

North Coast Trad Child Protection Policy

The above document was reviewed and adopted by the Management Board

of North Coast Trad on 18th March 2019

Signed by: _____ Chair

Date: _____

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CONFIDENTIALITY STATEMENT

We at *NCT* will never promise to keep secrets. However, information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of the child paramount. Considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm. A Safeguarding policy statement is displayed on the *NCT* social media platforms and a full policy is available for all interested parties to read.

North Coast Trad (NCT)

NCT works in SCHOOLS throughout N. Ireland delivering cross-cultural programmes plus in St Patrick's Parochial Hall, Portrush delivering weekly music classes.

The **Children (Northern Ireland) Order (1995)** is based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children. Children have the right to be safe. All personnel should ensure that this fundamental principle takes precedence over all other considerations.

1. TERMS OF REFERENCE

1.1 This policy is applicable to staff and volunteers working with children / young people aged 18 years and below.

2. INTRODUCTION

2.1 NCT is committed to a delivery of service that promotes good practice and protects children from harm.

2.2 Members and staff within the All Set accept and recognise the NCT'S responsibilities to develop awareness of the issues that may cause children harm.

2.3 NCT will seek to protect the safety of children and provide a safe environment by, employing people who are suitable for working with children or to have contact with children and by vetting the background of persons who are recommended for appointment to posts (in either a paid or a voluntary capacity), which have substantial access to children.

2.4 NCT will ensure that suitable and appropriate training is provided to all staff, including volunteers, to raise awareness of their role in recognising child abuse, including familiarity with the NCT'S Child Protection policy.

3. BACKGROUND

3.1 The Children (NI) Order 1995, came into force in Northern Ireland on 4 November 1996 and it deals with the care, upbringing and protection of children. It reforms, consolidates and harmonises most of the public and private law relating to children, in a single coherent statutory framework.

3.2 One of the key principles in the child care law is Protection. The principle is that children should be safe and should be protected by intervention if they are in danger.

3.3 Under this legislation there are requirements which set essential standards, which NCT will endeavour to follow by way of good practice.

3.4 Having regard to the above and in order to deal effectively with the issue of child abuse, a clear statement of NCT policy and clear procedures are considered essential in order to communicate NCT'S position and to assist management in dealing with incidents of this nature.

4. AIMS OF THE POLICY

4.1 To demonstrate NCT'S commitment to providing and maintaining a service that protects children from harm, as well as protecting the organisation and our workers from potential allegations.

4.2 To ensure that NCT'S staff and volunteers are carefully selected, trained and supervised and are familiar with the NCT'S Child Protection Policy.

4.3 To support the child's development in ways that will foster security, confidence and independence

4.4 To provide an environment in which children and young people feel safe, valued and respected, feel confident and know how to approach adults if they are in difficulties believing they will be effectively listened to.

4.5 To emphasise the need for good levels of communication between NCT and the receiving organisation

5. POLICY STATEMENT ON CHILD PROTECTION

5.1 NCT confirms its commitment to making sure that children are protected and kept safe from harm while they are being supervised by staff and volunteers from this organisation.

To this end the NCT will endeavour to safeguard children by:

- adopting child protection guidelines through a code of behaviour for staff.
- sharing information about child protection and good practice.
- sharing information about concerns with agencies who need to know and involving parents, carers and children appropriately.
- providing effective management for staff through supervision, support and training.
- taking appropriate action to respond to issues of child protection which occur on NCT'S premises or involve its workforce.
- nominating a Designated Officer and Key Worker(s) to co-ordinate the Child Protection Policy.

6. DEFINITIONS OF ABUSE

6.1 There are several different categories of abuse officially defined in government guidance and these are central to the statutory child protection system.

6.2 All staff and volunteers should be aware that essentially, “child abuse” occurs when the behaviour of someone in a position of greater power than a child causes harm.

6.3 The common denominator of all forms of child abuse is that it makes children feel bad and worthless. Because children can be abused in a number of ways the harm caused cannot always be easily categorized. The Children (NI) Order 1995 defines 4 categories of abuse:

Neglect – the actual or likely persistent or significant neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold and starvation

Physical – actual or likely deliberate physical injury to a child, or wilful or neglectful failure to prevent physical injury or suffering to a child.

Sexual – actual or likely sexual exploitation of a child. The involvement of children and adolescents in sexual activities they do not truly comprehend.

Emotional – actual or likely persistent or significant emotional ill-treatment or rejection, resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child.

Bullying – although bullying has not been defined as abuse within the Children (NI) Order 1995, a child who is bullied may be suffering any type of abuse as defined.

It may take many forms but the main types are; physical (eg hitting, kicking, theft); verbal (eg sectarian/racist remarks, name calling); indirect (eg spreading rumours); electronic (eg blog sites, e-mails, mobile phones).

6.4 It is not always easy to recognise a situation where abuse may occur or where it has already taken place.

Co-operating to Safeguard Children DHSSPS, 2003

NCT personnel should challenge bullying in any form i.e. physical or emotional. Physical bullying can take the form of attacks, such as hitting, kicking, taking or damaging belongings. Emotional bullying may be a verbal assault, including name-calling, insults, repeat teasing, sectarian/racist assaults, or it may take more indirect forms, such as spreading malicious gossip, rumours or excluding someone from a social group. Bullying is not an accepted behaviour towards anyone at NCT be they child tutor/facilitator/artist, volunteer or parent. Anyone found to be bullying others will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour. This organisation has an anti-bullying policy in place.

It is unlikely that staff will be experts and it should be stressed that in accordance with the Children (N.I.) Order 1995, the Health and Social Services have a statutory duty to ensure the welfare of a child.

7. DESIGNATED OFFICER

7.1 The NCT has nominated a Child Protection Designated Officer plus a Deputy Designated Officer who have been trained in the area of Child Protection and are acutely committed to the principle of confidentiality.

8. TRAINING IN CHILD PROTECTION

8.1 All staff to which this policy relates will receive awareness training in child protection, including familiarity with NCT'S Child Protection Policy. This is to include all volunteers and paid staff

9. PROCEDURE FOR DEALING WITH COMPLAINTS OF CHILD ABUSE

9.1 There are two elements under this section, those where allegations of child abuse have been made against staff and those where staff suspect a case of child abuse.

