

AN COIMISIÚN LE RINCÍ GAELACHA



# CHILD PROTECTION AND WELFARE POLICY

Guidelines

for

Teachers, Adjudicators, Members, Volunteers and Employees

Working with Children and Young People

**\*Currently Being Updated\***

## **Contents**

<b>Policy Statement</b>	<b>6</b>
<b>Scope of the Policy</b>	<b>7</b>
<b>Principles of Good Practice</b>	<b>8</b>
<b>Definitions</b>	<b>8</b>
<b>Recognising Abuse or Neglect</b>	<b>10</b>
<b>Reasonable Grounds for Concern</b>	<b>10</b>
<b>Disclosures of abuse from a child</b>	<b>11</b>
<b>Role of the Designated Liaison Person</b>	<b>12</b>
<b>What to Do If You are Concerned About a Child or Young Person</b>	<b>13</b>
<b>What Actions Does the DLP take</b>	<b>14</b>
<b>Emergency or Out-of-Hours Referrals</b>	<b>15</b>
<b>Record Keeping</b>	<b>17</b>
<b>Recording Child Protection and Welfare Concerns</b>	<b>17</b>
<b>Confidentiality</b>	<b>17</b>
<b>Recruitment and Management of Employees, Volunteers or Contractors</b>	<b>18</b>
<b>Responding to Allegations of Abuse against An Coimisiún Employees or Volunteers</b>	<b>19</b>
<b>Complaints Procedure</b>	<b>20</b>
<b>Guidelines for Teachers</b>	<b>21</b>
<b>Code of Conduct for Teachers</b>	<b>21</b>
<b>Guidelines and Code of Conduct for Adjudicators</b>	<b>22</b>
<b>Code of Conduct for Parents</b>	<b>23</b>
<b>Code of Conduct for Children / Young Persons</b>	<b>24</b>

<b>Appendix A: Indicators of Child Abuse as Defined in Children First 2017</b>	<b>26</b>
<b>Appendix B: Guidelines for Away Trips or Residential</b>	<b>31</b>
<b>Appendix C: Child Protection Statement</b>	<b>32</b>
<b>Appendix D: Guidelines for Reporting Accidents</b>	<b>33</b>
<b>Appendix E: The Legislative Context</b>	<b>34</b>
<b>Appendix F: Contact Details for Social Work Offices</b>	<b>36</b>
<b>Appendix G: The Standard Report Form</b>	<b>37</b>
<b>Appendix H: Forms and Records</b>	<b>43</b>
<b>Appendix I: Parental Consent Form</b>	<b>45</b>
<b>Appendix I: Parental Consent Form (continued)</b>	<b>46</b>
<b>Appendix J: Accident/Incident Report Form</b>	<b>48</b>

## Overview

This policy has been developed in compliance with Children First: National Guidance for the Protection and Welfare of Children (2017). It sets out the value base, standards and procedures required for Teachers, Adjudicators, Members, Volunteers and Employees to ensure the safety and welfare of children and young people. It should be utilised where circumstances require, for example, weekly classes, events, residential activities and overseas trips organised by Teachers and Adjudicators registered with An Coimisiún le Rincí Gaelacha.

For the purposes of this document:

**'An Coimisiún'** refers to An Coimisiún le Rincí Gaelacha, the body with whom Teachers and Adjudicators are registered and to which this policy belongs.

**'Teacher'** refers to any Teacher registered with An Coimisiún.

**'Adjudicator'** refers to any Adjudicator registered with An Coimisiún.

**'Member'** refers to any person elected to any An Coimisiún Committee or sub-committee including Teachers and Adjudicators.

**'Employee'** means any person employed by An Coimisiún on a permanent, temporary, contractual or short-term basis.

**'Volunteer'** refers to any person (18 years or over) who has an involvement in An Coimisiún in any unpaid capacity.

**'Designated Liaison Person'** refers to the appointed person(s) within each Region and Country who act as the nominated contact/liaison point(s) between An Coimisiún and the relevant official authorities, such as social services, police, etc.

## Policy Statement

An Coimisiún recognises that the safety and welfare of children and young people is of paramount importance and is committed to taking every appropriate step to ensure the safety and well-being of the children and young people with whom we engage, regardless of class, gender, race, creed, age or ability. An Coimisiún has a 'zero tolerance' policy with regard to abuse, intimidation, bullying (physical or emotional), racism and sexist behaviour directed towards children and young people. An Coimisiún acknowledges the right of children and young people to be treated with respect at all times, to be listened to and to have their views taken into consideration in matters that affect them.

