

This Policy consists of the following:

- Statement Of Position
- Code Of Practice
- Procedures

The Policy is reviewed annually and a new version will be implemented no later than 18 months after the issue of this version.

Statement Of Position – Child Protection

The IBO policy is, in every engagement involving or likely to involve children, to ensure that the host takes responsibility for child safety. This is a requirement that is enshrined in the all terms between the IBO and host organisations. This approach notwithstanding, the IBO has a compulsory Child Protection Code Of Practice which all IBO members must acknowledge at least annually.

Legislation

Where details of this policy conflict with legislation in Ireland, the legislation has precedence.

Code Of Practice – Child Protection

Required Outcome

The IBO is committed to creating and maintaining the safest possible environment for children, young people under the age of 18 years or vulnerable adults in any of its educational activities.

Scope & Definitions

All references to child or children throughout this Policy and Guidelines should be taken to refer to “children, young people under the age of 18 years or vulnerable adults”.

All IBO education activity is completed in a group situation with a member of teaching staff or supervisor present at all times. Most IBO members will only make one visit to a school. With longer projects, the IBO member would not normally make more than three visits to a particular school.

When a school books an education programme, it will be sent a confirmation booking form explaining that a teacher or adult must be present throughout the workshop. The IBO members are instructed not take the workshop unless this is the case.

Each IBO member is given a set of guidelines to follow. All players taking part in Education work must adhere to the guidelines provided by the IBO education department in its Child Protection Policy.

The IBO Child Protection Policy is given to all IBO members, be they working in administration, playing, conducting, composing or otherwise involved with education work. A copy of the policy is also sent to each of the Orchestra’s funding bodies where funded projects involve work with young people aged under 18.

An IBO member is defined as any person contracted to or working for, or who might reasonably be deemed to be acting for, the IBO. This definition includes: administration personnel, visiting conductors, soloists, extra instrumentalists, composers and volunteers.

Child Protection Officer

The IBO has appointed a designated Child Protection officer who is responsible for dealing with any concerns about the protection of children/young people. This person is **Aliye Cornish Moore, CEO**.

The Deputy Child Protection Officer is **Doireann Kelly, Orchestral Manager**

Responsibilities Of The Child Protection Officer:

- Provide child protection information and advice to all members of the IBO, administration staff, visiting conductors, soloists, extra instrumentalists, composers and volunteers.
- Keep up-to-date with all child protection issues and develop procedures on a regular basis. Ensure that all procedures comply with current best practice.
- Ensure that all those working with children/young people are familiar with the reporting procedures and that any incidents of concern are clearly recorded.
- Keep all relevant people within the organisation informed of any incidents or concerns and ensure that all information disclosed is confidential.
- Liaise closely with relevant child protection agencies in the event of a child protection concern coming to the notice of the IBO.
- All information shared with the designated officer is confidential and will be disclosed only on a “need to know” basis. All confidential paperwork will be safely locked away. Depending on the circumstances the information will be released to the appropriate authorities.
- Ensure that parental permission has been sought from parents whose children are attending IBO events. Details of parents contact details will be available at all time in case of an emergency.
- All participants will be send feedback forms immediately after an event and IBO staff will be visible at all times throughout an event to ensure that any complaints are dealt with appropriately.
- Any complaints made by children should go through the school or guardian and this will then be passed onto the designated Child Protection Officer within the IBO.

- Staff complaints should be made directly with the designated Child Protection Officer.
- Complaints made by parents should be made through the school and then the IBO or directly with the IBO when the complaint is linked with something outside school.
- Prior to any education workshop in a school the teacher should outline acceptable behaviour with the children

Possible Sanctions

- Staff and volunteers will be expected to comply by the IBO standard disciplinary procedures. If a problem or situation is deemed inappropriate a verbal warning will be given, and then a written warning followed by an interview. At this stage a decision will be made regarding the future status of the particular person/persons as a sub-contractor.
- Children should be sanctioned by teaching staff or guardians.

[End Policy]

IBO Code Of Practice – Protecting The Vulnerable & Those Under 18

Please take a moment to read this bulletin. It sets out the IBO's code of practice relating to the protection of children and vulnerable adults.