9.2 Where staff suspect a case of child abuse, they must recognise that they have a legal responsibility to report this through NCT'S procedures.

9.3 Confidentiality and sensitivity to the needs of the child must be paramount in all situations.

Information must not be passed to another person other than those outlined within NCT'S procedures.

Appendix 1

RECRUITMENT AND SELECTION GUIDELINES ON THE EMPLOYMENT OF STAFF WHO HAVE SUBSTANTIAL ACCESS TO CHILDREN.

1. INTRODUCTION

1.1 The recruitment of all posts in NCT is subject to NCT Recruitment Procedures.

1.2 Applicants for posts with substantial access to children whether permanent, temporary, full-time or part-time, are required to complete an application form which –

- draws attention to the Rehabilitation of Offenders (Exceptions) (Amendments) Order (NI) 1979 as amended by the Rehabilitation of Offenders (NI) 1987 which provides that convictions that are spent under the Terms of the Rehabilitation of Offenders (NI) Order 1978 must be disclosed if the individual will be working with children or young people, and which allows employers to take spent convictions into account in deciding whether to engage the applicant.
- asks applicants to list on the application form any convictions, cautions or bind overs.
- asks for the applicant's written consent for checks to be carried out by Police as to the existence and content of a criminal record and by Access NI, as to the suitability of an individual to work with children.
- points out that refusal to grant consent for such checks shall be sufficient grounds to prevent further consideration of the application.

1.3 On completion of the interviews checks are requested after applicants have been recommended for appointment but before they are appointed to the post.

1.4 Checks are requested from the Police and Access NI by a designated officer who is authorised to request and receive such information, and any results are returned to them for forwarding to the recruitment panel. The information provided by the Police and Access NI is confidential.

1.5 It is for the recruitment panel to decide as to the candidate's suitability for working with children taking into account only those offences which may be relevant to the post.

2. TEMPORARY STAFF

2.1 NCT ensures that any temporary staff used to cover posts with substantial access to children is required to carry out the necessary Police and Access NI checks on NCT'S behalf to ensure the suitability of the Agency Staff for working with children.

3. VOLUNTEERS

3.1 Where individuals volunteer to work in an unpaid capacity with NCT, and where there is substantial access to children – NCT is responsible for ensuring that the appropriate consent is obtained from the volunteers, and the necessary Police and Access NI checks are undertaken.

3.2 Where there are serious concerns regarding a volunteer's behaviour or enquiries pending, NCT reserves the right to consider the volunteer to be unsuitable to work with children. In all circumstances, NCT will ensure that the child's welfare is paramount.

Appendix 2

CODE OF BEHAVIOUR ON CHILD PROTECTION FOR ASCCP Personnel

A Code of Conduct enables all our staff/volunteers in our club/ organisation know what behaviour is expected and what is unacceptable. It will also let all involved know what sanctions will be applied for non-compliance with the Code. A written Code of Conduct is communicated to everyone associated with your club/organisation via the all set website. It will be applied consistently. NCT has a code of conduct for personnel/volunteers and young people and a code of expectations for parents/guardians within its policy.

1. INTRODUCTION

1.1 Below are the standards of behaviour required of staff in order to fulfil their roles with NCT.

This code should assist in the protection of both children and members of staff.

1.2 These guidelines also apply to volunteers who work in an unpaid capacity with NCT.

1.3 On completion of the selection procedure, checks are requested after applicants have been recommended for appointment but before they are appointed to the post.

1.4 Staff must:

- implement the Child Protection Policy and Procedures.

1.5 Staff must never:

- engage in rough, physical games including horseplay with children.
- allow or engage in inappropriate touching of any kind. The main principles of touch are in response to the child's need, the touch should always be appropriate to the age and stage of development of the child, touch should always be with a child's permission
- do things of a personal nature for children that they can do for themselves or that their parent can do for them.

- physically restrain a child/young person unless the restraint is to prevent physical injury of the child/other children/visitors or staff/yourself - in all circumstances physical restraint must be appropriate and reasonable, otherwise the action can be defined as assault.
- make sexually suggestive comments to or within earshot of a child.

1.6 Staff must not:

- have children/young people on their own in a vehicle.

Where circumstances require the transportation of children/young people in their vehicle:

- another member of staff/volunteer must travel in the vehicle. Also it is essential that there is adequate insurance for the vehicle to cover transporting children/young people as part of the business of your work
- in extreme emergencies (for medical purposes) where it is required to transport a child/young person on their own, it is essential that another leader and the parent is notified immediately
- take a child to the toilet unless another adult is present or has been made aware (this may include a parent, at all times group leader)
- spend time alone with a child on his/her own. If you find you are in a situation where you are alone with a child, make sure that you can be clearly observed by others.

1.7 Implications for staff

Staff who breach any of the above may be subject to disciplinary procedure.

If an allegation against a member of staff has occurred then an investigation will be carried out in accordance with the procedure for dealing with allegations against staff (See Appendix 6). The investigating officer will be required to liaise with the Designated Officer for Child Protection to clarify if she/he has any relevant records or any other protection information in relation to the individual.

Appendix 3

INDICATORS AND EFFECTS OF ABUSE

1. INTRODUCTION

1.1 Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. It is unlikely that staff will be experts and it should be stressed that in accordance with the Children (NI) Order 1995, the Health and Social Services have a statutory duty to ensure the welfare of a child.

1.2 The onus on ASCCP is to provide a safe environment by:

- employing people who are suitable for working with or to have contact with children
- having effective and clear procedures for reporting any suspicions through their own structures to the relevant Health and Social Services Board.

2. INDICATORS OF ABUSE

The following is a list of some indicators of abuse, but it is not exhaustive:

PHYSICAL INDICATORS	BEHAVIOURAL INDICATORS
<ul style="list-style-type: none"> ▪ Unexplained bruising in soft tissue areas ▪ Repeated injuries ▪ Black eyes ▪ Injuries to the mouth ▪ Torn or bloodstained clothing ▪ Burns or scalds ▪ Bites ▪ Fractures ▪ Marks from implements ▪ Inconsistent stories/excuses relating to injuries 	<ul style="list-style-type: none"> ▪ Unexplained changes in behaviour - becoming withdrawn or aggressive ▪ Difficulty in making friends ▪ Distrustful of adults or excessive attachment to adults ▪ Sudden drop in performance ▪ Changes in attendance pattern ▪ Inappropriate sexual awareness, behaviour or language ▪ Reluctance to remove clothing

This list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. It is stressed, however, that it is not the responsibility of members of staff to prove that abuse is taking place but is their responsibility to act upon any concerns, by reporting these to the Key Worker or Designated Officer.