Teachers, Adjudicators, Members, Volunteers and Employees with An Coimisiún recognise that the welfare of children is paramount and we will endeavour to safeguard children by:

- Having a reporting procedure to respond to concerns around children's welfare and safety
- Having a confidentiality statement
- Having a code of behaviour for Teachers, Adjudicators, Members, Volunteers and Employees
- Having a safe recruitment procedure
- Having a procedure to respond to accidents
- Having a process to respond to complaints
- Developing a staff allegations procedure
- Developing a disciplinary procedure

In order to safeguard children and young people An Coimisiún will:

- Appoint a Child Protection Officer for the organisation to oversee this policy in all areas in which An Coimisiún operate.
- Appoint regional Designated Liaison Persons
- Arrange for the provision of training on the child protection policy
- Ensure that Designated Liaison Persons attend appropriate child protection training
- Share information about the child protection policy and good practices with all relevant persons.
- Review the group's child protection policy and practices every two years

## Scope of the Policy

All Teachers, Adjudicators, Members, Employees and Volunteers registered with or employed by An Coimisiún must be aware of this policy and it is their duty to oversee its implementation.

This policy statement should be publicly displayed at all classes and events which are run by Teachers or other persons registered or employed by An Coimisiún.

Classes and other events run by Teachers, Adjudicators and other persons involved with An Coimisiún are the responsibility of those who are organising these events. While this policy and best practice should equally apply to all such events, An Coimisiún can only oversee and manage events which we organise and run<sup>1</sup>.

*“All children and young people should enjoy classes taught by Teachers registered with An Coimisiún and competitions registered with or organised by An Coimisiún and all their relevant facilities and activities in an environment free of physical, sexual, emotional abuse or neglect.”*

This policy has been reviewed and updated in February 2020

Chairperson of An Coimisiún: Sandra Connick

Child Protection Officer: Sheila Du Puis

This policy will be reviewed at least every two years, and more frequently if required in response to changes in legislation, regulations or other relevant matters. Updates will be provided to the AGM of An Coimisiún.

The review will be carried out by the Child Protection Officer and two people nominated from the main body of An Coimisiún.

---

<sup>1</sup> This policy has been developed in compliance with Irish legislation and to reflect Children First: National Guidance for the Protection and Welfare of Children (2017). Where activities or events are undertaken in other jurisdictions, local policies should reflect relevant legislation or guidance.

## Principles of Good Practice

1. An Coimisiún recognise that children and young people have rights as individuals and will treat them with dignity and respect.
2. An Coimisiún shall raise awareness about protecting the welfare of children and young people.
3. An Coimisiún will adopt and consistently apply a rigorous and clearly defined method of vetting Teachers, Adjudicators, Employees and Volunteers.
4. An Coimisiún shall plan an appropriate response procedure in relation to concerns, allegations, incidents and disclosures of alleged or suspected incidents of abuse.
5. An Coimisiún shall stay abreast of emerging technologies and web-based programmes to ensure that all dancers, regardless of age or ability, can enjoy all An Coimisiún has to offer in a safe and secure environment.
6. An Coimisiún shall ensure best practice with regards to photography and videography.
7. Child protection and welfare issues shall be on the agenda of each meeting of An Coimisiún and An Buancoiste.

## Definitions

**'A Child'** means a person under the age of 18 years, excluding a person who is or has been married.

Child abuse is categorised under a number of heading: Neglect, Emotional Abuse, Physical Abuse and Sexual Abuse, circumstances which may make children more vulnerable to harm and bullying. While detailed information on these abuses are available in *Children First: National Guidance for the Protection and Welfare of Children, 2017*, a summary is shown below.

**Neglect** Child neglect is the most frequently reported category of abuse, both in Ireland and internationally. Ongoing chronic neglect is recognised as being extremely harmful to the development and well-being of the child and may have serious long-term negative consequences.

*(Chapter 2, Children First: National Guidance for the Protection and Welfare of Children, 2017)*

**Emotional Abuse** is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child. Once-off and occasional difficulties between a parent/carer and child are not considered emotional abuse.....Emotional abuse can also occur when adults responsible for taking care of children are unaware of and unable (for a range of reasons) to meet their children's emotional and developmental needs.

