CASTLEKNOCK
SCHOOL OF MUSIC

Child Protection Policy

Policy name: Child Protection Policy

Incorporating Procedures:

Procedure for Reporting Issues Related to Child Protection and Welfare

Procedure for Dealing with Allegations against Staff Procedure for Complaints and Comments

Procedure for Accidents Approved: 25th November 2016 Revision 1 approved 10th March 2017

1. Context Castleknock School of Music, herein referred to as CSM, deals with over 600 children or young people per year, with many of them in close contact with CSM staff on a one-to-one basis. It is of paramount importance that CSM provides a robust system of protocols and procedures that ensures the safety and comfort of these children at all times.
2. Purpose

This policy is in place to ensure a safe environment for all children involved in CSM activities.

3. Benefits
A safe environment is provided to children.

4. Scope
4.1 This policy applies to all CSM-related activities, staff and any other adults who are involved in CSM activities in any form.

5. Principles
5.1 The CSM is committed to a child-centred approach to our work with children* and young people.

5.2 We undertake to provide a safe environment and experience, where the welfare of the child/young person is paramount.

5.3 We will adhere to the recommendations of Children First: National Guidelines for the Protection and Welfare of Children, published by the Department of Health and Children.

6. Definitions

6.1 The Child Care Act 1991 defines a child as a 'person under the age of 18 years other than a person who is or has been married'.

7. Policy

7.1 Child Protection Policy Statement: We, CSM, are committed to a child-centred approach to our work with children* and young people. We undertake to provide a safe environment and experience, where the welfare of the child/young person is paramount. We will adhere to the recommendations of Children First: National Guidelines for the Protection and Welfare of Children, published by the Department of Health and Children. We have implemented procedures covering:

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

Signed: Eileen Brogan

Eileen Brogan / Principal

Date: _____

*The Child Care Act 1991 defines a child as a 'person under the age of 18 years other than a person who is or has been married.

8. Responsibility

8.1 The CSM director has the responsibility for the implementation and operations of this policy.

7.2 Code of Behaviour for Staff

7.2.1 The code of behaviour can be categorised under the following headings, which are detailed in 6.2.2 – 6.2.6:

1. (i) Child-centred approach
2. (ii) Good practice
3. (iii) Inappropriate behaviour
4. (iv) Physical contact
5. (v) Health and safety

7.2.2 Child-centred Approach

1. (i) Treat all children and young people as equals;
2. (ii) Listen to and respect children and young people;
3. (iii) Involve children and young people in decision-making, as appropriate;
4. (iv) Provide encouragement, support and praise (regardless of ability);
5. (v) Use appropriate language (physical and verbal);
6. (vi) Have fun and encourage a positive atmosphere;
7. (vii) Offer constructive criticism when needed;
8. (viii) Treat all children and young people as individuals;
9. (ix) Respect a child's or young person's personal space;
10. (x) Discuss boundaries on behaviour and related sanctions, as appropriate, with children and young people and their primary carers;
11. (xi) Encourage feedback from group;
12. (xii) Use age-appropriate teaching aids and materials;
13. (xiii) Lead by example;
14. (xiv) Be aware of a child's or young person's other commitments when scheduling rehearsals or activities, e.g., school or exams;
15. (xv) Be cognisant of a child's or young person's limitations, due to a medical condition for example;
16. (xvi) Create an atmosphere of trust;
17. (xvii) Respect differences of ability, culture, religion, race and sexual orientation

7.2.3 Good Practice

1. (i) Register each child/young person (name, address, phone, special requirements, attendance, emergency contact) at time of registration / enrolment;
2. (ii) Make primary carers, children/young people, visitors and facilitators aware of the Child Protection Policy and procedures;
3. (iii) Have emergency procedures in place and make all staff aware of these procedures;
4. (iv) Be inclusive of children and young people with special needs;
5. (v) Plan and be sufficiently prepared, both mentally and physically;
6. (vi) Report any concerns to the Responsible Person – see section 9 below - and follow reporting procedures;
7. (vii) Encourage children and young people to report any bullying, concerns or worries and to be aware of anti-bullying policy.
8. (viii) Observe appropriate dress and behaviour;
9. (ix) Evaluate work practices on a regular basis;
10. (x) Report and record any incidents and accidents;
11. (xi) Update and review policies and procedures regularly;
12. (xii) Keep primary carers informed of any issues that concern their children;
13. (xiii) Ensure proper supervision based on adequate ratios according to age, abilities and activities involved;
14. (xiv) Don't be passive in relation to concerns, i.e., don't 'do nothing';
15. (xv) Don't let a problem get out of control;

16. (xvi) Avoid if at all possible giving a lift to a child/young person and if you do then make sure that primary carers are informed;
17. (xvii) Maintain awareness around language and comments made. If you think that something you said may have caused offence or upset, then try to address it in a sensitive manner.