3. EFFECTS OF ABUSE

3.1 Abused children can suffer changes in normal behaviour and can suffer long term damage that may follow them into later life.

3.2 The main effects of abuse on children are as follows:

- Pain and distress.
- Behavioural difficulties, like becoming angry and aggressive.
- School related problems.
- Developmental delay - physically, emotionally and mentally.
- Low self-esteem.
- Depression, self-harm - sometimes leading to suicide.
- Difficulty in forming relationships as adults.
- Sometimes, if untreated, abusive relationships with own (or other) children.
- Permanent or temporary injury.
- Children may die.

3.3 Factors that might increase the likelihood of risk:

- Young children who might have difficulty telling others.
- Disabled children who might have difficulty communicating or accessing people to tell.
- Children who are already experiencing some form of discrimination (e.g. racial harassment) as they are more isolated from other adults / children. They may also perceive the abuse as a part of the ongoing discrimination.
- Poor relationship between children and parents/carers.
- High levels of stress.
- History of violence in the family.

3.4 The damage inflicted by bullying can be frequently underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, causes them significant harm. In these circumstances bullying should be considered as child abuse and treated as such.

Appendix 4

ROLE OF DESIGNATED OFFICER

DESIGNATED PERSON

The Designated person within ***NCT IS PRINCIPAL MARTIN MEEHAN***

Contact details: *St Mary's P.S. Greenlough, Clady. BT44 8NN*

Tel: 028 2582100

MARTIN MEEHAN has been made known to all personnel working with NCT as the designated person to whom concerns will be addressed. The name of the designated officer is displayed during NCT classes. If the concern is about the designated person, please report to Management Board Chairperson.

The NCT Designated Officer will have overall responsibility in referring incidents to Social Services.

The Designated officer will act as the first point of contact and support. They will also assist with gathering the relevant information from the personnel concerned regarding incidents of alleged abuse. They will be instrumental in the decision to refer the alleged incident to Social Services. Once a decision has been made, the information will be passed to the Designated Officer for referral. In the absence of the Designated Officer, the Key Worker will pass the information directly to Social Services.

Copies of all reports of incidents will be passed to the Designated Officer.

DUTIES OF DESIGNATED OFFICER FOR CHILD PROTECTION

1. To record a disclosure of abuse made by a child to a member of the NCT staff. The alleged abuse could involve either an external person or NCT Staff.

2. To record NCT staff's suspicions of a child being abused.

3. In 1 or 2 above, to seek advice from the relevant agencies and report, if appropriate. If the disclosure/suspicions relate to NCT Staff, to advise and liaise with the relevant Head of Service, if appropriate.

If a member of NCT staff has concerns about a colleague not fulfilling the NCT Policy and Procedures on Child Protection, such concerns are to be taken to the relevant Line Manager in the first instance. As the matter is examined by the Line Manager, she/he may need to involve the Designated Officer, if it becomes apparent there is a Child Protection issue.

Where the incident relates to a Line Manager not fulfilling the NCT Policy and Procedures on Child Protection, such concerns are to be taken to the next relevant Line Manager in the first instance.

Possible involvement of a member of NCT staff must also be notified to the Chairperson of the Committee.

4. To record all action taken and where appropriate, advise the relevant line management. Detail of information provided will be based on the 'need to know' principle.
5. To ensure all written records in relation to Child Protection issues are securely and confidentially filed.
6. To establish contact with Child Protection Teams within the relevant Health and Social Services Trust if
 - a) allegations of child abuse have been made against a member of staff or,
 - b) a member of staff has been made aware of alleged child abuse by an external person.
7. Ongoing implementation and review of the NCT Child Protection Policy and Procedures.
8. To fulfil any other relevant duties which may become apparent as the role of Designated Officer develops.

Appendix 5

TRAINING FOR STAFF IN CHILD PROTECTION

1. The aim of training is to increase the awareness and explore issues around the protection of children, staff and NCT.
2. All staff within the NCT who have contact with children will receive Child Protection Training every 3 years.
3. The co-ordination of training and identification of staff to attend training will be the responsibility of the manager and the committee
4. Training is provided every 3 years by the Southern Health Trust as an accredited child protection training provider. Each participant will receive a certified certificate.

Appendix 6

PROCEDURES FOR DEALING WITH ALLEGATIONS OF CHILD ABUSE AGAINST A MEMBER OF STAFF

1. INTRODUCTION

- 1.1 Allegations of child abuse can potentially be made about any member of staff (especially those in contact with the public and especially children).
- 1.2 Child abuse does occur outside the family setting and although a very sensitive and difficult issue, child abuse has occurred within institutions.
- 1.3 It is critical that all relevant staff are aware of such issues and how to deal with any allegations appropriately.
- 1.4 In all circumstances an allegation should be reported to the Designated Officer