*(Chapter 2 Children First: National Guidance for the Protection and Welfare of Children)*

**Physical Abuse** Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents.

The Children First Act 2015 includes a provision that abolishes the common law defence of reasonable chastisement in court proceedings.

*(Chapter 2 Children First: National Guidance for the Protection and Welfare of Children)*

**Sexual Abuse** occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes the child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography.

*(Chapter 2, Children First: National Guidance for the Protection and Welfare of Children)*

**Circumstances which may make children more vulnerable to harm** If you are dealing with children, you need to be alert to the possibility that a welfare or protection concern may arise in relation to children you come in contact with. A child needs to have someone they can trust in order to feel able to disclose abuse they may be experiencing. They need to know that they will be believed and will get the help they need. Without these things, they may be vulnerable to continuing abuse.



**BULLYING** Bullying can be defined as repeated aggression – whether it is verbal, psychological or physical – that is conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating, and occurs mainly among children in social environments such as schools. It includes behaviours such as physical aggression, cyberbullying, damage to property, intimidation, isolation/exclusion, name calling, malicious gossip and extortion. Bullying can also take the form of abuse based on gender identity, sexual preference, race, ethnicity and religious factors. With developments in modern technology, children can also be the victims of non-contact bullying, via mobile phones, the internet and other personal devices.

## Recognising Abuse or Neglect

Child abuse or neglect can often be difficult to identify and may present in many different forms. Please see Chapter 2 of the [Children First National Guidance 2017](#) for assistance in recognising abuse or neglect.

## Reasonable Grounds for Concern

Reasonable grounds for a child protection or welfare concern include:

- Evidence, for example an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way
- Any concern about possible sexual abuse
- Consistent signs that a child is suffering from emotional or physical neglect
- A child saying or indicating by other means that he or she has been abused
- Admission or indication by an adult or a child of an alleged abuse they committed
- An account from a person who saw the child being abused

It is important to remember that signs and symptoms can be non-specific and may have a reasonable or alternative explanation; however, if you are concerned, the information should be recorded and reported to your Designated Liaison Person.

**The guiding principles on reporting child abuse or neglect may be summarised as follows:**

**1. The safety and well-being of the child must take priority over concerns about adults against whom an allegation may be made**

**2. Reports of concerns should be made without delay to the relevant national authority. In Ireland this is Tusla**

## **Disclosures of abuse from a child**

You should deal with disclosures of abuse sensitively and professionally. The following approach is suggested as best practice for dealing with these disclosures.

- React calmly
- Listen carefully and attentively
- Take the child seriously
- Reassure the child that they have taken the right action in talking to you
- Do not promise to keep anything secret
- Ask questions for clarification only.
- Do not ask leading questions
- Check back with the child that what you have heard is correct and understood
- Do not express any opinions about the alleged abuser
- Ensure that the child understands the procedures that will follow
- Make a written record of the conversation as soon as possible, in as much detail as possible
- Treat the information confidentially, subject to the requirements of the Children First National Guidance 2017 and all relevant legislation.

The Child Protection Officer will also provide assistance to you on this matter.

A wide range of possible situations can fall into the category of a 'disclosure'. Because it is impossible to know in advance what a child or young person will say, it is advisable to always follow the suggestions given above. Children or young people may tell you about incidents involving bullying or concerns about a home situation. Such disclosures may not indicate abuse, but may need to be followed up in relation to the code of conduct, or they may require no further action. All disclosures should be noted using the child or young person's own words, and be dated and signed by you.

In cases where the child or young person is at risk or the disclosure is obviously of a serious nature, you will need to follow the procedure as dictated by An Coimisiún.

After you have talked with the child or young person, follow the procedure laid down for reporting such incidents to the Designated Liaison Person.

## **Role of the Designated Liaison Person**

The designated liaison person is responsible for ensuring that reporting procedures within An Coimisiún are followed, so that child welfare and protection concerns are referred promptly to Tusla or the relevant statutory agency in your area. Details on what is a reasonable concern and how to report it in Ireland can be found in Chapter 2 of

[https://www.tusla.ie/uploads/content/Children\\_First\\_National\\_Guidance\\_2017.pdf](https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf).

It is the policy of An Coimisiún that the section dealing with “reasonable concern” in Chapter 2 of the guidance applies to all registered members and volunteers of An Coimisiún.

