



**Music Generation
Cork City**
Chathair Chorcaí

**GUIDING PRINCIPLES AND CHILD SAFEGUARDING POLICIES &
PROCEDURES FOR
MUSIC GENERATION CORK CITY**

Updated 6th January 2022

Music Generation Cork City Child Safeguarding Statement

Music Generation Cork City (MGCC) provides the following programmes / services to children / young people / vulnerable adults:

Instrumental and vocal tuition, inclusive music and performance opportunities in a variety of programmes and settings. These can include whole class, after-school, hubs, workshops, and large-scale performances. The following community music education partner providers work within the Music Generation Cork City Programme: Barrack Street Band, Cork Academy of Music, Cork Community Gamelan, Creative Tradition, GMC Beats, Music Mash Up, Music in Community, CDYS and ArtLIFECulture.

Music Generation Cork City is committed to providing these programmes and performance opportunities in a safe, positive and inclusive environment for all its participants.

We undertake to adopt a child/participant-centred, age-appropriate approach to all of our activities involving children/young people/vulnerable adults (hereafter referred to as “children and vulnerable adults”) and we will adhere to the recommendations of the *Children First Act 2015*, *Children First: National Guidance for the Protection and Welfare of Children (2017)*, and *Tusla’s “Child Safeguarding: A Guide for Policy, Procedure and Practice”*.

Principles of best practice in child protection and welfare

Music Generation Cork City recognises that child protection and welfare considerations permeate all aspects of MGCC and must be reflected in its policies, procedures, practices, and activities, and will adhere to the following principles of best practice in child protection and welfare:

- We recognise that the protection and welfare of “children and vulnerable adults” is of paramount importance, regardless of all other considerations.
- We will fully comply with our statutory obligations under the Children First Act 2015, and other legislation relating to the protection and welfare of “children and vulnerable adults”
- We will fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters.
- We will adopt safe practices to minimise the possibility of harm or accidents happening to “children and vulnerable adults” and to protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect.
- We will develop a practice of openness with parents/guardians and encourage their involvement in the programmes.
- We will fully respect confidentiality requirements in dealing with child protection matters.

Procedures and Measures

- All Music Generation Cork City personnel are Garda Vetted prior to commencing work with “children and vulnerable adults”.
- In addition to Garda Vetting, there are other recruitment and selection procedures in place to assess the suitability of potential staff to work in our programmes.
- Music Generation Cork City arranges or facilitates access to training in child protection and welfare for its employees, LMEP members, contractors and volunteers, (hereafter referred to as “personnel”) relevant to their role. Our personnel all complete Tusla’s Children First training before commencing work.
- There are clear procedures in place for the management of allegations of abuse or misconduct by MGCC personnel.
- There are clear procedures in place for the reporting of child protection and welfare concerns to Tusla or other appropriate statutory agencies. All Music Generation Cork City personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including those in relation to mandated reporting under the Children First Act 2015. https://www.education.ie/en/Schools-Colleges/Information/Child-Protection/child_protection_guidelines.pdf
- We have carried out a risk assessment of any potential harm to “children and vulnerable adults” while availing of our service. Please see below for further details.
- Music Generation Cork City has appointed a Designated Liaison Person and a Deputy Designated Liaison Person to be the first point of contact with regards to child protection concerns.

Our Designated Liaison Person (DLP) is: Claire Layton O’Brien
Our Deputy Designated Liaison Person (DDL) is: Dr Jessica Cawley

- We put in place Codes of Behaviour for MGCC personnel, and for the “children and vulnerable adults” who participate in our programmes.

Risk Assessment (Child Safeguarding)

We have identified, as far as is reasonably practicable the following potential risks and control measures to eliminate or reduce these risks.