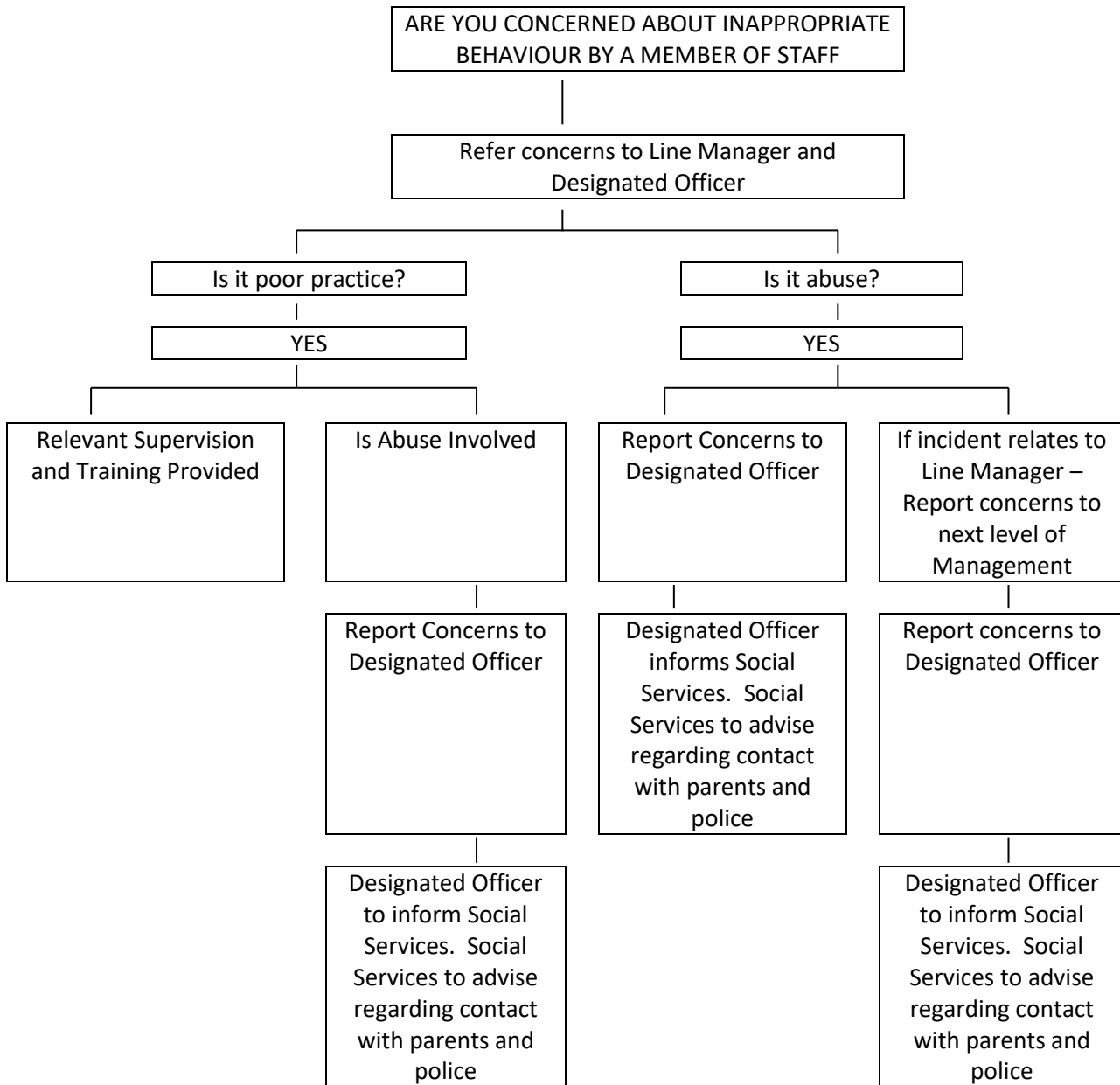
2. INVESTIGATION

- 2.1 As a result of any allegation being received the matter will be the subject of a preliminary investigation.
- 2.2 Following a preliminary investigation consideration will be given to:-
 - (i) whether or not the employee/s should be suspended from work while a full investigation is carried out.
 - (ii) whether or not there is a need to carry out a full investigation into the allegation/s.
 - (iii) whether or not the police should be informed.
 - (iv) whether or not the Department of Health and Social Services should be informed.
- 2.3 Should there be no innocent explanation in respect of the allegation/s, and these constitute possible act/s of gross misconduct the employee/s will be suspended from work on full pay.
- 2.4 The designated officer will carry out a full, formal investigation in respect of the allegation/s. The designated officer will report to the Chairperson of the Committee on completion of the investigation, as to whether or not the allegation/s have been substantiated.

3. DISCIPLINARY PROCEDURE

- 3.1 On the basis of the investigating report, and, in accordance with NCT disciplinary procedure, disciplinary action may take place, which may include dismissal.
- 3.2 In addition to the NCT'S disciplinary investigation the police may be informed of the allegation/s pertaining to the employee/s concerned immediately following the alleged incident taking place.
- 3.3 Should a police investigation, or a social services investigation take place the NCT will seek information from these parties. This information may well influence the disciplinary investigation and decision, but the NCT will not necessarily wait for the completion of such investigations and will not necessarily be influenced immediately by them as NCT will examine the impact of the allegations on the employment relationship of the employee/s concerned.
- 3.4 Where staff are disciplined or dismissed as a result of inappropriate behaviour in regard to children or vulnerable adults, information will be passed on to the Department of Health and Social Services by the Designated Officer.