The designated liaison person should record all concerns or allegations of child abuse brought to his or her attention, and the actions taken in relation to a concern or allegation of child abuse.

If, as a designated liaison person, you decide not to report a concern to Tusla, the following steps should be taken:

- The reasons for not reporting should be recorded
- Any actions taken as a result of the concern should be recorded
- The person who raised the concern should be given a clear written explanation of the reasons why the concern is not being reported to the relevant statutory body (in Ireland this is Tusla).
- The person should be advised that if they remain concerned about the situation, they are free to make a report to relevant statutory body or police (in Ireland these are Tusla or An Garda Síochána)

## What to Do If You are Concerned About a Child or Young Person

If a Teacher, Adjudicator, Member, Volunteer or Employee has a concern or a query that a child or young person may have experienced abuse or neglect they are obliged to:

- Report these concerns without delay to the DLP in their region or the National DLP<sup>2</sup>. Information provided should include:
  - Child's/young person's name, date of birth and contact details (that is, address and contact numbers).
  - Contact details for parents or carers, if different from child's/young person's.
  - The details of, and reasons for, the concern (clear, factual descriptions).
  - Notes of any disclosure or explanations offered by the child or young person, using their own words.
  - Details of the person posing a risk to the child or young person, if known.
  - Indicate if parents or carers have been informed (see below) and their response.
  - Name and contact details of person reporting<sup>3</sup> and their relationship to the child or young person (for example, Teacher, Adjudicator, supervising adult, etc.).
  - Any other relevant information known (for example, other services or professionals involved; other children who may be at risk; any previous incidents or concerns which may have occurred but not been considered significant or serious at the time).
- Record their concerns. As detailed above, include the exact words used by the child/young person or parent, the nature of their concern and any evidence to support this concern, sign and date the record.

---

<sup>2</sup> The Regional DLP responds to concerns in their region. The National DLP/Child Protection Officer responds to concerns that are reported to them by Teachers, Adjudicators, Members, Volunteers or Employees where the Regional DLP is unavailable.

<sup>3</sup> Where the person raising the concern wishes to remain anonymous, the Child and Family Agency endeavours to respect this; however, total anonymity cannot be guaranteed. Persons reporting to statutory authorities 'reasonably and in good faith' are protected from personal liability.

- This confidential record must be stored securely in a locked place.
- This information and discussions relating to it are confidential and information should be shared on a 'need to know' basis only.
- Where the DLP decides that the concern must be reported to the social work department of Tusla, it is good practice to inform the parent of the child or young person, unless it is considered that this might place the child or young person in danger.
- If the DLP is unsure whether telling the parent might endanger the child or young person, they should have an 'informal consultation' with the social work department. When speaking to the social worker they should outline that they are making an informal consultation and go over their concerns and query about whether telling the parent might endanger the child or young person. The Social Worker will advise on this and will assist the DLP to consider how best to talk to the parent about the concern. You do not need to inform the family that a report is being made, if by doing so the child will be placed at further risk or in cases where the family's knowledge of the report could impair Tusla's ability to carry out an assessment. Also, it is not necessary to inform the family if the person making the report reasonably believes it may place them at risk of harm from the family.
- The DLP will record this conversation, the advice given, the name of the Social Worker, and will date and sign the record and store securely, as outlined earlier.
- The DLP will advise the Teacher, Adjudicator, Member, Volunteer or Employee who raised the concern about the advice and direction given by the social work service. The person who knows the child/young person or parent should inform the parent of the concern and that, in compliance with the child protection policy, a referral is being made to the social work department.
- This information and discussions relating to it are confidential and information should be shared on a 'need to know' basis only.

## **What Actions Does the DLP take**

- When the DLP is made aware that there is a concern that a child or young person has experienced abuse or neglect they should, without delay:
  - Consider whether these concerns meet the criteria for reporting as outlined in *Reasonable Grounds for Concern* (see above).