Activity/Programme	Risk Identified	Control Measures
All group programmes	Bullying	Code of Behaviour, incl. consequences and Anti-bullying policy
Whole classroom teaching	Teacher leaving classroom	Teacher or SNA should remain in the classroom during the music tuition/session.
All programmes	Inappropriate contact or relationship (in person or via social media, or other technology) between programme participants of any age.	Age-appropriate codes of behaviour. Code of behaviour for use of social media and technology. In event of child safeguarding concerns between “children and vulnerable adults” clear policy and reporting procedures in place.
All programmes	Accidents and incidents	First Aid and Emergency Plan; Access to trained First Aid personnel and facilities.
All programmes	Inexperienced volunteers or students	Volunteer and Student Policy to include training plan, supervision, and clear role definition
Day trips away	Inadequate supervision. Accidents and incidents. Lost “children or vulnerable adults”.	Age appropriate “child or vulnerable adult”/adult ratios. Clearly identified Schedule, emergency plan shared in advance with all parents/guardians (incl. contact details) Codes of behaviour for “children and vulnerable adults” and all MGCC personnel (incl. what to do if separated from the group).
Overnight trips	Inadequate supervision. Accidents and incidents. Lost “children or vulnerable adults”. Medical emergencies. Inappropriate behaviour between “children or vulnerable adults”.	Age appropriate “child and vulnerable adult”/adult ratios. Clearly identified Schedule, emergency plan shared in advance with all parents/guardians (incl. contact details) Codes of behaviour for “children and vulnerable adults” and all MGCC personnel (incl. what to do if separated from the group).
Trips involving foreign travel	Inadequate supervision. Accidents and incidents. Lost “children or vulnerable adults”. Medical emergencies.	Signed Travel and Medical care Mandate to assign “acting in loco-parentis” to chaperones to travel with each “child or vulnerable adult” outside of Ireland and for use in an emergency situation. Age appropriate “child or vulnerable adult”/adult ratios. Clearly identified Schedule, emergency plan shared in advance with all parents/guardians (incl. contact details)

Child Safeguarding Procedure and Policies

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Key Roles & Responsibilities – Music Generation Cork City

The key individuals responsible for the implementation, review and reporting in relation to Music Generation Cork City Child Safeguarding Policy will be the *Designated Liaison Person* and the *Deputy Designated Liaison Person*.

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

- Be the primary person to contact if MGCC personnel or the public have an issue or concern about any aspect of a child's safety or welfare
- Contact Tusla on an informal basis initially, with **ALL** Child Protection concerns that are brought to the attention of the Designated Liaison or Deputy Designated Liaison Person/s. This includes allegations against staff, volunteers, programme participants, musicians, etc.
- Support and advise personnel about policy and procedures in relation to child protection
- Support the Deputy Designated Liaison Person
- Ensure that procedures are implemented.

Designated Liaison Person:

Claire Layton O'Brien – 021-4907186 or 086-7015929.

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

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

Deputy Designated Liaison Person:

Dr Jessica Cawley – 087-4113118

Code of Behaviour

The Code of Behaviour lists the type of behaviours and responsibilities that Music Generation Cork City personnel will adhere to when working with "children and vulnerable adults".

Code of Behaviour for "Children and vulnerable adults":

A Code of Behaviour for the "children and vulnerable adults" participating in Music Generation Cork City should be drawn up at the beginning of the programme or workshop sessions and should be age appropriate. The code will:

- list the types of behaviour that will not be accepted during the session and the penalty that will be imposed should the "children and vulnerable adults" break one of the codes
- be compiled through discussion between the "children and vulnerable adults" and the musician/tutor and should involve and include suggestions from the "children and vulnerable adults".
- be revisited at the beginning of every subsequent session

Primary carers are welcome to view the contract / code of behaviour and it is good practice to get both the "children and vulnerable adults" and primary carers to sign agreement of the code.

Music Generation Cork City Code of Behaviour:

The Code of Behaviour for Music Generation Cork City personnel is presented under the following categories:

Child-centred approach:

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

Good Practice:

- Plan your session and be sufficiently prepared, both mentally and physically.
- Observe appropriate dress and behaviour.
- Be inclusive of all “children and vulnerable adults” with special needs.
- Encourage children to report any bullying, concerns or worries and to be aware of the anti-bullying policy.
- Do not take a one-to-one session on your own. If this is not possible, then it should be in an open environment with the full knowledge and consent of primary carers and Music Generation Cork City.
- Do not spend time on your own with “children and vulnerable adults” if at all possible. Where this is not possible, please follow the “Solo Practitioner Guidelines” from the Arts Council.
- Do not transport “children and vulnerable adults” to or from a session in your car.
- Maintain awareness around language and comments made. If you think that something you said might have caused upset or offence, then try to address it in a sensitive manner.
- Evaluate work practices on a regular basis.
- Report and record any incidents, accidents or concerns in accordance with the relevant reporting procedures.