FLOWCHART – CONCERNS REGARDING A MEMBER OF STAFF



ONCE INFORMED THE LINE MANAGER MUST TAKE ALL NECESSARY MEASURES TO ENSURE THE SAFETY OF THE CHILD AND OTHER CHILDREN

FOR FURTHER INFORMATION – REFER TO APPENDIX 6

APPENDIX 7

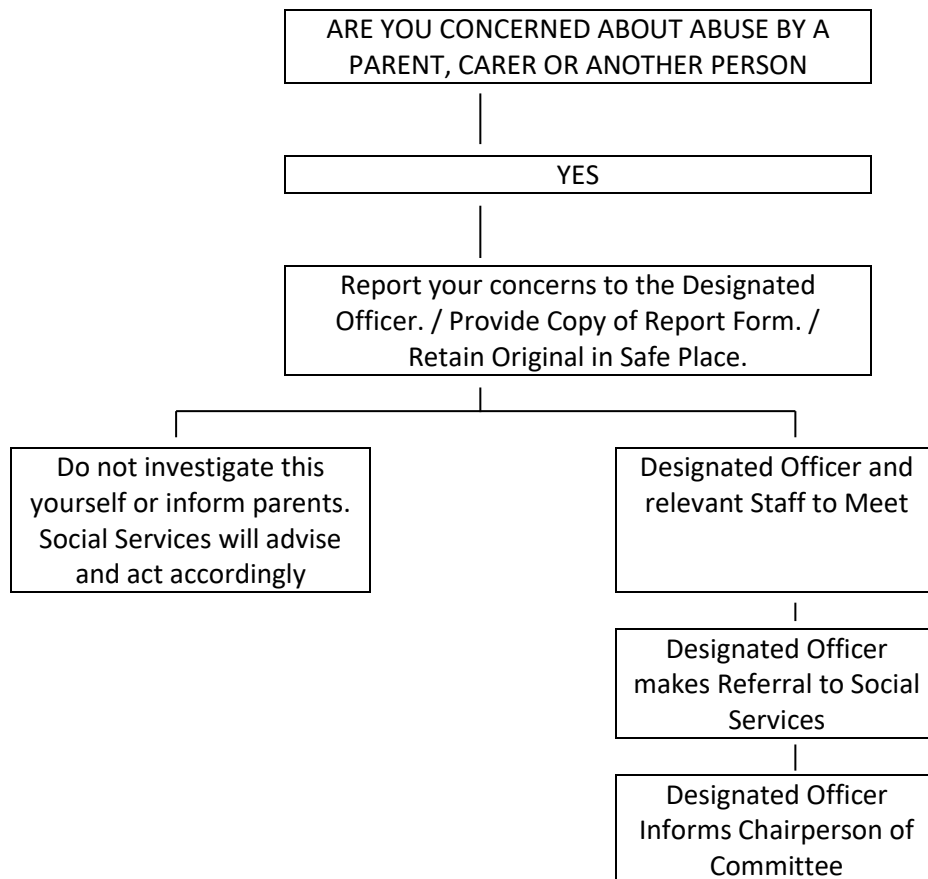
GUIDANCE ON DISCLOSURE OF ABUSE OR WHERE A MEMBER OF STAFF SUSPECTS A CASE OF CHILD ABUSE.

1. INTRODUCTION

- 1.1 Anyone who suspects that a child has or is being harmed or is at risk of harm has a duty to record the suspected incident and to convey this concern immediately to the Line Manager and Designated Officer within the NCT.
- 1.2 Line Managers will be informed that an alleged incident has taken place. For reasons of confidentiality, the level of information passed to the Line Manager will depend on his/her direct involvement in the workplace and will be at the discretion of the Designated Officer.
- 1.3 It is essential that suspicions are reported to the designated officer. The consequences of failing to report an allegation or suspicion should far outweigh the risk of being wrong. It is essential that the welfare of the child must always be the first priority.
- 1.4 There is a legal responsibility to report the allegation or suspicion as withholding evidence regarding a criminal action is an offence.
- 1.5 The Designated Officer will advise regarding discussion of the suspected abuse with parents / carers. In situations where the parent / carer is potentially responsible for the abuse, the child might be placed at greater risk were such suspicions discussed. In certain situations, it is best for the Health and Social Services to discuss the suspected abuse with the parents as they have the expertise to deal with the situation.
- 1.6 Once a worker becomes aware or suspects a case of child abuse s/he should ensure in so far as possible that the child is protected from the situation of danger. The worker has no power to intervene directly where the alleged abuser is the parent or carer of the child. In this latter case it is imperative that the next step is taken as quickly as possible
- 1.7 The worker should discuss the case as early as possible with the Designated Officer. In certain situations, where the Designated Officer is unavailable or is suspected to be the abuser, contact should be made directly with the ASCCP's Chairperson.
- 1.8 Sharing in this matter means that the worker has an opportunity to discuss and assess their concerns in a responsible way as well as sharing some of the load with someone outside the situation.
- 1.9 Once reported, the Designated Officer, will report the alleged incident to Social Services. The Designated Officer will have received relevant training and have guidelines as to reporting to the appropriate authorities.
- 1.10 Where the Designated Officer is unavailable, the Deputy Designated Officer will report the alleged incident directly to Social Services and inform the Designated Officer as soon as possible.
- 1.11 Discussion should not take place with anyone else within the line management structure as this impedes investigation and affects the confidentiality of the situation. It is up to the discretion of the Designated Officer/ Deputy Designated Officer, as to who else is to be informed of the situation, including incidents where a member of staff may be the alleged abuser.
- 1.12 Staff should not initiate an investigation, including discussion of the potential abuse with other professionals (e.g. schools, health workers), as this is assuming the responsibility of the Social Services. By doing so s/he could complicate an already sensitive situation and perhaps contaminate evidence which could have negative consequence for subsequent legal proceedings.
- A flow chart relating to reporting procedures is included at Appendix 7.1.
- 1.13 Once a worker becomes aware of or suspects a case of abuse it is important that they make a record of observations, happenings and discussions that are relevant. This record should be factual and not include opinions or personal interpretations of the facts presented.
- 1.14 The record should be made within 24 hours of the suspicion arising, with each recording dated, signed and stored in a secure place. Records are to be made on the relevant form as provided.
- 1.15 To assist members of staff on how to deal with a situation where a child has made a disclosure of Child Abuse provides guidance on some of the Do's and Don'ts on how to react.
- 1.16 Where a member of staff observes possible signs of abuse, it would only be appropriate to involve another member of staff to verify the signs or symptoms. Extreme discretion must be taken when this occurs as the child or other children must not be alarmed. The name of the other member of staff must be recorded on the report form.
- 1.17 Where a child discloses possible abuse, it is unlikely to be appropriate to include another member of staff in the conversation as to disclose in the first place will be traumatic enough for the child. Where another member of staff observes the disclosure, this should be recorded on the report form.
- 1.18 Decisions to refer the incident to Social Services will be taken by the Key Worker. The information will be passed to the Designated Officer, who will report the alleged incident directly to Social Services. Where the Designated Officer is unavailable, the Key Worker will report the alleged incident directly to Social Services. Details from this meeting will be recorded on the relevant form and passed to the Designated Officer.

Appendix 7.1

CONCERNS ABOUT ABUSE BY AN EXTERNAL PERSON



Appendix 8

IMMEDIATE PROCEDURES TO BE TAKEN IF SUSPECTED ABUSE IS OBSERVED TAKING PLACE WITHIN THE WORKPLACE

1. INTRODUCTION

1.1 These guidelines apply in exceptional circumstances and only when a member of staff observes suspected abuse of a child.

The guidelines do not apply if:

- The suspected abuse may have already taken place and the suspected abuser has left the premises.
- Where the suspected abuser is a parent or legal guardian.

In the circumstances above the member of staff must follow the guidelines outlined in Appendix 7.

1.2 The Designated Officer to be informed immediately and the Child Protection Branch of the Police Service to be contacted immediately.

