

# CHILD PROTECTION STATEMENT POLICY AND PROCEDURES



This document contains the following

- **Child Protection Statement**
  - Code of Practice
  - Sharing Information
- **Reporting Information (Whistle Blowing)**
  - Recruitment and Selection
  - Supervision, Support and Training
- **General Safety and Risk Assessment**
  - Relevant Forms
  - Useful Contacts

**For further details please contact the  
Camerata Ireland office on**

**+44 (0)2890 427600**

‘Camerata Ireland believes that the welfare of the child is paramount and that without exception they have the right to protection from any type of abuse, and takes the necessary steps to provide a safe environment for children and young people to enjoy classical music.’

*This policy will be updated as required and reviewed annually in February and/or whenever necessary to ensure effectiveness and compliance with changes in legislation.*

## CHILD PROTECTION POLICY AND PROCEDURES

### **Camerata Ireland Education and Outreach**

Camerata Ireland's activities involve a significant amount of international touring along with its activities in Northern Ireland and the Republic of Ireland. A part of this activity involves the continuation of the orchestra's commitment to providing access to classical music for young people, as participants and as performers, in the form of workshops and open rehearsals in schools and also family concerts such as the "Young Person's Circle" concert at the annual Clondeboy Festival and through tutoring.

In the case of the Clondeboy Festival, where one-to-one tuition takes place in the form of Masterclasses with guest soloists- which are open to the public- in the event of a young musician being under the age of 18, a parent/guardian/responsible adult will be required to give written consent to their participation, but will have the option to be present throughout the entirety of any such tuition.

A member of the orchestra giving one-to-one tuition, must be Access NI checked, otherwise they will not be permitted to undertake this activity unless a parent/guardian/responsible adult is present.

*Each player is given the Code of Practice outlined below, and must agree to adhere to it before any activity can take place.*

## Code of Practice

All Camerata Ireland education activity takes place in a supervised environment. At no time throughout a workshop, performance or demonstration will a Camerata Ireland musician be left alone to supervise a group of young people.

All Camerata Ireland musicians are advised not to take the workshop, etc., if a teacher or member of staff is not available.

### YOU MUST ...

- Treat all children with respect.
- Take all reasonable steps to ensure the health, safety and welfare of any children in contact with Camerata Ireland activities.
- Demonstrate good conduct you wish others to follow.
- Prevent any other Camerata Ireland member\*from putting any child in a situation in which there is a significant risk to their health and safety.
- Respect a child's right to personal privacy.
- Encourage children to feel comfortable and caring enough to point out attitudes or 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 in moments when you are discussing sensitive issues with children.
- If you suspect that any child is being bullied emotionally or physically you should speak to the person in charge.
- Operate within Camerata Ireland's guidelines and procedures.

\*Defined as a member of the orchestra/soloist/employee/volunteer

### 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 Camerata Ireland to protect you.
- Believe *'it could never happen to me'*.

- Take a chance when common sense, policy and practice suggest another more prudent approach.
- Ignore Camerata Ireland’s child protection guidelines and procedures.

## Sharing Information

Camerata Ireland currently has a designated Child Protection officer who is responsible for dealing with any concerns about the protection of children/young people. This individual is **Imelda Dervin** (General Manager).

Responsibilities:

- Provide child protection information and advice to all members of the Camerata Ireland, 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 Camerata Ireland.
- All information shared with the designated officers 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 for those children attending Camerata Ireland events such as Masterclasses at the Clondeboye Festival. Details of parents contact details will be available at all time in case of an emergency.
- Any complaints made by children should go through the school or guardian and this will then be passed onto the designated Child Protection Officers within Camerata Ireland.
- Member complaints should be made directly with the designated Child Protection Officers.
- Complaints made by parents should be made in the first instance, through the school/external venue and then to the designated Child Protection Officers within Camerata Ireland.
- Prior to any education workshop in a school the teacher should outline acceptable behaviour with the children

## Reporting Information (Whistle Blowing)

Suspicion or concern could be raised in a number of ways:

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

### **Advice to Camerata Ireland members on how to deal with the disclosure of abuse:**

- 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 the child 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. 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 you receive an allegation about an adult or about yourself:**

- You must contact the Camerata Ireland 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.