Inappropriate behaviour:

- Do not use or allow offensive or sexually suggestive physical and/or verbal language.
- Do not single out a particular “child or vulnerable adult” for favouritism, criticism, ridicule, unnecessary focus, or attention.
- Do not allow/engage in inappropriate touching of any form.
- Do not hit or physically chastise “children and vulnerable adults”.
- Do not socialise inappropriately with “children and vulnerable adults”, i.e. outside of structured organisational activities.

Physical Contact:

- Respect a “child’s or vulnerable adult’s” personal space and do not engage in physical contact unless it is essential to the task / activity.
- Always seek the “child’s or vulnerable adult’s” consent in relation to physical contact (except in an emergency or a dangerous situation).
- Do not engage in physical horseplay or inappropriate touch.

Chaperoning and Away Trips:

- All chaperones must be Garda Vetted in advance.
- In advance of any trip, a specific chaperoning and supervision document will be completed.
- Parental/guardian consent in writing will be requested and received in advance of any away trip, and clear details of the trip will be outlined to the parent/s/ guardian/s.
- The supervision and chaperoning document will clearly outline all required consents and codes of behaviour, supervision levels specific to the trip, and Health & Safety plans and requirements.

Health and Safety:

- Ensure that a safe environment is provided for all activities.
- Carry out a risk assessment of all activity in advance and follow up on any risk response actions that arise from this risk assessment.
- Never leave “children and vulnerable adults” unattended or unsupervised.
- Manage any dangerous materials.
- Follow all incident, accident and other reporting procedures.

Solo Practitioner

- Music Generation Cork City endorses the Arts Council’s guidelines regarding the Solo Practitioner code of practice¹ for working with children and young people.
- Music Generation Cork City is committed to following this code of practice where appropriate.

Guidelines for taking and using visual images of children and young people in the arts sector

- Music Generation Cork City endorses the Arts Council’s guidelines for taking and using visual images of children and young people² in the arts sector.
- Music Generation Cork City is committed to following this code of practice where appropriate.
- Where images/recordings are undertaken by Music Generation Cork City, they will be done so on the basis of ‘Informed Consent’ and in line with current Data Protection legislation. (A sample permission form is included in Appendix F).

Involvement of primary carers:

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

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

¹ http://www.artscouncil.ie/uploadedFiles/Main_Site/Content/Research_and_Publications/Arts_Participation/Solo.pdf

² <http://www.artscouncil.ie/uploadedFiles/Guidelines.pdf>

Recording & Reporting Procedures where staff members have concerns about a “child or vulnerable adult”

In order that staff may appropriately express, record and report concerns about children, the following recording and reporting procedures are in place.

(APPENDIX C provides a link to contact details for Social Workers).

Recording procedures:

In the circumstances where staff members feel that there are reasonable grounds for concern³, the following reporting procedures should be followed carefully. Staff should record the following information in relation to “children and vulnerable adults”:

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

Written records of this nature should be submitted to the Designated Liaison Person and kept securely. These records are confidential and should only be shared on a need to know basis.

In circumstances where an external person brings concerns to the attention of a staff member in person, by phone or by written means (email, text, letter), the factual details about the conversation should be recorded – date, time, what the allegation is, about whom the allegation is, what is said. The Designated Liaison Person should be informed as soon as possible.

Dealing with a disclosure:

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

Reporting procedures:

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

- In the event of a disclosure:
 - Record all details, including date, time, and people involved in the disclosure and the facts; Information recorded should be factual
 - Try to use exact quotations from the “child or vulnerable adult’s” testimony and do not use your own language in the record
 - If necessary, draw a discrete diagram to illustrate any injuries that may have been reported in the course of the disclosure.
- Inform the Designated Liaison Person (or if DLP is unavailable, the Deputy Designated Liaison Person).
- If the Designated Liaison Person or Deputy Designated Liaison Person is not available, and are not available within a reasonable timeframe, staff can contact their LMEP Chair, Tusla or the local Duty Social Worker of the Health Service Executive directly.
- The Designated Liaison Person may contact Tusla or the Health Service Executive Duty Social Work Department for an informal consultation prior to making a report.
- If there are reasonable grounds for concern, the Designated Liaison Person will contact the Duty Social Worker in the area relevant using the standard reporting form available from Tusla⁴. (Reports to the Duty Social Worker can be made verbally, initially, and then followed by the standard reporting form. Reports should be made to Tusla without delay).