1.3 Staff should ensure in so far as possible that the child is protected from the situation of danger. A member of staff has no power to intervene directly where the alleged abuser is the parent or carer of the child. In these situations, it is imperative to follow the procedures outlined in Appendix 7 as soon as possible.

1.4 As soon as it is practical and not less than 4 hours after the incidence, contact must be made with the Designated Officer or Key Worker.

1.5 It is important for the member of staff who has made the observation to make a record of observations, happenings and discussions that are relevant. This record should be factual and not include opinions or personal interpretations of the facts presented. The record should be made within 6 hours of the suspicion arising, with each recording dated, signed and stored in a secure place.

A copy must be provided to the Designated Officer with whom contact was made. Records are to be made on the relevant form as provided in Appendix 9

1.6 Discussion should not take place with anyone else who was not involved immediately within the situation as this impedes investigation and affects the confidentiality of the situation. It is up to the discretion of the Designated Officer / Key Worker, as to who else is to be informed of the situation, including incidents where a member of staff may be the alleged abuser

NORTH COAST TRAD

CHILD PROTECTION REPORT FORM (Private & Confidential)

Date:	Location:
Name of Facilitator/ Artist:	
Name of Pupil:	
Witnesses:	
Where specifically did this incident occur?	
Was the Facilitator/Artist present?	Was the class Teacher/Supervisor/Project Manager contacted?
Please describe in as much detail as possible the circumstances of this incident:	
SIGNED: _____	DATE: _____

**NORTH COAST TRAD
Accident Report Form**

Date:	Location:
Name of Facilitator/ Artist:	
Name of Pupil:	
Witnesses:	
Where specifically did this accident occur? (be as exact as possible)	
Was the Facilitator/ Artist present? YES/NO	Was the Class Teacher/Supervisor/Project Manager contacted? YES/NO
Was First Aid required? YES/NO	
Please describe in as much detail as possible the circumstances of this accident:	
SIGNED: _____	DATE: _____

Appendix 11
DO's and DON'Ts

1. INTRODUCTION

The following information is a guide as to some of the do's and don'ts on how to react when a disclosure of abuse has been made.

DO

Stay calm
Recognise your own feelings
Receive the information
Reassure
Listen
Record

Report to Designated Officer

Get support for yourself

(The Designated Officer will be able to direct staff to suitably qualified external agencies.)

Remember:-how you react may mean the child/young person telling or not telling his/her story. It may be the beginning of the healing journey for the child/young person.

DON'T

Promise confidentiality
Probe for more information/investigate
Panic
Make the child repeat the story unnecessarily
Use leading questions

**NORTH COAST TRAD
Anti-Bullying Policy**

NORTH COAST TRAD is committed to providing a safe and enjoyable environment for all young people under the age of 18, for all adults attending our classes and for all staff and volunteers within the school. As part of this commitment we will take all possible steps to ensure that all users of NCT are protected from bullying behaviour.

NCT is completely opposed to bullying and will not tolerate it. It is entirely contrary to the values and principles we work and live by. All members of the community have a right to work and learn in a secure and caring environment. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment.

NCT will endeavour to ensure that bullying does not take place during activities. However we also recognise the need to ensure that where bullying does take place, there are adequate procedures in place to ensure that bullying behaviour does not go unchallenged and is not allowed to continue.

The aim of this policy is to ensure that children and young people are protected from bullying behaviour at all times during NCT activities.

We will do this by:

- Providing adequate supervision to discourage bullying from taking place
- Encouraging participants & staff to report bullying in any form
- Ensuring that any incidents of bullying behaviour are recorded and taken seriously
- Ensuring that we have in place effective strategies and responses related to bullying
- Ensuring that all staff, volunteers, are aware of our policy related to bullying and are aware of our responses to bullying behaviour

Definition

Bullying is an act of aggression causing embarrassment, pain or discomfort to someone. It can take a number of forms: physical, verbal, making gestures, extortion and exclusion. It is an abuse of power. It can be planned and organised, or it may be unintentional. It may be perpetrated by individuals or by groups of pupils.

The Northern Ireland Anti Bullying Forum defines bullying as:

'The repeated use of power by one or more persons intentionally to harm or adversely affect the rights and needs of another or others.'

FORMS OF BULLYING

PHYSICAL	hitting, kicking, pushing, spitting, taking or hiding belongings including money
VERBAL	name calling, teasing, insulting, writing unkind or offensive notes
EMOTIONAL	being unfriendly, excluding, tormenting, spreading rumours, looks, belittling another pupil's abilities and achievements, ridiculing another pupil's appearance, way of speaking or personal mannerisms
EXCLUSION	a child can be bullied simply by being excluded from discussions / activities, with those they believe to be their friends
DAMAGE TO PROPERTY OR THEFT	Interfering with another pupil's property, by stealing, hiding or damaging it. Physical threats may be used by the bully in order that the student hands over property to them
CYBER	Cyber-bullying is a more recent problem that has come about through the increased use of mobile phones and the internet. It may include threats or name calling via the internet, chat rooms, web pages, texts or phone calls. It may also involve the misuse of associated technology such as cameras and video facilities. (see photographic policy & use of mobile phone)

The Responsibilities of Staff & Volunteers

Our staff and volunteers will:

- Foster in our participants self-esteem, self-respect and respect for others;
- Demonstrate by example the high standards of personal and social behaviour we expect of our pupils;
- Be alert to all signs of distress and other possible indications of bullying;
- Listen to children who have been bullied, take what they say seriously and act to support and protect them;
- Report suspected cases of bullying to the members of staff of the receiving body (ie school, college etc)
- Deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.

Anyone who becomes the target of bullies should:

Not suffer in silence but have the courage to speak out, to put an end to their own suffering and that of other potential targets.

What happens if bullying is reported / observed?

In the event of a bullying incident being reported / observed, the following response will be made:

The Facilitator/Project Manager will talk to both parties involved to ascertain the precise nature of the problem; Will include the member (s) of staff present within the school or receiving bodies premises. A bullying incident record will be completed with a description of the incident

The bully / bullies may be asked to genuinely apologise;

If the incident cannot be simply resolved (e.g. with an apology) the staff within the school or receiving body will deal with any further action required which will be in compliance with their Anti Bullying Policy

In addition:

- The bully may be moved or excluded.
- Where possible, the pupils will be reconciled.