Code Of Practice

The IBO takes its responsibilities for protecting children and vulnerable adults ('children') seriously. It has a designation Child Protection Officer in **Aliye Cornish Moore, IBO CEO** and a Deputy Child Protection Officer in **Doireann Kelly, Orchestral Manager**.

When the IBO accepts an education engagement, it does so on the basis that the host is responsible for ensuring the safety of children attending. At no time in a workshop, performance or demonstration should an IBO member be left alone to supervise a group of children. You are advised not to take the workshop, etc. if a teacher or member of staff is not available.

That said, all members of the IBO are expected to follow the attached guidelines and also to report any issue that gives concern about the wellbeing of children attending an IBO event.

Aliye Cornish Moore

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FACTSHEET FOR THE IBO – CHILD PROTECTION GUIDELINES

The following 'must' and 'must not's' are largely common sense.

YOU MUST ...

- Treat all children with respect;
- Take all reasonable steps to ensure health, safety and welfare of children involved in IBO activity;
- Demonstrate good conduct – conduct you wish others to follow.

- Prevent any IBO member from putting a child in a situation of significant risk to health and safety.
- Ensure that there is always more than one adult present during the IBO's activities with children.
- Respect a child's right to personal privacy.
- Encourage children to feel comfortable enough to point out attitudes/behaviour they do not like.
- Remember that someone else might misinterpret your actions, no matter how well-intentioned.
- Be aware that even caring physical contact with a child may be misinterpreted. Should any physical contact be necessary as part of a demonstration, ensure that the child is both aware of the need for, and is comfortable with, the contact by informing them of any actions that need to be taken during the course of the demonstration.
- Recognise that special caution is required if discussing sensitive issues with children.
- Operate within the IBO's guidelines and procedures.

If you suspect that any child is being bullied, emotionally or physically, or if you have seen any behaviour that makes you feel uncomfortable, you should speak to the teacher/leader in charge and report that you have done so to the Child Protection Officer or Deputy Child Protection Officer.

YOU MUST NOT:

- Have inappropriate physical or verbal contact with children.
- Allow yourself to be drawn into inappropriate attention-seeking behaviour.
- Make suggestive/derogatory remarks or gestures in front of children.
- Jump to conclusions about others without checking facts.
- Exaggerate or trivialise child abuse issues.
- Show favouritism to any individual.
- Rely on your good name or that of the IBO to protect you.
- Believe 'it could never happen to me'.
- Take a chance when common sense, policy and practice suggest a more prudent approach.
- Ignore the IBO's child protection guidelines and procedures.

If you wish to raise any matter relating to these guidelines, please contact Aliye Cornish.

FACTSHEET FOR THE IBO – CHILD PROTECTION GUIDELINES – MAKING A REPORT

You may be concerned or have suspicions about the treatment of a child, having observed:

- The conduct of an adult or other child
- A child/young person disclosing abuse
- Bruising or evidence of physical hurt
- Unusual behaviour by a child/young person

We advise members of the IBO to:

- Listen to the child, rather than question him or her directly. Offer him/her reassurance without making promises, and take what the child says seriously.
- Never stop a child who is freely recalling significant events. Do not overreact or promise to keep what they are disclosing a secret.
- Advise the child that you must pass on the information.
- Explain what you have to do and whom you have to tell.
- Do not question or interrogate the child.
- Record the discussion accurately, as soon as possible after the event, even if it is information you do not fully understand, or like writing down. It is important not to record the information as the child is disclosing it as this can intimidate and/or discourage the child.
- Contact the designated person within your organisation for advice/guidance as soon as possible. The designated person may then discuss the concern/suspicion with Social Services, and, if appropriate, make a direct referral or keep a full record of the concerns.
- Record within 24 hours any discussion or action taken.

If an allegation is made about an adult or about you:

- Contact the IBO Child Protection Officer as soon as possible for advice and guidance.
- Try to ensure that no-one is placed in a position which could cause further compromise.

If you wish to make an allegation about the IBO Child Protection Officer or the Deputy Child Protection Officer then this should be directed to the Chair of the IBO Board of Directors Peter Crooks. His email address can be requested from Stuart Kinsella, IBO Company Secretary at secretary@irishbaroqueorchestra.com.