



Section 1

Limerick Jazz Society Child Protection Policy Statement

These guidelines were created in the following context as described in the revised Children First policy(2011):

All statutory, voluntary and community organisations working with, and in direct contact with, children should have procedures and guidelines derived from and consistent with the current Children First: National Guidance for their staff and volunteers. The content of such local guidelines should not be at variance with the national guidance, but there may be particular specificity or elaboration appropriate to local circumstances.

Appendix 8 of the Children First: National Guidance states that: In developing local guidelines the definitions of abuse, reporting procedures and guidance on confidentiality **SHOULD NOT BE CHANGED OR ADAPTED IN ANY WAY**. This is because it is essential that there is consistency on definitions, the basis for reporting and the standard reporting procedures.

Limerick Jazz Society (LJS) undertake to provide a safe environment for young people; members, outreach participants and audience, to learn skills and enjoy Jazz. 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 and volunteers**;
- Reporting of suspected or disclosed abuse (see Appendix 1 for categories of abuse);
- Confidentiality;
- Recruitment and selecting workshop leaders;
- Managing and supervising workshop leaders;
- Involvement of primary carers;
- Allegations of misconduct or abuse by workshop leaders;
- Complaints and feedback;
- Incidents and accidents

This policy will be reviewed on 27th September 2019 and each September thereafter.

Signed:

Workshop Co-ordinator (Education)

Chairperson

*The Childcare Act 1991 defines a child as a 'person under 18 years other than a person who is or has been married' (S.2.1). LJS works with adolescents and people in their early 20s and will therefore use the term "young person" instead of "child" in referring to members and participants under 18.

** Staff will include volunteers (Chairperson & Workshop Co-ordinator), and all contract workers (workshop leaders, guest workshop leaders etc)

Updated: 27th July 23rd 2020

Section 2:

Code of Behaviour for all Limerick Jazz Society Staff

LJS's code of behaviour includes the following:

Youth-centred Approach, Good Practice, Inappropriate Behaviour, Physical Contact, Health and Safety.

The Chairperson is responsible for the management of the code of behaviour.

Youth-centred approach:

- Listen to and respect young people;
- Involve young people who attend LJS workshops in decision-making, as appropriate;
- Provide encouragement and support;
- Have fun and encourage a positive and friendly atmosphere at LJS;
- Respect differences of ability, culture, religion, race and sexual orientation;
- Create an atmosphere of trust;
- Offer constructive criticism when needed;
- Treat all young people as individuals;
- Respect a young person's personal space;
- Discuss boundaries when outlining activities with young people and their primary carers;
- Agree contract of code of conduct before beginning activities with each new group of young people. Members under 18 will have their contracts co-signed by a parent or guardian;
- Encourage feedback from group;
- LJS is committed to making relevant artistic connections with the interests and backgrounds of young people;
- LJS staff, workshop leaders and guest workshop leaders will lead by example;
- LJS will be aware of a young person's other commitments when scheduling rehearsals or activities, e.g; school or exams
- LJS will be cognisant of a young person's limitations, e.g. medical condition.

Good practice:

- LJS will register and keep on file each young person's name, address, phone, special needs, attendance, emergency contact;
- LJS staff will ensure strict confidentiality regarding the above;
- Attendance notes will be taken at each workshop, rehearsal, outing and activity.
- Concerns will be reported to the Designated Person and reporting procedures will follow;
- First Aid Kit provided in all venues used by LJS and emergency procedures are in place;

- LJS volunteers will attend workshops and courses on child safety given by the TUSLA as and when they are available;
- Report and record any incidents and accidents;
- Staff should not be passive in relation to concerns, but should follow reporting procedures.

Appropriate Behaviour:

- All artistic work will be assessed to ensure the members understand it and are comfortable;
- Staff will not single out a particular young person for unfair favouritism, criticism, ridicule, or unwelcome focus or attention;
- Staff will not socialise inappropriately with young people, e.g; outside of structured organisational activities.

Physical Contact:

- Seek consent and comfortable rapport with young people in relation to physical contact in workshops and rehearsals (except in an emergency or a dangerous situation);
- Avoid horseplay

Health and Safety:

- Manage any dangerous materials;
- Keep First Aid Kit at venues used by LJS;
- Provide a safe environment;
- Be aware of accident procedure and follow accordingly;

Section 3:

Reporting Procedures

Who to contact about issues related to child protection and welfare?

The Designated Person for Garda Vetting and Reporting Procedures has been designated 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. It is the responsibility of this person to support and advise staff about policy 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.

