduling activities
- Be aware of any medical conditions/limitations of the children/young people in your care
- Respect differences of ability, culture, religion, race and sexual orientation
- Make parents/carers/responsible adults, children/young people, visitors and facilitators aware of the Child Protection Policy and Procedures
- Have emergency procedures in place and advise staff of these
- Be aware of Donegal Music Education Partnership's anti-bullying policy

- Encourage children/young people to report any bullying, concerns or worries
- Agree a group 'contract' at the beginning of a session

- Involve children and young people in the decision making process wherever possible
- Provide appropriate training for staff and volunteers
- Create an atmosphere of positivity and trust
- Keep primary carers informed of any issues that concern their children
- Have a written agreement with any external environment that an artist/facilitator is working with
- Never take a passive approach to concerns; don't 'do nothing'
- Maintain awareness around language and comments made. Try and address any issues arising in a sensitive manner
- Don't single out a particular child/young person for unfair favoritism, criticism, ridicule, or unwelcome focus or attention

Safe Supervision/Physical Environment

- Report any concerns to the Designated Person and follow reporting procedures
- Use age appropriate teaching aids/materials
- Be inclusive of children and young people with special needs
- Be aware of the accident procedures
- Report and record any incidents and accidents
- Ensure proper supervision including adequate ratios depending on age, abilities and activities involved
- Never leave children unattended or unsupervised
- Carefully manage any dangerous materials
- Provide a safe environment
- Be aware of the emergency procedures and make children/young people, primary carers, visitors and facilitators aware of these procedures

Intimate Care Issues/Physical Contact

- Maintain a safe and appropriate distance with child/young person
- Always put the welfare of each child/young person first
- Do not give lifts in their cars to individual young people
- Secure parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- Never take children/young people to your home
- Avoid spending any time alone with children/young people away from others
- Always work in an open environment
- Dress and behave in an appropriate manner
- Don't allow/engage in inappropriate touching in any form
- Respect a child/young person's space
- Seek consent of the child/young person in relation to physical contact (except in an emergency or a dangerous situation)

8. Recruitment of Staff

Donegal Music Education Partnership has a responsibility to provide children and young people with the highest possible standard of care in order to promote their well-being and safeguard them from harm.

The following recruitment procedures will be adhered to:

8.1 Contract of Employment

A commitment to adhere to the organisation's Child Protection Policy must form part of employees' written contract of employment.

8.2 Declaration:

Applicants should be obliged to sign a declaration form indicating that there is no reason why they would be deemed unsuitable for working with young people.

8.3 References:

All references should be requested in writing using a reference check form. These written references must be recent, relevant and independent. They must also be verbally confirmed. In the case of applicants whose work will bring them in contact with children and young people, at least one referee should have first hand knowledge of the applicant's previous work with children/young people.

8.4 Garda Clearance:

The Human Resources Section of Donegal Education and Training Board will request a Garda clearance for all new employees that will come into contact with children/young people.

8.5 External Service Providers

All persons engaged by Donegal Music Education Partnership who provide services to children/young people should be provided with a copy of the Child Protection Policy in advance and made aware of the sections specifically relevant to them.

8.6 Students/Volunteers

All students/volunteers requesting work with Donegal Music Education Partnership should be required to fill in the appropriate forms.

8.7 Identification

Donegal Music Education Partnership should ensure that the identity of the applicant is confirmed against some documentation (ID card, driving licence or passport), which gives his or her full name, address together with a signature or photograph.

Appendix One

Recognising child abuse: Possible indicators of child abuse

Physical

Frequent bruising, fractures, cuts, burns and other injuries
Torn clothing
Signs of neglect e.g. dirty, underfed
Failure to thrive
Genital injuries or soreness
Haemorrhages (retinal, subdural)
Sexually transmitted diseases
Pregnancy

Emotional

Unreasonable mood and/or behaviour changes
Aggression, withdrawal or an 'I don't care attitude'
Lack of attachment
Depression or suicide attempts
Persistent nightmares, disturbed sleep, bedwetting, reluctance to go to bed
Fear of or the idealisation of a parent, family member or friend
A fear of adults or particular individuals e.g. family member, baby-sitter
Fear of the dark
Panic attacks