### **Sanctions for member/children:**

- Members will be expected to comply by the CI 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 engagement of the particular person/persons.
- Children should be sanctioned by teaching staff or guardians.
- All CI members should be made aware of the grievance procedure policy.

## Procedures for Reporting

If a member has concerns they should:-

- Record all information as soon as possible in line with the guidelines
- Speak with the designated person:

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+447776186533

They will then assess the situation and take the appropriate action which, depending on the seriousness of the case or incident, will involve the seeking of specialist advice from social services in the first instance. Their advice will dictate the appropriate action required and whether social services and or the police should be involved.

Should the ensuing investigation show that there is no case to answer; additional training will be considered for the individual who has made the report.

## Recruitment and Selection - Camerata Ireland

For the recruitment of Camerata Ireland members, an application form must be completed with the following;

1. **Basic Disclosure** – a copy of a person’s unspent criminal record. This service is available to individuals to apply for their own record only.
2. **Standard Disclosure** – a copy of a person’s full criminal record, including: spent and unspent convictions; and cautions. Applications for this service can only be made through organisations registered with AccessNI.
3. **Enhanced Disclosure** – a copy of a person’s full criminal history, including: spent and unspent convictions; cautions; and any other material (sometimes known as ‘soft intelligence’) considered by the police to be relevant to the position applied for. Applications for this service can only be made through organisations registered with AccessNI.

### Recruitment and Selection process for staff posts.

- A clear personnel specification and, as and when required, a person specification of any role must be produced – this will ensure the most suitable appointee can be identified.
- Job advertised in a wide circulation to ensure equal opportunities.
- Application form, personnel specification and, as and when required, a person specification sent to all those requesting information regarding the vacancy.
- All applicants must confirm identification and personal information on the application form and provide two suitable referees. All short-listed candidates are required to provide a copy of their driving licence/passport and a utility bill to confirm address.
- All short-listed candidates will be interviewed by a panel.
- Declaration of previous conviction(s) will be sought from short-listed candidates.
- AccessNI check to be carried out on successful candidate.
- No confirmation of a job offer must be given until receipt of positive written references and disclosure information from AccessNI.
- Guarantee that all information provided will be treated in confidence.
- All new members of staff will be given a 6 month probationary/trial period.

Only a small number of Camerata Ireland staff and players work with children and young people. Below is an example of the work undertaken.

- To facilitate workshops for people of all ages.
- To work alongside teachers, encouraging children to develop their musical skills.
- Encourage children to learn about Camerata Ireland and make them more familiar with the Concert environment.
- Assist with the delivery of the school curriculum.
- Work with the Camerata Ireland management and Artistic Director to create new projects and programmes.
- Work in group situations with a teacher or supervisor present at all times.
- Use workshops to inspire participants to be imaginative and creative.

- Keep up the good image of Camerata Ireland and encourage people to become involved in the education activities available to them.
- To comply fully with the Camerata Ireland's Child Protection Policy.

### **Definition of a regulated position**

A regulated position includes those who in the course of their normal duties care for, train, advise, counsel, supervise, are in sole charge of children as well as those who manage or supervise those in regulated positions. Members of boards and Governing bodies are also likely to be regulated positions. There is no distinction between those who are paid or unpaid and include those in the voluntary, community, private, public and statutory sectors.

## Supervision, Support and Training

All existing members of Camerata Ireland must be given a copy of the Camerata Ireland Child Protection Policy and asked to fill in and sign a form, to confirm that they have read it and will comply fully with the policy.

All members will be given a copy of the Child Protection Policy along with their contract of engagement. It must be read before a contract of engagement has been signed. In signing that contract of engagement and accompanying form, all members will be confirming that they will comply with the Camerata Ireland Child Protection Policy.

All schools, community groups and organisations must commit in writing that they will ensure that at no time will the Camerata Ireland member be left alone to take a workshop or performance.

The Camerata Ireland Child Protection Officer will seek advice on appropriate training throughout the year.

