

GALWAY EARLY MUSIC

Child Protection Policy and Code of Behaviour for working with children/young people

April 2021

Galway Early Music (Ceol Ársa na Gaillimhe)

Caherfurvaus Craughwell Co Galway Ireland
+353 (0)83 461 9039
info@galwayearlymusic.com
www.galwayearlymusic.com

1. PRESENTATION

1.1 OUR ORGANISATION

Galway Early Music – Ceol Ársa na Gaillimhe (GEM) is a not-for-profit voluntarily run arts organisation based in County Galway, Ireland. It is a member of REMA, the European Early Music Network. All our staff are volunteers, with a set organisational committee.

The aim of GEM is to promote both Irish and European music and dance of the 12th-17th centuries.

The objectives are threefold:

- To bring alive the music and dance of the 12th – 17th centuries in the context of Galway’s medieval heritage through concerts given by international and national performers.
- To increase awareness and interest in this music and dance among youth and the general public through education and participation.
- To attract an already existing early music audience from outside of Ireland to Galway for The Galway Early Music Festival.

1.2 OUR ACTIVITIES

Galway Early Music organises concerts and events (workshops, talks, exhibitions, shows etc) throughout the year and especially on the occasion of the European Day of Early Music (on the 21st of March) and for the GEM Festival which takes place over a week-end in May every year.

The Festival offers a wide range of activities, from concerts to numerous free events open to all : instrument-makers and / or art exhibitions, dance and music workshops, coffee mornings, family shows etc.

These events take place all over Galway City and County, mostly in historical or cultural locations (churches, castles, museums, theatres, NUIG etc).

All concerts and events are open to children who must be accompanied by an adult to performances or workshops, but some events are more specifically intended for children and families, e.g. family theatre or puppet shows, or music workshops organised in collaboration with music schools. For example, we started the Early Music for Young Musicians project in 2016 to encourage young musicians in Co. Galway to play and to enjoy early music. The idea is to bring an ensemble of professional musicians with expertise in this area to participating music schools and groups for three half-day workshops ; the participants are then invited to partner the professional musicians in a concert at the Galway Early Music Festival. This project is still ongoing after four successful years.

2. PRINCIPLES TO SAFEGUARD CHILDREN FROM HARM

The welfare of all children attending GEM events is paramount. Our aim is to ensure that all audience members enjoy their GEM experience, and are safe from harm at all times. Section 2 of the Children First Act 2015 defines harm as follows:

“harm means in relation to a child –

- (a) Assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child’s health, development or welfare, or
- (b) Sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances or otherwise.”

GEM actively promotes its Child Protection Policy, which adheres to guidelines laid down by the Office of the Minister for Children and Youth Affairs in the revised Children First 2017: National Guidance for the Protection and Welfare of Children.

For the safety and enjoyment of all, children under 12 must be accompanied to performances by a parent/guardian. All staff, venue managers and volunteers attend training and are brought through GEM’s Child Protection Policy.

2.1 CODE OF BEHAVIOUR FOR STAFF AND VOLUNTEERS

A Child Centred Approach

- Treat all children and young people equally.
- Listen to and respect children and young people.
- Create an atmosphere of trust.
- Provide encouragement, support and praise (based on effort rather than achievement).
- Use appropriate language (physical and verbal).
- Offer constructive criticism when needed.
- Treat all children and young people as individuals.
- Respect differences of ability, culture, belief, ethnicity and sexual orientation.
- Respect a child's or young person's personal space.
- Discuss boundaries on behaviour and related sanctions, as appropriate, with children, young people and their primary carers.
- Encourage feedback from groups and individuals.
- Use age-appropriate materials.

Code of Practice

- Make parents or carers, children and young people aware of our Child Protection Policy.
- Record any incidents and accidents and inform parents or carers promptly.
- Report any child protection or welfare concerns to the HSE (duty social worker) or An Garda Síochána (out of hours or in an emergency).
- Have emergency procedures in place e.g., medical assistance, fire safety, etc.
- If working with another organisation (as a contractor) agree a code of practice and how child protection procedures will be managed.
- Observe appropriate dress and behaviour.
- 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 as soon as possible.
- Address any difficulties or issues promptly, and keep a written record of issues discussed, agreements reached, names of those involved and dates, as appropriate.
- Maintain open communication with all parties, and invite feedback including comments or complaints.

Inappropriate Behaviours

- Avoid spending excessive amounts of time alone with children/young people;
- Don't use or allow offensive or sexually suggestive physical and/or verbal language.
- Don't single out a particular child/young person for unfair favouritism, criticism, ridicule, or unwelcome focus or attention;
- Don't allow/engage in inappropriate touching of any form;
- Don't hit or physically chastise children/young people;
- Don't socialise inappropriately with children/young people, e.g., outside of structured organisational activities.