Support for the Bullied Victim:

- The victim of bullying will be listened to and taken seriously.
- The bullied victim will be informed of all action which takes place as a result of the incident and all measures taken to protect them from further bullying incidents
- They will be encouraged to report any incidents which take place and encouraged to talk to their teacher/parent

Monitoring

Once the bullying issue has been resolved and appropriate action taken, both the bullied victim and the bully perpetrator will have their behaviour monitored.

Relevant Contacts / Organisations:

KIDSCAPE – Parents Helpline	Monday to Friday 10am – 4pm	0845 1 205 204
KIDSCAPE	www.kidscape.org.uk	
Bullying Online	www.bullying.co.uk	
Childline NI – Bullying helpline	www.childline.org.uk	0800 44 1111
NSPCC	www.nspcc.org.uk	0800 800 5000
Northern Ireland Anti Bullying Forum	www.niabf.org.uk	

NORTH COAST TRAD

BULLYING INCIDENT RECORD

Name of pupil being bullied _____ DATE _____

Names of children allegedly engaging in bullying behaviour _____

Who was the incident initially reported to? _____

Nature of the bullying:
Strategies agreed:

Signed: _____

Date: _____

Photographic Policy

14.1 Photography / Video Images:

Issues relating to Child Protection & Data Protection

1) Photos taken by NCT for use in NCT publicity, information materials, displays

Whilst it is not illegal to take photographs of children or adults participating in NCT activities, photographs and video images of young people are classed as personal data under the terms of the Data Protection Act 1998. Therefore using such images for publicity purposes will require either the consent of the individual concerned or in the case of young people, their legal guardians. NCT will lease with the receiving organisation and abide by its Photographic Policy. NCT are aware that all receiving bodies do not have the same policy as regards images and some may allow photography during activities and some may have a complete ban.

Where photography is allowed NCT may which to take appropriate pictures and the following will apply -:

- A consent form should permit the taking of appropriate photographs and their use in future publicity information / publications and other material relating to NCT activities.
- It should also indicate that any pictures used for publicity purposes will not identify children by name. Images taken will be retained for future use and will be securely stored.

2) Photos taken by local press

NCT in conjunction with the receiving organisation, encourage local press to attend as many of the performances /activities as possible.

The following guidelines will apply-:

Photographs will only be taken with the full consent of the receiving organisation-:

- If a child is named in the press, their photo should not be included (without express consent from parents)
- If a child's photograph appears in the press, their name should not be included (without express consent from parents)

3) Safe use of Photographic / Video Images of Children & Young People

NCT will take practical steps to ensure that pictures and video images of children are taken and used in a way that reflects our commitment to the protection of children attending NCT events.

We will do this by-:

- asking all parents to sign a consent form giving permission for their child's picture to be included in promotional material relating to NCT activities
 - ensuring that any publicity photos used will not identify children by name
 - if a photograph is used, avoid naming the pupil
 - if a pupil is named (e.g. in a press article), avoid using a photograph
- let person giving consent know that the images will be retained for further use, will be securely stored and will be used only by those authorised to do so.

14.2

NORTH COAST TRAD
PICTURE AUTHORISATION FORM – PUPILS UNDER 18

I give NORTH COAST TRAD authorisation to use any appropriate pictures that are taken of my child during activities for use in future publicity, publications or other materials relating to NCT activities. Any photographs taken will be retained for future use. Images will be securely stored, and used only by those authorised to do so.

Signed

Date

Appendix 15

USE OF MOBILE PHONES

NCT respects individual school policy in relation to the restricted use of mobile phones within the school building during school time.

In relation to the outreach programme NCT does not allow the use of mobile phones during music classes.

There is one exception – under the supervision and authorization of the tutor, students are allowed to use a mobile phone for recording music only.

Appendix 16

GUIDELINES RELATING TO AWAY DAYS AND RESIDENTIALS

Travelling to away events and residentials are not a regular event for this organisation. Trips may vary from short journeys to perform or involve more complicated arrangements involving overnight stays. **NCT** is committed to ensuring that we follow certain standards to ensure the safety of our members.

Prior to any music educational visit the Project Manager will brief all leaders, young people and parents and ensure that the following measures are in place:

- that a proposal of the music educational visit is forwarded to the NCT Management Committee
- there is an acceptable code of conduct for leaders and participants
- that the visit complies with best practice
- that competent Group Leaders are selected
- that child protection procedures are adhered to in the planning process, including the vetting of volunteer supervisors
- that all necessary arrangements and preparations have been completed including risk assessment, before the visit begins

Appendix 16.1

Risk Assessment

Music Educational visits cannot be entirely risk-free. The aim, therefore, must be to contain risks within acceptable levels. This is achievable provided that all concerned give careful consideration to this best practice document.

- Care must be taken not to expose the child to unacceptable physical or psychological risk, particularly on those occasions when the educational visit aims to exercise the individual's sense of adventure.

- Fundamental to the planning process of any music educational visit is the process of risk assessment.

Risk assessment can be undertaken by identifying the hazards and then assessing the risk. Identifying those who may be at risk and evaluating the potential risk.

The vital issue is whether the risk can be managed. If there are doubts that the risk is manageable, then it is advisable to change the location. Where there is considerable concern as to the outcome, it is better to abandon and redesign the music educational visit than to expose young people to an unacceptable level of risk.

The project manager will meet with:

1. Leaders

Supervision of young people is paramount. The roles, responsibilities and detailed duties of all leaders must be worked out well in advance of a visit. Unless otherwise agreed, it must be assumed that leaders are on supervisory duty at all times. It is essential that all accompanying staff and volunteer supervisors should be fully briefed before agreeing to participate in an educational visit.

>The briefing should include the following key areas:

- music educational purpose
- make-up of participating group
- details of all planned activities, including any that are hazardous
- expected level of participation in activities
- arrangements for supervision, including details of rotas
- roles and responsibilities of leaders and young people
- health and safety rules
- procedures e.g. emergency, First-Aid etc
- code of conduct explained
- cash handling arrangements, where necessary

2.Young People

Young people should be fully briefed before participating in an educational visit.