Behavioural

Over affectionate or inappropriate sexual behaviour or knowledge given the child's age often demonstrated in language, play or drawings
Fondling or exposure of genital areas, open masturbation
Sexually aggressive behaviour with others
Hints about sexual activity
Unusual reluctance to join in normal activities which involve undressing, e.g. games/swimming
Overly compliant and submissive
Strong dislike of physical contact
Prostitution - giving sexual favours in return for gifts or money

Changes in normal behaviour for the person in question

Unwillingness to participate in certain activities or go to particular places (that once may have been liked) e.g. school, youth group, and swimming pool
Running away from home or avoiding school
Separation anxiety
Isolation
Tiredness and poor concentration
Unexplained display of wealth or gifts (bribes) or a constant shortage of money and loss of good equipment/clothes/shoes (taken by bullies)

Illness

Eating disorders such as overeating or anorexia

Skin disorders

Obsessive washing

Psychosomatic disorders

Some signs are more indicative of abuse than others. These include:

Disclosure of abuse and neglect by a child or young person;

Age-inappropriate or abnormal sexual play or knowledge;

Specific injuries or patterns of injuries;

Running away from home or a care situation

Attempted suicide

Under-age pregnancy or sexually transmitted disease

Appendix Two

Reasonable Grounds for Concern

The statutory authorities should always be informed when a person has reasonable grounds for concern that a child may have been abused, or is being abused, or is at risk of abuse.

The following examples would constitute reasonable grounds for concern:

- Specific indication from the child that s/he was abused
- An account by the person who saw the child being abused
- Evidence such as injury or behaviour which is consistent with abuse and unlikely to be caused another way
- An injury or behaviour, which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour
- Consistent indication, over a period of time, that a child is suffering from emotional or physical neglect

Appendix Four

Contact details for Health Service Executive social workers in the Donegal Community Care Area

East	Central	West
<p>Team leader Danny Curran</p> <p>Social Workers Monica McCloskey Martin Benson Eamon Hutton Janice Arthur Michael Campbell Miriam Killeney</p> <p>Child Care Worker Owen Clarke</p>	<p>Team Leader Nora Roarty Linda Gallagher Lisa Higdon</p> <p>Social Workers Nicola Harvey Dessie Collins Sharon Mc Daid</p> <p>Child Care Worker Caroline Byrne</p>	<p>Team Leader Cath Mc Clean</p> <p>Social Workers Deirdre McKenna Georgina O'Brien Caroline Quinn Aisling McLaughlin Pauline Mc Cauley</p> <p>Child Care Worker Edel Philips</p>

Duty Social Worker

Donegal	Letterkenny	Buncrana
<p>Euro House, Killybegs Road, Donegal Town Phone: 074 9723540 Hours: 10 am-1pm Mon-Fri.</p>	<p>Millennium Court, Pearse Rd, Letterkenny Phone: 074 91 23770 / 91 23672 Hours: 10 - 1pm Mon-Fri.</p>	<p>Links Business Centre, Lisfannon, Buncrana Phone:074 9320420 Hours: 10-1pm Mon-Fri.</p>

<p>Completed Reporting Forms should be sent to:</p>	<p>Mr Michael Gallagher, Principal Social Worker, Garden Centre Complex, St. Conals Hospital Letterkenny</p>	<p>Tel: 074 91 22322</p>
--	--	------------------------------

Volunteer Application Form

1. Personal details:

Name (Mr/Mrs/Ms) _____

Address _____

Tel. No. (Daytime) _____ (Evening) _____

Date of Birth ____/____/____ Place of Birth _____

Do you suffer from any illness/disability/medical condition which may at times affect your ability to work here? If so, please give details.

2. Employment Details:

Occupation _____

Please outline why you wish to become a volunteer:

Please give details of any previous experience:

Times available (please indicate the times you will be available for work):

Daytime	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Morning						
Afternoon						
Evening						

3. References:

Please supply the name, address, phone numbers and position of two people (non-relative), who know you well and can provide us with a reference:

Name _____

Name _____

Tel No. _____

Tel No. _____

Position _____

Position _____

4. Declaration:

I confirm that nothing within my personal or professional background deems me unsuitable for a post which involves working with children. I declare that the above information is true and agree that I will abide and accept the terms and conditions of participation.