Physical contact

- Seek consent of child/young person in relation to physical contact (except in an emergency or a dangerous situation);
- Avoid horseplay or inappropriate touch;
- Check with children/young people about their level of comfort when touching during a dance or music workshop;
- Health and safety;
- Don't leave children unattended or unsupervised;
- Manage any dangerous materials;
- Provide a safe environment;
- Be aware of accident procedure and follow accordingly.

2.2 CODE OF PRACTICE FOR ALL STAFF AND VOLUNTEERS

Galway Early Music Festival is a Festival for all ages.

Our mission is to facilitate everyone discover the richness and diversity of early music and dance, while also offering specific events (ie workshops, exhibitions or shows) to families and children. Fundamental to this is thus creating an experience where children who participate in any aspect of GEM festival are treated with respect and care and where their emotional, physical and mental safety is paramount.

We want all members of our audience to enjoy their experience from the moment they get a GEM programme to the moment they walk out of a theatre, exhibition or workshop space after engaging in a GEM event. These underlying principles operate when dealing with any member of the public on behalf of GEM.

- Be polite, pleasant and helpful

Always treat the public with courtesy (no matter what age they are). You are the front line of the Festival and in your capacity represent the public face of GEM. Never be abrupt, short or rude to the public even if you think the person to be wrong. If necessary bring their attention to written policy notes regarding late arrivals, sold-out shows, cancelled shows, delayed shows and age requirements.

- Be firm (but polite)

You have a job to do. For example, if you have to ask someone to keep an aisle clear, remember you are doing it for the safety of all and must ensure that it is kept clear.

- Be aware

Know where all the fire exits and extinguishers are located and know the fire drill. Exits are to be kept clear and all staff at the venue made aware to check exits.

- Do not argue with any member of the public.

If there is a complaint regarding a situation you are not in authority to solve at the time, advise the complainant that they may make a formal complaint by phone to 083 461 9039 (GEM chairperson) or in writing to GEM, Caherfurvaus, Craughwell, Co Galway or info@galwayearlymusic.com.

- Do not smoke or curse in front of the public. Neat Dress Required.

- Alcohol / Unprescribed Drugs

Consumption of alcohol or unprescribed drugs is not allowed either immediately prior to or when on duty for GEM. If there is evidence that this has been the case e.g. breath smells of alcohol then you will be relieved of your duties immediately.

- Be on time

Punctuality on everyone's part is vital to the smooth running of the event.

- Wear your staff identification

While on duty, please wear the identification the management will give you. This will help the public identify you as a GEM staff member and someone who can help them.

- Be vigilant

Be aware of what is going on around you. Report any incident no matter how minor.

- Know the shows

Know how long the shows are and what time they will be over.

- Staff must carry a copy of the GEM Programme at all times.

Just in case people have queries on other shows or workshops, carry a copy of the brochure with you for easy reference. Know the venue locations. There is a map in the programme.

- GEM staff are not responsible for caring for children on behalf of their parents, guardians or teachers. Only children over twelve should be attending unaccompanied by an adult. Take cognisance of Child Protection Guidelines as outlined in your training.

- Children

If children are disrupting performances or carrying out activities which could result in a dangerous situation for themselves or others, do not shout directions at children or make any physical contact. Inform their teacher / guardian and if necessary ask them to leave the auditorium. Always remain calm, polite and professional.

- Food and beverage consumption

Food and beverage consumption is not allowed in any of the festival venues unless otherwise stated (ie coffee mornings). Remind parents of this as they enter the venue lobby and ask them to instruct the children in their care to put away the food out of reach, for example in a closed school bag. If it is not, confiscate it.

- Mobile Phones

Staff must always ensure their mobile phones are completely turned off when attending any performance. Public should be reminded to switch their phones off during the public announcement.

- First Aid

If any child or member of the public requires first aid, please bring them to the attention of the Venue Manager.

Code of behaviour for events more specifically involving children/young people

- All staff/volunteers/leaders will show respect and understanding for the children/young people involved while avoiding showing favouritism towards any one participant, thus ensuring that the event is enjoyable for all participants;
- Inappropriate behaviour/language will not go unchallenged;
- The privacy of the participants will be respected at all times and particularly in changing rooms and toilets;
- Participants should be encouraged to report to a staff member any cases of bullying and the staff member in charge must be made aware of this.

2.3 CODE OF PRACTICE FOR EVENTS' HEALTH AND SAFETY

Pre-Show Announcement

The announcement may be adjusted to suit age profile, but the following main points must be included and made clearly:

“Welcome to this Galway Early Music Event.