- Where the DLP believes that they **meet** the criteria they should report the concerns immediately to the social work department of the Child and Family Agency using the Standard Report Form (see *Appendix H: The Standard Report Form*), completing it as fully as possible.
- Where the DLP believes that the situation is urgent they should call the social work office and make their referral by phone. They will be required to submit this referral in writing using a Standard Report Form.
- Fax or hand deliver the Standard Report Form to the relevant social work office (see *Appendix G: Contact Details for Social Work Offices* for where to find information on social work offices).
- This confidential record must be stored securely in a locked place.
- This information, and discussions relating to it, is confidential and information should be shared on a 'need to know' basis only.
- Where the DLP is **unsure** whether the concern meets the criteria for referral to the social work department they will have an informal consultation by phone with the Duty Social Worker. As outlined earlier, they will state that they wish to have an informal consultation and they will outline the concerns without disclosing the identity or address of the child or young person. If the Duty Social Worker states that it appears there are reasonable grounds for concern, the DLP must submit a written report.
- As outlined earlier, informal consultation with the Duty Social Worker may also be used by the DLP to discuss how to talk to parents about a concern, as well as to discuss whether to inform parents of the concern.
- The National DLP will provide support and guidance about processes to the Regional DLPs as required.

## Emergency or Out-of-Hours Referrals

In the event of an emergency out-of-office-hours or where a child or young person is in immediate danger, the Gardaí (police) should be contacted.

This can be done through any Garda Station or by making a '112' or '999' call.

It should be stated that you wish to make an emergency child protection referral and state your name, organisation and the location of the child or young person.

The reason for the referral should be given in clear, factual manner (for example, it is unsafe for the child to return home, or a parent has failed to collect the child and cannot be contacted).

No child or young person should be left in a situation of immediate danger, in this instance contact the appropriate authorities.

## Record Keeping

Keeping accurate and reliable records is essential to safeguarding children and young people. Records should include<sup>4</sup>:

- Registers of all children/young people participating in activities including names, contact details and dates of birth.
- Parents names, and contact details if different from the child's.
- Details of persons (if any) authorised to collect or care for the child, other than the parents/carers, including contact details.
- Emergency contact details.
- Registers of attendance.
- Records of incident or accidents – which should be clear, factual, accurate, objective and legible.
- Parental consent for activities, including travel, trips or residential.

## Recording Child Protection and Welfare Concerns

Reports of concerns in relation to children rely on the quality of the information recorded.

Records in relation to child protection and welfare concerns should be kept securely in locked cabinets with access restricted to the DLP and named Employees and/or Board Members. Electronic records should be password protected and have restricted access, as above. Records are confidential and should only be shared on a 'need to know' basis and with relevant statutory authorities.

## Confidentiality

When dealing with a conversation regarding a child protection and welfare concern, Teachers, Adjudicators, Members, Volunteers and Employees should clarify that there are limits to confidentiality at the beginning of the conversation. They should reassure the individual that the limits are to ensure the child or young person's safety and well-being. The individual should be informed that someone else must be informed to ensure the child's/young person's safety or well-being, and they should be told who will be informed.

---

<sup>4</sup> See Appendices for sample forms



An Coimisiún will never promise to keep secrets. However, information of a confidential nature will be shared on a 'need to know' basis and with the statutory authorities as required where there are concerns about the welfare or safety of child/young person. Sharing of information in this regard is not a breach of confidentiality or data protection.

**Considerations of confidentiality will not be allowed to override the rights of children or young people to be protected from any form of abuse.**

## **Recruitment and Management of Employees, Volunteers or Contractors**

Ensuring the suitability of persons who work, or have contact with, children and young people is a core element of safeguarding children and young people.

All roles within An Coimisiún (Employees, including Adjudicators directly employed by An Coimisiún, Members and Volunteers) should have a role description which clearly states their obligation to adhere to this policy and procedures.

A clear recruitment and selection process will be implemented:

- A clear role description will be provided for each role in An Coimisiún.
- Each applicant will be provided with information about the organisation and its activities.
- Applicants will be required to complete an application form and to provide proof of identity.
- All applicants working or having contact with children or young people will be subject to Garda (police) vetting.
- Where relevant, applicants will be short-listed on the basis of agreed criteria for the role.
- Interviews will be carried out by at least two representatives of An Coimisiún.
- A minimum of two recent references will be sought in writing and confirmed by phone.
- All contracts will stipulate that holders will comply with the An Coimisiún child protection and welfare policy and procedures, including its code of conduct.

Teachers and Adjudicators who register with An Coimisiún are required to:

- Be Garda vetted
- Attend child protection training
- Uphold An Coimisiún's child protection and welfare policy and code of conduct

## Responding to Allegations of Abuse against An Coimisiún Employees or Volunteers

Where an allegation is made that a child or young person has been neglected or physically, sexually or emotionally abused by an Employee or Volunteer, the reporting procedures and child protection and welfare policy as outlined in this document will be followed.