>Information regarding the following should be provided:

- educational purpose(s) of the visit
- date(s)
- departure and return times
- transport arrangements
- address /location/accommodation
- details of all planned activities, including any that are hazardous
- health and safety rules
- responsibility for themselves and others
- arrangements for supervision
- role and responsibilities of leaders and young people
- an agreed code of conduct
- procedures e.g. emergency, First-Aid etc
- any special/reflective clothing or equipment needed plus appropriate dress wear
- recommended maximum pocket money, if appropriate
- liaison arrangements with school/youth group including an emergency telephone number
- details of arrangements relating to any participant returning home early
- cash handling arrangements where necessary

3.Parents

At an early stage parents/guardians will be informed of the proposed visit. Where a visit includes a residential element, parents will have an opportunity to meet with accompanying staff and other volunteer supervisors.

>Information provided to parents should include:

- purpose of visit
- date(s)
- departure and return times
- location for the pick-up and set down of young people
- transport arrangements
- address /location/accommodation
- costs, if any
- details of insurance cover and any additional requirements
- details of all planned activities, including any that are hazardous
- arrangements for supervision
- agreed code of conduct and possible sanctions
- any special/reflective clothing or equipment needed
- recommended maximum pocket money
- liaison arrangements with all set including an emergency telephone number
- details of arrangements relating to any participant returning home early
- Parents of all young people under the age of 8, and vulnerable adults, will be asked to sign a consent form giving permission for their son/daughter to participate in the activities
- details of any medical or behavioural condition which may affect their participation including medications, allergies etc
- emergency contact number
- advance permission for urgent medical treatment if this is judged to be necessary by medical authorities

Parents of young people under the age of 18, and vulnerable adults, must put in place suitable arrangements for the pick-up and set down of their son/daughter prior to and after the educational visit. These must be agreed with NCT in advance.

Only by direct contact with a parent or guardian and with the agreement of NCT may an alternative to the scheduled pick up or set down locations be arranged.

Appendix 16.2

NORTH COAST TRAD

Music Educational Visits Proposal (to be completed by Project Manager)

NCT
Educational objective of visit:

Place(s) to be visited:.....

KEY STAGE GROUP:
Kids – 9yrs -12yrs / teenagers – 13 – 16yrs / u. 18yrs / 18- 25yrs

Total Numbers of Young Persons Involved

Male / Female /

Proposed Date(s) From:/...../..... To:/...../.....

Number of Days (incl): / Approx cost per student

Appendix 17

NORTH COAST TRAD

CONSENT FORM for away trips

Name of Organisation: NORHT COAST TRAD

Date:

I consent to my child/ren

.....(Name/s in full)

taking part in the music educational NCT programme to be held on.....

I confirm that he/she/they* is/are medically fit to participate. * delete as appropriate

Please give details of:

1. Any current medical condition/any medication being taken

.....

2. Any other relevant information which may affect his/her participation in the visit (including allergy of dietary requirements)

.....

3. Emergency contact numbers – Home Work Other

I accept the established code of conduct for the music educational visit and agree to the arrangements relating to my son/daughter returning home from the visit due to unforeseen circumstances. I agree to my son/daughter receiving emergency medical treatment, including anaesthetic, as considered necessary, by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Signed (Parent/Guardian) Date

The information on this form is requested for the purpose of organising a music educational visit. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is deemed to be an authorisation by you to allow the organisation to process and retain the information for the purpose(s) stated.

Appendix 18

NORTH COAST TRAD

Codes of Conduct (Staff & Volunteers)

NCT is committed to providing a safe environment for all our participants. Part of this commitment includes ensuring the safety and protection of the children we come into contact with. This includes proper recruitment and vetting of staff/volunteer facilitators, ensuring facilitators have appropriate child protection training, providing a code of conduct for staff/volunteers and having appropriate child protection and health and safety procedures in place.

NCT activities require staff/volunteers to be highly interactive with the participants in order to fulfil NCT aims and objectives.

NCT has implemented the following code of conduct which gives guidelines for acceptable behaviour when young people are present. These guidelines will also prevent NCT staff/ volunteers from putting themselves in a vulnerable position.

When carrying out any duties on behalf of NORTH COAST TRAD, staff both full / part time and voluntary will be expected to adhere to the following practices and codes or rules of conduct:

1. You will have read and understood NCT Child Protection & Health & Safety Policies.
2. You will have read and understood the NCT Code of Good Practice & Code of Good Conduct Policy
3. Staff/volunteers should, at all times, show respect and understanding for the rights of all participants, their safety and welfare, and conduct themselves in a way that reflects NCT commitment as stated above.
4. Any NCT staff/volunteer who suspects or witness's abuse is obligated to immediately refer to NCT abuse procedures. Failure to do so may lead to disciplinary action.
5. Whenever possible, staff/volunteers should ensure that they are not working with children without at least one other adult being present. All volunteers must avoid 'one-to-one' situations whenever possible.
6. Staff /Volunteers must not conduct activities with groups without the presence of teachers, staff etc. of the receiving organisation being present during the said activity.

Good communication and planning between the NCT co-ordinators and the receiving organisation should insure that this situation will not arise.

7. Staff/volunteers must ensure that physical contact is avoided if possible however permission may be sought from the participant if physical contact is required. This may occur during the dance element of the project and during the music element where positioning of fingers may be required. If the pupil does not give permission for physical contact, the tutor must respect this.
8. Avoid rough play or using physical restraint.
9. Arrangement by staff/volunteers to meet young people / children under the age of 16 for non-school activities is not permitted without the full knowledge and support of the young person or child's parent / guardian.
10. The use and misuse of illegal substances and alcohol is not permitted while carrying out the duties of NCT staff/ volunteer. Such use can result in the termination of the staff/volunteer's work with NCT
11. Swearing and having conversations of an adult nature with adults or children and young people is not appropriate when children and young people are present.
12. Avoid conversations which draw you into making personal comments about appearances or show favouritism. Never ridicule, insult or make little of any child or adult during NCT activities.
13. Language and behaviour which may be experienced by others as oppressive e.g. on the grounds of gender, race, religion, disability, political belief, sexual preference or marital status is considered unacceptable and may result in the termination of work with NCT

Staff/Volunteers must make themselves available for training e.g. Health and Safety, Child Protection Awareness etc, as this is essential for the efficient and safe running of the NORT COAST TRAD