Signed: _____

Date: _____

For Office Use Only

Checked by Phone _____ Visit _____ Letter _____
Checked by: _____
Date: _____

Student Application Form

Personal details:

Name (Mr/Mrs/Ms) _____

Address _____

Tel. No. (Daytime) _____ (Evening) _____

Date of Birth ___/___/___ Place of Birth _____

Temporary Address (if not identical to no.2 above) _____

Name of Parent or Guardian _____

Tel. No. (Daytime) _____ (Evening) _____

E-mail _____

Date of Birth ___/___/___ Place of Birth _____

Do you suffer from any illness/disability/medical condition which may at times affect your ability to work here? If so, please give details.

2. Information on School/College:

Name of School/College _____

Course being studied _____

3. Information on Work Experience:

What do you hope to accomplish in your work experience?

Please give details of any previous work experience you have had:

Times available (please indicate the times you will be available for work):

Daytime	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Morning						
Afternoon						
Evening						

4. Reference

Please supply the name, address, phone numbers and position of two people (non-relative), who know you well and can provide us with a reference:

Name _____

Name _____

Tel No. _____

Tel No. _____

Position _____

Position _____

5. Declaration

I confirm the information given in this application is accurate and that nothing within my personal or professional background deems me unsuitable for a post which involves working with children. I declare that the above information is true and agree that I will abide and accept the terms and conditions of participation.

Signed: _____

Date: _____

For Office Use Only

Checked by Phone _____ Visit _____ Letter _____
Checked by: _____
Date: _____

DONEGAL MUSIC EDUCATION PARTNERSHIP

Confidentiality Statement

We in the Donegal Music Education Partnership are committed to ensuring people's rights to confidentiality. However, in relation to child protection and welfare we undertake that:

- Information will only be forwarded on a 'need to know' basis in order to safeguard the child/young person;
- Giving such information to others for the protection of a child or young person is not a breach of confidentiality;
- We cannot guarantee total confidentiality where the best interests of the child or young person are at risk;
- Primary carers, children and young people have a right to know if personal information is being shared and/or a report is being made to the Health Service Executive, unless doing so could put the child/young person at further risk;
- Images of a Child/Young person will not be used for any reason without the consent of the parent/guardian (however we cannot guarantee that cameras/videos will not be used at public performances).
- Procedures will be put in place in relation to the use of images of Children/Young people:
- Procedures will also be put in place for the recording and storing of information in line with our confidentiality policy.

Signed _____ **Date** _____
Donegal Music Education Partnership

Signed _____ **Date** _____
Staff **Artist/Facilitator** **Assistant** **Volunteer**

The Designated Person is a member of the organisation who has undergone specific training in Child Protection and has responsibility for the raising of awareness and reporting of these issues.

Designated person for Donegal Music Education Partnership is Angela Mc Laughlin

Signed _____

Date _____

Donegal Music Education Partnership, Regional Cultural Centre, Port Rd.
Letterkenny, Co. Donegal.
Phone: (074) 91 76293 Email: angelamclaughlin@donegaletb.ie

DONEGAL MUSIC EDUCATION PARTNERSHIP

Staff management policy statement

To protect both staff (paid and voluntary) and children / young people, we undertake that:

New staff will:

- Take part in a mandatory induction training session delivered by the designated person which will make them aware of the organisations code of conduct, child protection procedures, and the identity and role of who has been designated to deal with issues of concern;
- Undergo a probationary or trial period of one year.

All Staff will:

- Receive an adequate level of supervision and review of their work practices;
- Will be provided with a copy of the Child Protection Policy Statement which they must read and sign.
- Be provided with Child Protection Training on a regular basis to be delivered by the HSE or by an approved facilitator designated by Donegal ETB.

Signed _____ **Date** _____
Donegal Music Education Partnership

Signed _____ **Date** _____
Staff **Artist/Facilitator** **Assistant** **Volunteer**

The Designated Person is a member of the organisation who has undergone specific training in Child Protection and has responsibility for the raising of awareness and reporting of these issues.