## General Safety and Risk Assessment

### First aid:

- First aid cover must be the responsibility of the schools or other venues where workshop activity takes place. At events such as the Clondeboy Festival, where Camerata Ireland is the event organizer, the Police, Fire and Ambulance services are made aware of the event and its timetable.
- A member of Camerata Ireland staff will be present at all concert events.
- At workshops, each school should provide the relevant first aid cover.

### Insurance:

- Camerata Ireland has Public Liability Insurance worldwide which is maintained and updated annually.
- All electrical equipment etc at Camerata Ireland's own events, is checked on a regular basis by qualified personnel.

### Accessibility:

- Ensure that all venues used for Camerata Ireland events are accessible to all members of the public, where possible.

### Risk Assessment

The following Risk Assessment shall be undertaken and signed by the named personnel, for each event taking into consideration the following;

- Identify any hazard and who might be at risk – consider the environment and any significant hazards based on current information and past experience
- Evaluate the risk
- Consider whether current precautions are adequate/further support measures required.
- Ensure personnel responsible for reducing the risk, are immediately aware of its existence
- Ensure participants fully aware of the potential risk
- Increase supervision/reduce contact with the risk
- Find an alternative with a reduced risk
- Review and revise the risk assessment and record findings
- If the risk is deemed to be severe, reserve the right to cancel the activity

**Reporting Information**  
**Camerata Ireland Child Protection Policy**

**CONFIDENTIAL**

**Name:** \_\_\_\_\_

**Position within Camerata Ireland:** \_\_\_\_\_

**Name of child/young person:** \_\_\_\_\_

**Age if known:** \_\_\_\_\_

**Date of incident:** \_\_\_\_\_

**Venue of incident:** \_\_\_\_\_

**Details of information disclosed:**

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**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**This form must be completed as soon as possible and passed on to the designated Child Protection Officer of Camerata Ireland. Keep private and confidential.**

**Recording Information – Camerata Ireland Child Protection Policy**

**CONFIDENTIAL**

*For the use of designated Child Protection Officer of Camerata Ireland*

- Name of child: \_\_\_\_\_
- Age: \_\_\_\_\_
- Any special factors: \_\_\_\_\_
- Name of parent/guardian: \_\_\_\_\_
- Home/organisation address:  
\_\_\_\_\_
- Home/organisation contact number: \_\_\_\_\_
- What has prompted the concerns? (dates, times etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Any physical signs? \_\_\_\_\_
- Behavioural signs? \_\_\_\_\_
- Indirect signs? \_\_\_\_\_
- Has the child been spoken to?  
\_\_\_\_\_

- Has anyone else been contacted?

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This information will be kept private and confidential and will be used on a “need to know” basis only.

## Useful contacts

Imelda Dervin      General Manager      00353 872322339

Camerata Ireland, The Courtyard, Clandeboye Estate, Bangor, Co. Down, BT19 1RN

Tel: 028 9042 7600

Email: [Imelda@camerata-ireland.com](mailto:Imelda@camerata-ireland.com)

Email: [office@camerata-ireland.com](mailto:office@camerata-ireland.com)

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Volunteer Development Agency

129 Ormeau Road, Belfast, Northern Ireland, BT7 1SH

T 028 9023 6100

F 028 9023 7570

E [info@volunteering-ni.org](mailto:info@volunteering-ni.org)

W [www.volunteering-ni.org](http://www.volunteering-ni.org)

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DHSS ChildCare Policy Directorate

[http://www.dhsspsni.gov.uk/index/hss/child\\_care.htm](http://www.dhsspsni.gov.uk/index/hss/child_care.htm)

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NSPCC

Child Protection Helpline

24 Hours, call free

Tel: 0808 800 5000

Text: 88858

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Online: [nspcc.org.uk/reportconcern](http://nspcc.org.uk/reportconcern)

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Access Northern Ireland

PO Box 1085, BT5 9BD

Tel: 0300 200 7888

Email: [accessni@ani.x.gsi.gov.uk](mailto:accessni@ani.x.gsi.gov.uk)

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Education & Library Boards:

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