³ See Appendix B for definition of reasonable grounds for concern.

⁴ See Appendix E for a link to Tusla’s reporting forms and processes.

- The most appropriate person should discuss the concern or consult with primary carers. Parents, carers or responsible adults should be made aware of a report to Tusla unless it is likely to put the child at further risk.
- Information will be shared on a strictly 'need to know' basis.
- In case of emergencies outside of Health Service Executive Social Work Department hours, contact the Gardaí. In situations that threaten the immediate safety of a child, it may be necessary to contact the Gardaí.
- In the case of a staff member reporting a concern, they are invited to contact Tusla or the Duty Social Worker with the Health Service Executive to discuss their concern. If the Duty Social Worker deems the concern to be a reasonable concern, then the above procedures should be followed.
- The reporting procedures will be known and accessible to all staff. Throughout the process, the person who expresses the concern should be involved and kept informed, where appropriate. When a report has been made to the Designated Liaison Person, all actions and outcomes should be recorded.
- Staff members reporting abuse are entitled to request written acknowledgement from the body with whom the complaint has been lodged (e.g. Designated Liaison Person, Tusla or Duty Social Worker). Likewise, the Designated Liaison Person is entitled to request written acknowledgement from Tusla, the Duty Social Worker or the Gardaí acknowledging the receipt of the report.
- The Designated Liaison Person should also inform the LMEP Chairperson of any reports of Child Protection concerns.

Summary of steps involved in reporting procedure

1. Concern about a child noticed / identified
2. Record details of what was said, observed, and where and when - date and time
3. Inform the Designated Liaison Person
4. Designated Liaison Person makes informal enquiry with Tusla to see if the grounds constitute 'reasonable grounds'
5. Designated Liaison Person contacts the LMEP Chair / or Duty Social Worker
6. Records of all responses and actions taken are kept and retained securely
7. The National Director of Music Generation DAC is notified on a need to know basis.

Statement of Confidentiality:

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

- Information will be shared on a 'need to know' basis only in order to safeguard the welfare of the "child or vulnerable adult".
- Supplying appropriate information to other necessary parties for the protection of a "child or vulnerable adult" is not a breach of confidentiality.
- Where the best interests of a "child or vulnerable adult" are at risk, Music Generation Cork City cannot guarantee absolute confidentiality.
- Primary carers and "children and vulnerable adults" have a right to know if personal information is being shared and/or a report is being made to Tusla or the Health Service Executive, unless doing so would put the "child or vulnerable adult" at further risk.
- Images of a "child or vulnerable adult" will not be published without the consent of the parent/carer (however, we cannot guarantee that cameras/videos will not be used by other parties during public performances).
- Primary carers will be informed of any recording that Music Generation undertakes during workshops or events.
- Procedures have been put in place for the recording and storing of information in line with our Data Protection Policy.

Procedures for Recruiting and Selecting Staff:

Music Generation Cork City / Cork ETB/LA will ensure that staff are carefully selected, trained and supervised so as to provide a safe environment for all children it comes in contact with by observing the following principles:

- Roles and responsibilities will be clearly defined for every job (paid or voluntary).
- Candidates will be required to provide contact details for at least two recent, relevant, independent referees.
- Staff will be selected through a process involving a panel of at least two representatives.
- Music Generation will select the most suitable candidate for the position, based on their experience, skills and qualifications, relative to other candidates, as demonstrated in their application and during the selection process.
- Music Generation will not employ someone deemed to be a risk to safety and welfare of children. Some of the exclusions include:
 - Any child-related convictions
 - Insufficient documentary evidence of identification
 - Concealing information regarding suitability to work with children
- Every employee will undergo a probationary period of 6 months.
- Staff and volunteers will be required to consent to Garda vetting through the National Vetting Bureau – in the event that a disclosure confirms a conviction or pending case, Music Generation will at all times act within a natural justice framework in relation to information disclosed and decisions made as a result of vetting.
- All staff who have previously lived abroad for 6 months or more in the last 5 years, will also be required to provide Music Generation Cork City with a Police Clearance certificate from each country where they have previously lived.