Please note your nearest exit... In case of an emergency, the exits are... (list locations).

Please remember that no food or drink is allowed in the venue. (if this is correct for the event)

No photography, video or sound recording allowed during the concert. (for concerts)

And finally please remember to turn off all your mobile phones...

Thank you - now sit back, relax and enjoy the concert/event!”

Emergency Announcement

Please note that the emergency announcement for each venue should be used as appropriate:

“Ladies and gentlemen due to emergency circumstances that have arisen it will not be possible to continue today's event and you are requested to leave the viewing area as calmly and quietly as possible by your nearest exit. Please follow the direction of staff members.”

Duties of Stewards

- Stewards report to the Venue Managers to get their opening and closing assignments.
- Stewards must make themselves aware of their responsibilities in relation to the Health Safety and welfare of participants and the public. In particular stewards must note the location of people with mobility difficulties or special needs that may require attention in the event of an emergency.
- Stewards must carry out pre-event checks of their allotted area to ensure that there are no hazards that may cause injury to participants or the public. When hazards are identified, they will be brought to the attention of the Event Safety Officer via the Venue Manager.
- Stewards will familiarise themselves with the event layout to enable them give information to the public. In particular they will note the location of First Aid Posts and Toilet Facilities.
- Stewards will go out to greet and welcome arriving school groups. They will guide the groups and teachers/guardians to the venue. Please note that it is the responsibility of accompanying teachers/guardians to keep children safe on the streets.
- Stewards will monitor crowd conditions to ensure the safe dispersal of crowds and prevent overcrowding. In particular they will take note of an individual or family who may be attending the same show as a school group to ensure they are not caught up in the crowd.
- Stewards will ensure that all walkways are clear within the auditoria.
- Stewards will take responsibility for keeping the audience from disrupting the performance.
- Stewards will be aware of the actions to be taken in the event of an emergency.
- Stewards will not consume alcohol or drugs prior to or while on duty.
- Stewards will be courteous and calm towards participants and members of the public.

3. RISK ASSESSMENT

Section 11(1)(a) of the Children First Act 2015 defines risk as “any potential for harm to a child while availing of a service.” The risk assessment must consider the potential for harm to come to children while in our organisation’s care.

In this context, risk refers to the risk of abuse. Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.

There are four main types of abuse: physical abuse, sexual abuse, emotional abuse and neglect. Abuse in all of its forms can affect a young person at any age. The effects can be so damaging that if not treated may follow the individual into adulthood.

Individuals within the organisation need to be alert to the potential abuse of children both within their families and also from other sources including abuse by members of the organisation.

The organisation should know how to recognise and act upon indicators of abuse or potential abuse involving children. There is an expected responsibility for all members of the organisation to respond to any suspected or actual abuse of a child in accordance with the procedures defined in part 4 of this Policy.

The following are practices or features of our activities that have been identified by GEM as having the potential to put children at risk; most of these practices and activities carry low or minimal risks of harm. While it is not possible to foresee and remove all risk of harm, GEM has in place the procedures listed after this risk assessment to manage and reduce risk to the greatest possible extent.

List of situations and activities with potential risk of harm

- arrival and dismissal of children participants (all children under 12 should be accompanied by a parent / guardian)
- workshop participation
- group teaching (music or dance workshop)
- dancing activities (dance workshop)
- use of toilet/changing areas in the venue of the event
- management of challenging behaviour amongst participants
- prevention and dealing with bullying amongst participants
- use of external organisations and staff to offer specific events or workshops
- use of video/photography/other media to record GEM events (images of a child/young person will not be used by GEM for any reason without the consent of the parent/carer; however, we cannot guarantee that cameras/videos will not be used by members of the audience at public performances)
- recruitment of staff/volunteers including -
 - workshop teachers
 - guest performers (i.e musicians, singers, dancers, actors)
 - volunteers

List of possible risks of harm

- Risk of harm not being recognised by staff/volunteers
- Risk of harm not being reported properly and promptly by staff/volunteers
- Risk of child being harmed at a GEM event by a member of staff/volunteers
- Risk of child being harmed at a GEM event by another child or adult
- Risk of child being harmed at a GEM event by a member of staff of another organisation
- Risk of harm due to bullying of child
- Risk of harm due to inadequate supervision of children at a GEM event
- Risk of harm due to inappropriate relationship/communications between child and another child or adult at a GEM event
- Risk of harm due to inadequate code of behaviour

4. PROCEDURES

GEM has put the following procedures in place to address the risks of harm identified in the previous assessment, covering:

- Reporting of suspected or disclosed abuse;
- Confidentiality;
- Staff and volunteers: selection and training;
- Circulating information to staff, volunteers and participants;
- Allegations of misconduct or abuse by staff;
- Complaints and comments;
- Incidents and accidents;
- Designated Liaison Person (DLP) for GEM

4.1 REPORTING OF SUSPECTED OR DISCLOSED ABUSE

Everyone must be alert to the possibility that children with whom they are in contact may be experiencing abuse or have been abused in the past. This is an important responsibility for staff/volunteers when working with children and young people, and there is a responsibility to report child abuse.