Designated person for Donegal Music Education Partnership is Angela Mc Laughlin

Signed _____ **Date** _____

Donegal Music Education Partnership, C/o Regional Cultural Centre, Port Rd.
Letterkenny, Co. Donegal.
Phone: (074) 91 76293 Email: angelamclaughlin@donegaletb.ie

DONEGAL MUSIC EDUCATION PARTNERSHIP

Child Protection Policy

Policy statement on the involvement of Primary Carers

Donegal Music Education Partnership is committed to being open with all primary carers.

We undertake to:

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

If we have concerns about the welfare of child/young person, we will:

- Respond to the needs of the child or young person;
- Inform the primary carers on an on-going basis unless this action puts the child or young person at further risk;
- Where there are child protection and welfare concerns we are obliged to pass these on to the Duty Social Worker and, in an emergency, the Gardai;
- In the event of a complaint against a member of staff, we will immediately ensure the safety of the child/young person and inform primary carers as appropriate.

As a child-centred organisation, we are committed to putting the interest of the child / young person first. To that end we will:

- Contact local Health Service Executive and Gardai where there is a child protection welfare concern;
- Encourage primary carers to work in partnership with us under the guidelines set out by our organisation to ensure the safety of their children;
- Have a designated contact person available for consultation with primary carers in the case of any concern over a child or young person's welfare.

The Designated Person is a member of the organisation who has undergone specific training in Child Protection and has responsibility for the raising of awareness and reporting of these issues.

Designated person for Donegal Music Education Partnership is Angela Mc Laughlin

Signed _____ **Date** _____

Donegal Music Education Partnership, C/o Regional Cultural Centre, Port Rd.
Letterkenny, Co. Donegal.
Phone: (074) 91 76293 Email: angelaclaughlin@donegaletb.ie

DONEGAL MUSIC EDUCATION PARTNERSHIP

Child Protection Policy

Who to contact about issues related to child protection and welfare

Angela Mc Laughlin has been designated as the person to contact if you have an issue / concern about any aspect of a child or young person's safety and welfare. It is the responsibility of this person to support and advise staff about policy and procedures in relation to child protection, and to ensure that procedures are followed.

It is also the responsibility of the Designated Person to liaise with the Health Service Executive or Gardai where appropriate.

Angela Mc Laughlin can be contacted at Donegal Music Education Partnership on (074) 917 6293 during office hours, or on 087 686 1765 out of hours.

Dealing with allegations against staff

Two separate procedures must be followed:

1. In respect of the child/young person the designated person will deal with issues related to the child/young person.
2. In respect of the person against whom the allegation is made the designated person will deal with issues related to staff member.

- The first priority is to ensure that no child or young person is exposed to unnecessary risk;
- If allegations are made against the Designated Person, then the Chairman of the Music Advisory Board/ DMEP (Currently Martin Gormley, Donegal ETB) should be contacted;
- The reporting procedures outlined in the guidelines should be followed. Both the primary carers and the child/young person should be informed of the actions planned and taken. The child/young person should be dealt with in an age-appropriate manner;
- The staff member will be informed as soon as possible of the nature of the allegation; The staff member should be given the opportunity to respond;
- Any action following an allegation of abuse against an employee should be taken in consultation with Health Service Executive and Gardai;
- After consultation, the chairperson/head of organisation should advise the person accused and agreed procedures should be followed.

Complaints and Comments procedures

In the event of complaints or comments:

- Complaints or comments will be responded to within two weeks;
- The Designated person has responsibility for directing complaints/comments to the appropriate person;
- Verbal complaints will be logged and responded to.

The Designated Person is a member of the organisation who has undergone specific training in Child Protection and has responsibility for the raising of awareness and reporting of these issues.

Designated person for Donegal Music Education Partnership is Angela Mc Laughlin

Signed _____ **Date** _____

Donegal Music Education Partnership, C/o Regional Cultural Centre, Port Rd.
Letterkenny, Co. Donegal.
Phone: (074) 91 76293 Email: angelamclaughlin@donegaletb.ie

DONEGAL MUSIC EDUCATION PARTNERSHIP

Anti Bullying Policy

- Donegal Music Education Partnership provides a space where every participant/facilitator can feel secure;
- Donegal Music Education Partnership provides a space where it is known that bullying is not acceptable behaviour;
- Donegal Music Education Partnership provides a space where name calling is not tolerated;
- Donegal Music Education Partnership provides a space where no one suffers abuse of any kind;
- Donegal Music Education Partnership provides a space where no one is victimised;
- Donegal Music Education Partnership provides a space where each participant/facilitator is supported and listened to;
- Donegal Music Education Partnership provides a space where it is each person's responsibility to ensure they are all treated equally.