Managing and Supervising Staff and Volunteers:

Music Generation Cork City recognises that responsible management and supervision of staff and volunteers working directly with children will lead to the effective execution of the Child Protection Policy and Guidelines. Music Generation undertakes that:

New staff will:

- Not commence work with the organisation until the Garda Vetting Disclosure report is received and confirms that there are no relevant convictions or pending cases.
- Have Child protection training made available to them.
- Be made aware of the organisation's code of behaviour, child protection procedures, and the identity and roles of the Designated Liaison Person and the Deputy Designated Liaison Person.
- Undergo a probationary period of 6 months.

All staff will:

- Receive an adequate level of supervision and review of their work practice.
- Read the Child Protection Policy Statement.
- Undergo a Garda Clearance check every 5 years.

Volunteers will:

- Not commence work with the organisation until the Garda Vetting Disclosure report is received and confirms that there are no relevant convictions or pending cases.
- Be made aware of the organisation's code of behaviour, child protection procedures, and the identity and roles of the Designated Liaison Person and the Deputy Designated Liaison Person.

Allegations of Misconduct or Abuse by Staff members:

In the event that allegations are made against a Music Generation Cork City staff member, the protection of the "child or vulnerable adult" will be the paramount consideration. Two separate procedures will be followed: one in respect of the "child or vulnerable adult" and one in respect of the staff member against whom the allegation has been made.

Music Generation Cork City will take protective measures appropriate to the level of risk while not unreasonably penalising the worker – unless necessary to protect the “child or vulnerable adult”. Protective measures might include:

- Increased supervision
- Assignment to different duties
- Suspension

In respect of the “child or vulnerable adult”:

- Designated Liaison Person will deal with issues relating to the “child or vulnerable adult”.
- If allegations are made against the Designated Liaison Person, the Deputy Designated Liaison Person should be contacted and vice versa.
- The first priority will be to ensure that no “child or vulnerable adult” is exposed to unnecessary risk.
- The reporting procedures outlined in Section 3 of these guidelines should be followed. Both the primary carers and the “child or vulnerable adult” should be informed of actions planned and taken. All contact with the “child or vulnerable adult” should occur in an age-appropriate manner.

In respect of the staff member:

- The Music Development Officer (MDO)/Coordinator of Music Generation Cork City should be contacted as soon as possible.
- The MDO will notify the Chairperson of the LMEP as soon as possible.
- The Chairperson will deal with issues relating to the staff member.
- The staff member will be informed as soon as possible of the nature of the allegation.
- The staff member will be given the opportunity to respond.
- Any action following an allegation of abuse against an employee should be taken in consultation with Túsla / the Health Service Executive and Gardaí.
- After consultation, the Chairperson should advise the person accused of the agreed procedures to be followed.
- Any substantiated accusations will be dealt with through the company’s disciplinary procedures.

Allegations of Misconduct or Abuse by programme participants (incl, under 18’s):

In the event that allegations are made against a Music Generation programme participant, the protection of both “children and vulnerable adults” will be of paramount consideration.

These allegations must be re-directed for investigation back to the relevant Music Education Partnership from which the participant is involved. If the participant is involved in more than one Music Generation area, each MDO will need to be informed, and the Child Protection procedures of each LMEP should be followed, in conjunction with each-other.

- In the first instance, the person who receives the call/concern should re-direct the concern to the Designated Liaison Person. If the Designated Liaison Person is not available / is out of contact, the concern should be passed on to the Deputy Designated Liaison Person., or LEMP Chair if neither are available within a reasonable time.
- The person who initially receives the concern should record all factual details about the allegation, including the time and date, and what was said. They should advise the caller that Music Generation Cork City has a Designated Liaison Person to deal with child protection concerns who will deal with their concern.
- The Designated Liaison Person should record the details of the allegation, and any actions to be taken.
- Following the allegation, the Designated Liaison Person should contact Chair of the LMEP and in order to maintain confidentiality, information should be shared on a need to know basis, to protect both “children and vulnerable adults”.

Allegations of Misconduct or Abuse by MGCC personnel

(including: musicians, volunteers, tutors, LMEP committee members, etc.)