Designated Person can be contacted at c/o Umbrella Project, 78 O'Connell Street,
Mobile: 087 919 5328

What would constitute reasonable grounds for concern?

- Specific indication from the young person that s/he has been abused;
- An account by a person who saw the young person being abused;
- Evidence, such as injury or behaviour which is consistent both with abuse and unlikely to be caused in another way;
- Evidence, such as injury or behaviour which is consistent 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 young person is suffering from emotional or physical neglect.

How can staff record a problem?

All concerns, queries or issues need to be recorded in an incident book. This book is stored securely in the office and you will need to request from either the Designated or Deputy Designated person. It is imperative that all staff ensure peoples' rights to confidentiality as outlined in LJS confidentiality statement.

Staff will need to record the following in the incident book:

- Your suspicions, what are they and why?
- Details of your concerns
- Worrying observations
- Behavioural changes
- Record where possible dates and times of all of the above
- Record the actions taken and outcomes of same

How do I deal with disclosure?

Please remember that in order to act in the best interest of the young person you should:

- Stay calm and listen to the young person, allow him/her enough time to say: what s/he needs to say;
- Don't use leading or prompt details;
- Reassure the young person before any disclosure is made, that their disclosure may need to be passed on to appropriate authorities;
- Don't make the young person repeat the details unnecessarily;
- Explain in age appropriate language to the young person what will happen next;

What happens next?

- The person who has expressed the concern will be informed and kept up to date on a need to know basis.
- All details, actions and outcomes will be updated in the incident book through to the point of resolution..
- If a report is being made to TUSLA, parent/primary carer will be made aware unless it is likely to put the young person at further risk.
- Ordinarily the Designated person or deputy designated person will be the LJS contact who will make contact with the TUSLA and or Gardai if the occasion arises. However, in the case of an emergency contact the local Duty Social worker or the TUSLA directly;
- In the case of emergencies outside of normal working hours where there is an immediate threat to a young person, contact the Gardai directly.

Section 4:

Limerick Jazz Society Confidentiality Statement

We at LJS are committed to ensuring peoples' rights to confidentiality. However, in relation to child protection and welfare we undertake that:

- Information will only be forwarded on a 'need to know' basis in order to safeguard the young person;
- Giving such information to others for the protection of a young person is not a breach of confidentiality;
- We cannot guarantee total confidentiality where the best interests of the young person are at risk;
- Primary carers 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 to do so might put the young person at further risk.
- Consent will be sought to use images of the young person for archives of shows, website, press and promotional materials;
- Records are kept in a safe and confidential manner under the control of the Designated Person for Garda Vetting and Reporting Procedure.

Section 5:

Limerick Jazz Society Recruitment and Selection Policy Statement

- Roles and responsibilities will be clearly defined for every position (paid or voluntary);
- We will endeavour to select the most suitably qualified personnel;
- Staff and volunteers will be selected by a panel of at least two representatives through an interview process;
- No person who would be deemed to constitute a 'risk' will be employed.
- Some of the exclusions would include:
 - any child-related convictions;
 - refusal to sign declaration form;

- insufficient documentary evidence of identification;
- concealing information on one's suitability to working with children;
- There will be a three month probationary period for all staff;
- All staff will be required to consent to Garda clearance, and where available, this will be sought.

Section 6

Limerick Jazz Society Management Policy Statement

To protect staff and young people, we undertake that:

New staff will:

- Be made aware of the organisation's code of conduct and reporting procedures;
- Undergo a probationary or trial period;
- Under go Garda Vetting clearance before working with children (and to be reviewed as required)

All staff will:

- Under go Garda Vetting clearance before working with children (and to be reviewed as required)
- Receive an adequate level of supervision and review of their work practices;
- Receive child protection training
- Be expected to have read and signed the Child Protection Policy Statement;

Section 7:

Limerick Jazz Society Statement on the involvement of Primary Carers

LJS is committed to being open with all our primary carers.

We undertake to:

- Seek the signature of primary carers on contracts for members under 18;
- Issue consent forms for additional activities, where relevant;
- Comply with health and safety practices;
- Adhere to our recruitment guidelines;

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

- Respond to the needs of the young person;

- Inform the primary carers of any serious concerns about the young person, unless this action puts the 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 Gardaí;
- In the event of a complaint against a member of staff, we will immediately ensure the safety of the young person and inform primary carers as appropriate;

LJS is a youth-centred organisation and is committed to putting the interest of the young person first. To that end we will;

- Contact TUSLA (Child & Family Agency) and Gardaí where there is a child protection welfare concern;
- Be available for consultation with primary carers in the case of any concern over a young person's welfare.