The guiding principles in regard to reporting children abuse are summarised as follows:

- The safety and well-being of the child or young person must take priority
- Reports should be made without delay to Tulsa
- While the basis for concern must be established as comprehensively as possible, children or parents should not be interviewed in detail about the suspected abuse.

The reporting procedure for dealing with disclosures, concerns or allegations of child abuse is outlined in the following steps:

- The member of staff or volunteer who has received a disclosure of child abuse or who has concerns of abuse, should bring it to the attention of the Designated Liaison Person (DLP) immediately.
- The DLP will assess and review the information that has been provided. The chairperson may contact Tulsa for informal advice relating to the allegation, concern or disclosure.
- After consultation with Tulsa, the DLP will take one of two options:
 - Report the allegation, concern or disclosure to Tulsa or
 - Not make a formal report to Tulsa but keep a record of the concerns on file. The reasons for not reporting the allegation, concern or disclosure will be clearly recorded.
- Where a formal report is made Tulsa will then liaise with An Garda Síochána. It is likely that Tulsa will want to speak to the person who first made the report to clarify facts and the circumstances of the report.

In an emergency a report should be made directly to An Garda Síochána.

In making a report on suspected or actual child abuse, the individual must ensure that the first priority is always for the safety and welfare of the child/young person and that no child/young person is ever left in an un-safe situation.

4.2 CONFIDENTIALITY

In matters of child abuse, a member of staff/volunteer should never promise to keep secret any information which is divulged. It should be explained to the child/young person that this information cannot be kept secret but only those who need to know, will be told.

It is essential in reporting any case of suspected abuse that the principle of confidentiality applies. The information should only be shared on a 'need to know' basis and the number of people that need to be informed should be kept to a minimum.

Parents/guardians of the child will be informed of the allegation, concern or disclosure unless doing so is likely to endanger the child.

4.3 STAFF AND VOLUNTEERS: SELECTION AND TRAINING

When recruiting and selecting staff and volunteers from GEM or from another organisation:

- GEM staff and volunteers will be given a copy of the GEM Child Protection Policy and code of behaviour and will be asked to sign a document certifying that they have read it and agree to abide by its contents and that there is no reason why they would be considered unsuitable for working with children/young people;
- When working with staff on short term contracts or staff/volunteers from another organisation in facilitating an event involving children/young people, such staff/volunteers will be given the GEM Child Protection Policy and code of behaviour and will be asked to sign a document certifying that they have

read it and agree to abide by its contents and that there is no reason why they would be considered unsuitable for working with children/young people;

- All other organisations/performers facilitating an event involving children/young people for GEM will be asked to provide adequate Garda Vetting (see Appendix 1)

All staff and volunteers will receive adequate and appropriate child welfare and protection information and training. GEM will provide all staff members and volunteers with information on the recognition and reporting of child protection and welfare concerns, as well as clear information about the role of the statutory agencies with primary responsibility in child protection and welfare, namely, Tusla and An Garda Síochána.

The necessary information and training will be provided through the present Child Protection Policy and Tulsa's e-learning training programme on www.tusla.ie called 'Introduction to Children First', which covers topics including:

- Recognising and reporting child abuse;
- The responsibilities of organisations working with children to safeguard children;
- The role of designated liaison persons.

4.4 CIRCULATING INFORMATION TO STAFF, VOLUNTEERS AND PARTICIPANTS

This Child Protection Policy is available for consultation on the GEM website and can be obtained by contacting our Designated Liaison Person. It will be communicated to all staff / volunteers and organisations working with us on events specifically designed for families and children.

Any update or change will be communicated to staff / volunteers and made available on our website.

4.5 ALLEGATIONS OF MISCONDUCT OR ABUSE BY STAFF/VOLUNTEERS

Where an allegation of abuse is made against a member of staff/volunteer of GEM, there are two procedures that GEM will put in place:

- The reporting procedure in respect of the child;
- The procedure for dealing with the member of staff/volunteer.