In the instance that the Music Development Officer or other personnel receives allegations of Misconduct or Abuse by any Music Generation Cork City personnel, these allegations must be dealt with by following the below procedure:

- In the first instance, the person who receives the call should re-direct the call to the Designated Liaison Person. If the Designated Liaison Person is not available / is out of contact, the call should be passed on to the Deputy Designated Liaison Person.
- The person who initially receives the call should record all factual details about the call, including the time, date and what was said. They should advise the caller that Music Generation Cork City has a Designated Liaison Person to deal with Child Protection concerns, who will deal with their call, and transfer the call if possible. If neither the Designated Liaison Person nor the Deputy Designated Liaison Person is available at the time, the person dealing with the caller should ask them to give their name and contact phone number at which the Designated Liaison Person can contact them.
- The Designated Liaison Person should record the details of the allegation and advise the caller that they will investigate further.
- Following the call, the Designated Liaison Person should contact the Chair of the LMEP to advise of the allegation and to agree on the appropriate response. In some instances it may also be appropriate to contact the National Director of Music Generation.
- The Child Safeguarding Policies and Procedures of Music Generation Cork City will be followed.
- The Designated Liaison Person or Deputy Designated Liaison Person must keep a record of all phone calls made and received, as well as any written correspondence in relation to the allegation. This information must be held securely.

Summary of process in relation to allegations received regarding LMEP personnel:

1. Concern raised or allegation received
2. Inform the Designated Liaison Person (Deputy if Designated Liaison Person is unavailable)
3. Designated Liaison Person contacts the LMEP Chair.
4. Designated Liaison Person makes informal enquiry to Túsla on the allegations received.
5. LMEP Lead Partner/ or Local MEP Child Protection Procedures are followed
6. LMEP keeps Designated Liaison Person up to date on follow up taken

Where allegations are made directly to the National Development Office of Music Generation about Music Generation Cork City

In the instance that the National Development Office receives allegations of misconduct or abuse by local Music Generation personnel, programme participants, or LMEP members, these allegations must be dealt with as follows:

- In the first instance, the person who receives the call should re-direct the call to the Designated Liaison Person (National Director). If the Designated Liaison Person is not available / is out of contact, the call should be passed on to the Deputy Designated Liaison Person (Operations Manager).
- The person who initially receives the call should record all factual details about the call, including the time, date and what was said. They should advise the caller that Music Generation has a Designated Liaison Person to deal with Child Protection concerns who will deal with their call, and transfer the call if possible. If neither the Designated Liaison Person nor the Deputy Designated Liaison Person is available at the time, the person dealing with the caller should request their name and contact phone number at which the Designated Liaison Person can contact them.
- The Designated Liaison Person should record the details of the allegation and advise the caller that they will follow up with the relevant Local Music Education Partnership to investigate further.
- Following the call, the Designated Liaison Person should contact the Music Development Officer (MDO) and Chair of the LMEP where the person about whom the allegation has been made.
- Each LMEP is required to have their own Child Safeguarding Policies and Procedures in place and to follow these once they have been notified of any allegation.

- If an allegation is about the Music Development Officer then the Chair of the LMEP should be contacted.
- If an allegation is about the Chairperson of the LMEP, then Music Development Officer should be contacted.
- The MDO and/or LMEP Chair should issue Music Generation National Development Office with written confirmation of receipt of the complaint / allegation, and of the follow up process that they will engage in. An update on the outcome of any investigation should also be provided by the LMEP to the Designated Liaison Person of Music Generation DAC.
- The Designated Liaison Person or Deputy Designated Liaison Person must keep a record of all phone calls made and received, as well as any written correspondence in relation to the allegation. This information will be held securely in line with MG DAC Data Protection Policy.

Incidents and Accidents:

All incidents, accidents and near-misses that occur should be recorded in the 'Accident Book'. The material recorded in the 'Accident Book' may include personal data and sensitive personal data and will be kept securely by the Music Development Officer, in line with relevant Data Protection Policies.