Signed _____ Date _____
Donegal Music Education Partnership

Signed _____ Date _____
Staff Artist/Facilitator Assistant Volunteer

The Designated Person is a member of the organisation who has undergone specific training in Child Protection and has responsibility for the raising of awareness and reporting of these issues.

Designated person for Donegal Music Education Partnership is Angela Mc Laughlin

Signed _____ Date _____

Donegal Music Education Partnership, C/o Regional Cultural Centre, Port Rd.
Letterkenny, Co. Donegal.

Phone: (074) 91 76293 Email: angelamclaughlin@donegaletb.ie

DONEGAL MUSIC EDUCATION PARTNERSHIP

Declaration Form

Confidential

Declaration from all staff, facilitators, assistants and volunteers working with children and young people

Surname: _____ First Name: _____

Date of Birth: _____ Place of Birth: _____

Any other name previously known as: _____

Address:

1. Have you ever been convicted of a criminal offence or been the subject of a caution or of a Bound Over Order?

Yes No

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

Signed: _____ **Date:** _____

Please return this form in confidence to:

The Designated Person is a member of the organisation who has undergone specific training in Child Protection and has responsibility for the raising of awareness and reporting of these issues.

Designated person for Donegal Music Education Partnership is Angela Mc Laughlin

Signed _____ **Date** _____

Donegal Music Education Partnership, C/o Regional Cultural Centre, Port Rd.
Letterkenny, Co. Donegal.

Phone: (074) 91 76293 Email: angelamclaughlin@donegaletb.ie

DONEGAL MUSIC EDUCATION PARTNERSHIP

Child Protection Policy

Accident Procedure

Donegal Music Education Partnership maintains an up to date register of the contact details of all children/young people involved with the centre.

Children and young people's details are cross-referenced between the incident book and file.

Public Liability insurance is requested from any external organisations with whom the Donegal Music Education has dealings with.

All staff are to be made aware of the location of the accident and incident books as part of staff induction/training.

Children/young people are to be advised of risks of any dangerous materials.

Details of risky equipment are to be recorded and steps taken to minimise risks.

The Designated Person is a member of the organisation who has undergone specific training in Child Protection and has responsibility for the raising of awareness and reporting of these issues.

Designated person for Donegal Music Education Partnership is Angela Mc Laughlin

Signed _____ **Date** _____

Donegal Music Education Partnership, C/o Regional Cultural Centre, Port Rd.
Letterkenny, Co. Donegal.
Phone: (074) 91 76293 Email: angelamclaughlin@donegaletb.ie

DONEGAL MUSIC EDUCATION PARTNERSHIP

Child Protection Policy

DONEGAL MUSIC EDUCATION PARTNERSHIP:
Photographic Permission

Donegal Music Education Partnership documents workshops, rehearsals, performances and participants, for our records, for reports and for press and publicity opportunities. When images of children and young people are used in the above, it is Donegal Music Education Partnership policy not to name any of the participants individually unless by prior agreement of the Parent / Guardian.

All participants in the Donegal Music Education Partnership Activities and Events will be asked for their permission before photographic documentation is taken, and participants can refuse permission if wished.

I agree/do not agree that Photographic Documentation can be taken during Donegal Music Education Partnership activities and / or events.

Name: _____

Permission Granted:

Not Granted:

Date:

The Designated Person is a member of the organisation who has undergone specific training in Child Protection and has responsibility for the raising of awareness and reporting of these issues.

Designated person for Donegal Music Education Partnership is Angela Mc Laughlin

Signed _____ **Date** _____

Donegal Music Education Partnership, C/o Regional Cultural Centre, Port Rd.
Letterkenny, Co. Donegal.

Phone: (074) 91 76293 Email: angelamclaughlin@donegaletb.ie