7.2.4 Inappropriate Behaviour

1. (i) Don't use or allow offensive or sexually suggestive physical and/or verbal language.
2. (ii) Don't single out a particular child/young person for unfair favouritism, criticism, ridicule, or unwelcome focus or attention;
3. (iii) Don't allow/engage in inappropriate touching of any form;
4. (iv) Don't hit or physically chastise children/young people;
5. (v) Don't socialise inappropriately with children/young people, e.g., outside of structured class.

7.2.5 Physical Contact

1. (i) Seek consent of child/young person in relation to physical contact (except in an emergency or a dangerous situation);
2. (ii) Avoid horseplay or inappropriate touch;
3. (iii) Check with children/young people about their level of comfort when doing touch exercises.

7.2.6 Health and Safety

1. (i) Don't leave children unattended or unsupervised;
2. (ii) Manage any dangerous materials;
3. (iii) Provide a safe environment;
4. (iv) Be aware of accident procedure and follow accordingly.

7.2.7 Procedures for Collection of Children in Our Care

1. (i) Where a child under 10 years of age attends a class unaccompanied, the parent / guardian collects the child from the door of the classroom and the teacher keeps the child in the classroom until the parent / guardian arrives to collect, notwithstanding special arrangements.

7.3 **Confidentiality Statement**
We in CSM are committed to ensuring peoples' rights to confidentiality. However, in relation to child protection and welfare we undertake that:

1. (i) Information will only be forwarded on a 'need to know' basis in order to safeguard the child/young person;
2. (ii) Giving such information to others for the protection of a child or young person is not a breach of confidentiality;
3. (iii) We cannot guarantee total confidentiality where the best interests of the child or young person are at risk;

4. (iv) 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;
5. (v) Images of a child/young person will not be used for any reason without the consent of the parent/carer (however, this does not preclude the use of cameras/videos at public performances);
6. (vi) Procedures are in place for the recording and storing of information.

7.4 **Recruitment and Selection Policy Statement**
We will ensure that staff are carefully selected, trained and supervised to provide a safe environment for all children and young people, by observing the following principles:

7.4.1 Roles and responsibilities will be clearly defined for every job;
7.4.2 Posts will be advertised widely;
7.4.3 We will take all reasonable steps to ensure that we select the most suitably qualified personnel.

7.4.4 Candidates will be asked to sign a declaration form;

7.4.5 At least two written references that are recent, relevant, independent and verbally confirmed will be necessary;

7.4.6 Staff will be selected through an interview process;
7.4.7 No person who would be deemed to constitute a 'risk' will be employed;

7.4.8 Some of the exclusions would include: (i) any child-related convictions; (ii) refusal to sign declaration form; (iii) insufficient documentary evidence of identification; (iv) concealing information on one's suitability to working with children;

7.4.9 All staff will be required to consent to Garda clearance and all staff will be Garda Vetted.

7.4.10 All staff will be required to do the Tusla 'Children First – E-Learning Programme

7.5 **Managing and Supervising Staff**
To protect both staff and children/young people, we undertake that:

7.5.1 New staff will:
(i) Be made aware of the organisation's code of conduct, child protection procedures, and the identity and role of who has been designated to deal with issues of concern; (ii) Undergo a probationary period.

7.5.2 All staff will:
(i) Receive an adequate level of supervision and review of their work practices;

(ii) Be expected to have read and signed the Child Protection Policy Statement;

7.6 Involvement of Primary Carers

7.6.1 We are committed to being open with all primary carers.

7.6.2 We undertake to:
(i) Advise primary carers of our child protection policy;

(ii) Inform primary carers and schools of all activities and potential activities;

(iii) Issue contact/consent forms where relevant; (iv)Comply with health and safety practices;

(iv) Operate child-centred policies in accordance with best practice;
(v) Adhere to our recruitment guidelines;
(vi) Ensure as far as possible that the activities are age-appropriate;
(vii) Encourage and facilitate the involvement of parent(s), carer(s) or responsible adult(s), where appropriate.