In the case of the allegation being against a member of staff/volunteer of GEM, the same person will not deal with both the young person and the alleged abuser. The Designated Liaison Person (DLP) will follow the normal reporting procedure while it will be the responsibility of GEM Chairperson to deal with a staff member/volunteer against whom an allegation has been made.

If there is an allegation or suspicion in relation to the DLP, the Chairperson will deal with all aspects of the case, including the reporting procedure.

If an allegation is made against a member of staff/volunteer of GEM the following steps will be taken:

- The GEM Chairperson will deal with all aspects of the case relating to the member of staff/volunteer.
- The allegation will be assessed by the DLP to establish if there are reasonable grounds for concern and whether a formal report will be made to the statutory authorities, at this point. He/she may wish to contact Tulsa for advice on the issue.
- The safety of the child is our first priority and all necessary measures will be taken to ensure that the child is safe. The measures taken will be proportionate to the level of risk.
- GEM will ensure that no other children/young people are at risk during this period and will inform other relevant agencies or parents/carers as appropriate.
- The measures which can be taken to ensure the safety of children and young people can include the following: suspension of duties of the person accused, re-assignment of duties where the accused will not have contact with children/young people, working under increased supervision during the period of the investigation or other measures as deemed appropriate.
- If a formal report is being made the member of staff/volunteer will be notified that an allegation has been made and what the nature of the allegation is. The member of staff/volunteer has a right to respond to this and this response should be documented and retained.
- GEM will ensure that the principle of 'natural justice' will apply whereby a person is considered innocent until proven otherwise.

- GEM will work in co-operation with An Garda Síochána and Tulsa and any decisions on action to be taken in regard to the member of staff/volunteer will be taken in consultation with these agencies.
- The person against whom the allegation is made will need support during this period and GEM will provide advice on how to access the relevant support services.

4.6 COMPLAINTS AND COMMENTS

GEM is committed to ensuring the safety and welfare of all children/young people who might avail of the cultural activities we offer. Complaints regarding the safety and welfare of children/young people should be directed to the Designated Liaison Person for GEM. Other complaints or comments should be directed to the person with whom the child/young person dealt with.

More general comments can also be directed to the GEM Chairperson.

4.7 INCIDENTS AND ACCIDENTS

A system is in place for recording any incidents or accidents while the child is availing of a cultural activity provided by GEM (see sample form at Appendix 2).

Accidents procedure

- External organisations and venue managers with whom our organisation has dealings must provide proof that they have public liability insurance;
- First-aid box(es) available and regularly re-stocked;
- The location of the first-aid box(es) must be made known to staff;
- The location of accident/incident books must be made known to staff;
- Children and young people must be advised of risks of potentially dangerous material or situation;
- Record details of risky equipment used and take steps to minimise risk.

4.8 DESIGNATED LIAISON PERSON (DLP) FOR GEM

Lise Carrel-Bisagni (0851579594) 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 procedures in relation to child protection and to ensure that procedures are followed. It is also the responsibility of the DLP to liaise with Tulsa or An Garda Síochána where appropriate.

5. IMPLEMENTATION

We recognise that implementation is an ongoing process. Our organisation is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our activities.

The GEM Committee will review this policy at its annual AGM, or as soon as practicable after there has been a material change in any matter to which the statement refers.

It is agreed by all the members of the association "Galway Early Music"

Signature:  (Provider)

Provider's name and contact details: Maura Ó Cróinín. 087 282 0987. galwayearlymusic@gmail.com

For queries, please contact our Designated Liaison Person: Lise Carrel-Bisagni

0851579594 carli0710@yahoo.fr

Date: April 19, 2021

APPENDIX ONE

Inter-organisational form stating that Garda Vetting has been obtained

Surname _____ Forename _____

Date of Birth _____ Place of Birth _____

Address _____

Contact Phone Number _____

I have received Garda vetting in the past 18 months in relation to my current work with children/young people,

Yes No

This vetting was completed on _____ .

Signature _____

Date _____

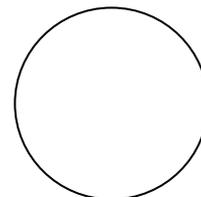
This section to be completed by the organisation, which obtained the Garda vetting for the individual named above.

I confirm that this person has received Garda vetting to work with children/young people in the past 18 months.

Name _____ Signature _____

Address _____

Stamp of Organisation



APPENDIX TWO

Incident/accident report form

Name of event/meeting where the incident/accident occurred _____

Date _____

Location _____

Briefly describe what happened _____

Who was involved _____

Any injury sustained? _____

Who dealt with the situation? _____

How was it resolved/dealt with? _____

Any follow up required? _____

Please attach any additional information if required _____

Signature: _____

Name (block letters): _____