In order to effectively manage instances of incidents and accidents, Music Generation Cork City will:

- Maintain an up-to-date register of the contact details of all "children and vulnerable adults" involved
- Cross-reference "children's and vulnerable adults' " contact details between the incident book and file to ensure accuracy
- Carry out a risk assessment in advance of any event to minimise any risk to participants
- Record details of risky equipment used and take steps to eliminate or minimise risk
- Advise "children and vulnerable adults" of any potential risks associated with their programme (eg: electric equipment)
- Where an event may have a large audience in attendance, check in advance about appropriate insurance requirements with the relevant person in the ETB / LA.
- Prepare a First Aid, Event Management Plan, and Emergency Procedures, relevant to the specific type of event, programme or performance.

APPENDIX A

Categories of 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. Abuse and neglect can occur within the family, in the community or in an institutional setting. The abuser may be someone known to the child or a stranger, and can be an adult, or another child. In a situation where abuse is alleged to have been carried out by another child, you should consider it a child welfare and protection issue for both children and you should follow child protection procedures for both the victim and the alleged abuser.

The important factor in deciding whether the behaviour is abuse or neglect is the impact of that behaviour on the child rather than the intention of the parent/carer.

The definitions of neglect and abuse presented in this section are not legal definitions. They are intended to describe ways in which a child might experience abuse and how this abuse may be recognised”.

Definition of 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”.

Definition of Emotional Abuse

“Emotional abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child. Once-off and occasional difficulties between a parent/carer and child are not considered emotional abuse. Abuse occurs when a child’s basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver. Emotional abuse can also occur when adults responsible for taking care of children are unaware of and unable (for a range of reasons) to meet their children’s emotional and developmental needs”.

Definition of 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”.

Definition of Sexual Abuse

“Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes the child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography.

Child sexual abuse may cover a wide spectrum of abusive activities. It rarely involves just a single incident and in some instances occurs over a number of years. Child sexual abuse most commonly happens within the family, including older siblings and extended family members”.

Detailed information is available on Túsla website:

<https://www.tusla.ie/services/child-protection-welfare/definitions-of-child-abuse/>

APPENDIX B:

“Reasonable grounds for a child protection or welfare concern include:

- 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
- Admission or indication by an adult or a child of an alleged abuse they committed
- An account from a person who saw the child being abused”

APPENDIX C:

Túsla - The Child and Family Agency was established on the 1st January 2014 and is now the dedicated State agency responsible for improving wellbeing and outcomes for children.

To contact a social worker:

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

APPENDIX D:

Garda Stations in this area:

Anglesea Street Garda Station,
021-4522000

Bridewell Garda Station,
(021) 494 3330

APPENDIX E:

Tusla Reporting Forms and Process are available here:

<http://www.tusla.ie/children-first/roles-and-responsibilities/organisations/report-a-concern>

APPENDIX F:

Photographic / Recording Consent Form Template (adjust to needs of specific events)

Name of event: *(Insert name & Date)*

Name of Child/Young Person: _____

Address of Child/Young Person: _____

I [insert Name of Parent(s) / Guardian(s) / Primary Carer]:

Give my consent for (insert name of child/young person): _____

- A) to participate in a performance at *(insert location and date)*
- B) I have been informed that there will be media / photographers present, and I give consent for photos / recordings to be taken of my child as part of this event, for use in publicity and for documentary purposes.
- C) I note that any media and photographers present have been invited/engaged by *(insert name of partner organisation/donor/funder)* and its partners.
- D) I note that the photographs/recordings may be retained by *(insert name of partner organisation/donor/funder)* for use in its publicity and promotional materials, including print and online media, publications, website and social media
- E) I consent for the photographs/recordings to be shared with Music Generation XXXX and retained for the same purposes, for a period of up to five years
- E) I consent to the photographs/recordings to be shared with trusted partners of Music Generation – namely Music Generation National Development Office (NDO) and accredited members of the media
- F) I consent for these images/recordings to be retained by Music Generation XXXX and Music Generation NDO after a period of five years for historical reference/archiving purposes
- Music Generation agrees to only use these images for these purposes.
 - You have the right to withdraw your consent at any time by notice in writing to our Acting Coordinator. Please note the withdrawal of consent shall not affect the lawfulness of the use of the photographs / recordings before its withdrawal.

Signed (Parent/s, Guardian/s, Primary carer):

Signed (Child/Young Person, if over 13yrs):

Date: _____

Due to the nature of the event, participation in this event is dependent on receipt of permission for photographs and recordings to be taken.