7.6.3 If we have concerns about the welfare of the child/young person, we will:
(i) Respond to the needs of the child or young person;
(ii) Inform the primary carers on an on-going basis unless this action puts the child or young person at further risk;

(iii)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 Gardaí;

(iv)In the event of a complaint against a member of staff, we will take such steps as are necessary to ensure the safety of the child/young person and inform primary carers as appropriate.

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

(i) Contact local Health Service Executive and Gardaí where there is a child protection welfare concern;
(ii) Encourage primary carers to work in partnership with us under the guidelines set out by our organisation to ensure the safety of their children;

(iii) 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.

8 Procedures

8.1 Procedure for Reporting Issues Related to Child Protection and Welfare

8.1.1 The CSM director, herein referred to as the Designated Person, has been nominated as the person to contact if you have an issue or concern about any aspect of a child's or young person's safety and welfare.

8.1.2 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.

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

8.1.4 The Designated Person can be contacted at Castleknock School of Music telephone 01 – 826 1100, email eileen@castleknockschoolofmusic.com.

8.2 Procedure for Dealing with Allegations against Staff

8.2.1 Two separate procedures must be followed:

1. (i) In respect of the child/young person, the Director will deal with issues related to the child/young person.
2. (ii) In respect of the person against whom the allegation is made, the Secretary will deal with issues related to the staff member.
3. (iii) The first priority is to ensure that no child or young person is exposed to unnecessary risk;
4. (iv) If allegations are made against the Designated Person, then the Deputy Designated Person should be contacted;
5. (v) The reporting procedures outlined in Section 3 of these guidelines should be followed. Both the primary carers and child/young person should be informed of actions planned and taken. The child/young person should be dealt with in an age appropriate manner;
6. (vi) The staff member will be informed as soon as possible of the nature of the allegation;
7. (vii) the staff member should be given the opportunity to respond;
8. (viii) The chairperson of the organisation should be informed as soon as possible;
9. (ix) Any action following an allegation of abuse against an employee should be taken in consultation with Health Service Executive and Gardaí;
10. (x) After consultation, the chairperson/head of organisation should advise the person accused and agreed procedures will be followed.

8.3 Procedure for Complaints and Comments

8.3.1 In the event of complaints of comments, these complaints or comments will receive an initial response within 2 weeks; 8.3.2 CSM admin team has responsibility for directing complaints/comments to the appropriate person; 8.3.3 Verbal complaints will be logged and investigated.

8.4 Procedure for Accidents

8.4.1 The organisation must maintain an up-to-date register of the contact details of all children/young people involved in the organisation;

8.4.2 Children/young people's details should be cross-referenced between the incident book and file.

8.4.3 External organisations with whom your organisation has dealings must provide proof that they have public liability insurance;
8.4.4 First-aid boxes should be available and regularly re-stocked, this is kept at reception at our Ongar Centre and St. Brigid's and in the CSM press on the landing at CCC.

8.4.5 The accidents/incident book is kept at reception;
8.4.6 Children and young people must be advised of risks of dangerous material; 8.4.7 Record details of risky equipment used and take steps to minimise risk; 8.4.8 Take cognisance of responsibility for first-aid on off-site trips.

9 Responsibility

9.1 The director of CSM is responsible for overseeing this policy and its operational procedures.

10 Legislation and Regulation

10.1 Qualifications and Quality Assurance (Education and Training) Act 2012

10.2 Standards and Guidelines for Quality Assurance in the European Higher Education Area (2005)

10.3 Code of Practice for Provision of Education and Training to International Learners (2015) 6.1 National Framework of Qualifications (NFQ)

Declaration Form
Confidential
Declaration from all staff working with children and young people
Surname: _____ Forename: _____

Date of birth: _____ Place of birth: _____

Any other name previously known as: _____

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):

Nature of offense _____
_____ _____

Date of offense _____ _____ _____

I have read and understand the Child Protection Policy.

Signed: _____

Date: _____

Review Date: 1st September 2025