Section 8:

Limerick Jazz Society policy for dealing with allegations made against a staff member.

Where an allegation is made against a workshop leader by a young person, the Steering Committee will appoint an appropriate person/s to deal separately with both parties.

- 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 Deputy Designated Person should be contacted;
- As outlined in Section 3 of these guidelines the reporting procedures must be followed. Both the primary carers and young person must be informed of actions planned and taken.
- The workshop leaders will be informed as soon as possible;
 - of the nature of the allegation;
- the workshop leader should be given the opportunity to respond when an allegation is made
- The Child Protection Policy will be put in place (the workshop leader will be suspended pending investigation)
- The Chairperson of the organisation should be informed as soon as possible;
- Any action following an allegation of abuse against workshop leaders should be taken in consultation with TUSLA and Gardaí;

Section 9:

Limerick Jazz Society complaints and comments procedures.

- All complaints to LJS will be responded to within 4 weeks from date of receipt;

- All staff have a responsibility to direct complaints/comments to the Designated Person for Garda Vetting ;
- Verbal complaints will be logged and responded to by Designated Person for Garda Vetting

Section 10:

Limerick Jazz Society Accidents Procedure

- LJS will maintain an up-to-date register of contact details of all children/young people involved in its activities;
- Young people's details should be cross referenced between the incident book and file;
- External organisations with whom LJS has dealings must provide proof that they have public liability insurance;
- First-aid boxes are available and regularly re-stocked;
- The location of the first-aid box(es) must be known to staff;
- Availability of the first-aid should be in accordance with the organisation's Health and Safety guidelines. The location of accident/incident books must be made known to staff;
- Young people must be advised of risks of dangerous material;
- Record details of risky equipment used and take steps to minimise risk;
- Be aware of responsibility for first-aid on off-site trips.

In the event of a serious injury (a blow to the head, or injury resulting in severe loss of blood or loss of consciousness) incurred by a young person during LJS activities, the young person will be taken to hospital as a priority and the young person's parents/guardian will be contacted only after an ambulance has been called or lift to hospital arranged.

In the event of a minor injury causing pain or discomfort, LJS will ensure that the young person is able to get home and will wait with them until a lift, bus or taxi arrives.

Appendices

Appendix 1: Definitions of Abuse

The following are the four main categories of abuse as outlined in *Children First: National Guidelines for the Protection and Welfare of Children*. These are brief description of the information contained within that document. For the full definitions please refer to *Children First: National Guidelines for the Protection and Welfare of Children* 1993 (pp 32-34)

1 Neglect

“Neglect can be defined as being where the child suffers significant harm or impairment or development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care... 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.” (*Children First* p.31)

2 Emotional abuse

Emotional abuse usually happens where there is a relationship between a carer and a child rather than as a specific incident or incidents. *“Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.”* (*Child First* p 31)

Examples of emotional abuse in children include:

- Imposition of negative attributes on children, expressed by persistent criticism, sarcasm, hostility or blaming;
- Emotional unavailability by the child’s parent/carer;
- Unresponsiveness, inconsistent or inappropriate expectations of the child;
- Premature imposition of responsibility on the child;
- Unrealistic or inappropriate expectations of the child’s capacity to understand something or to behave and control him/herself in a certain way;
- Under or over protection of the child;
- Use of unreasonably harsh discipline;
- Exposure to domestic violence.

3 Physical abuse

- Shaking
- Use of excessive force in handling
- Deliberate poisoning
- Suffocation;
- Allowing or creating a substantial risk of significant physical harm to a child.

4 Sexual abuse

- Exposure of the sexual organs or any sexual act intentionally performed in the presence of a child;
- Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification;
- Masturbation in the presence of the child or involvement of the child in an act of masturbation;
- Sexual intercourse with a child whether oral, vaginal or anal;
- Sexual exploitation of a child may also include showing sexually explicit material to children which is often a feature of the 'grooming' process by perpetrators of abuse;
- Consensual sexual activity involving an adult and an under-age person.

APPENDIX 2

Contact Details -

Designated Person for Garda Vetting and Reporting Procedures for LJS

Deirdre Wilson, c/o Umbrella Project, 78 O'Connell Street, Limerick
Mobile: 087 919 5328

Tulsa - Limerick Duty Social Work Teams

Child and Family Agency, Rixtown Health Centre, Child Protection & Welfare, Old Clare Street

Tel: 061 483 091

Contact hours: 2 – 5pm

Any query or concern in relation to children out of hours should be reported to An Garda Síochána

Garda Station

Henry Street

Tel: 061 212 2411