Where the alleged abuse occurred within the context of An Coimisiún activities or events, a dual process will be put in place.

**The welfare of the child/ren or young person will be of paramount concern and any protective measures required<sup>5</sup>, will be implemented without delay.**

A named person (other than the DLP) will be appointed to deal with the person against whom the allegations have been made.

The principles of natural justice will be applied in relation to the person against whom the allegations are made. The person must be informed that the allegation has been made against him or her and the nature of the allegation. They should be afforded the opportunity to respond. The response should be noted and included in the formal report to the statutory authorities. All stages of the process should be accurately recorded, signed and dated.

An Coimisiún will liaise closely and cooperate fully with any investigation undertaken by the statutory authorities.

Where an allegation is made against an Employee or Volunteer with An Coimisiún, this should be reported without delay to the Chairperson of the Coiste Faire or the Chairperson of An Coimisiún.

### **The National and Regional Designated Liaison Persons:**

---

<sup>5</sup> For example, in the case of an Employee this may be up to, and including, suspension on full pay

1. The National DLP will be responsible to, and report to, the Chairperson and Board of An Coimisiún.
2. The DLPs are responsible for ensuring that accurate and timely reports are made to the authorities in relation to child protection and welfare concerns.
3. The Regional DLPs will be responsible to An Coimisiún and report to the National DLP. They will inform the National DLP when a report has been made to the Child and Family Agency.
4. The National DLP and the Regional DLPs have responsibility to ensure that the policy and procedures in relation to child protection and welfare concerns are adhered to.
5. The National DLP has responsibility for updating information in relation to child protection and welfare, and monitoring (via the Chairperson) the effectiveness of the child protection and welfare policy for children and young people.
6. The Chairperson of An Coimisiún has responsibility for ensuring that the DLPs are provided with confidential support and debriefing opportunities in relation to their duties.

## **Complaints Procedure**

An Coimisiún recognises that from time to time people (adults or children) may be dissatisfied with some aspect of our work or feel that their expectations have not been met. We are committed to treating all complaints in an open, transparent and fair manner, and we value feedback which will inform how we engage with children, young people and their parents, and which will enable us to make improvements where necessary.

Most complaints can be resolved informally through respectfully speaking to the person/people involved, listening and providing additional information, explanations or an apology where warranted.

Formal complaints must be made in writing to the Chairperson of An Coimisiún. All written complaints will be acknowledged in writing and an outline of steps to be taken will be explained, along with a timescale – usually around 20 working days.

Persons against whom complaints are made have a right to know a complaint has been made, the substance of the complaint, and to be provided with an opportunity to respond. This will be recorded and stored securely.

Following investigation, feedback will be provided to the complainant on the findings of the investigation and any actions to be taken as a result.

## **Guidelines for Teachers**

1. Teachers will treat children and young people with courtesy, respect and dignity. They will value each child and young person and recognise their individuality.
2. Teachers will help children and young people develop, using methods appropriate to their age and stage of development, and will maximise their contribution to the group.
3. Teachers will encourage children and young people to treat others with dignity and respect.
4. Teachers will use appropriate language with children and young people, and encourage them to speak to each other in ways which build up dignity and mutual respect. They will avoid and discourage put-downs and disparaging remarks.
5. Teachers will be sensitive to the needs of the children and young people with whom they work and will demonstrate their ability to regulate their own personal responses.
6. Teachers will recognise the issues of power and responsibility. They will avoid appearing to favour a particular child or young person.
7. Teachers will be aware of the parents/guardians arrangements for the delivering and collecting of children/young people from An Coimisiún activities, and generally will maintain good communication with parents.
8. When a 'class' consists of both males and females, the staffing should, where possible, reflect the composition of the participants.

## **Code of Conduct for Teachers**

In order to ensure that classes run smoothly and children and young people enjoy and benefit from their participation, the following code of conduct is suggested:

1. Teachers will arrive at least 10 minutes before their first class.
2. Each class must begin and end on time.
3. The class must not be left unattended at any time.
4. Attendance records are the Teacher's responsibility and must be completed before each class begins.
5. Teachers will avoid being on their own with a child or young person.

6. Teachers will avoid taking children or young people alone on car journeys, however short. Where this is unavoidable, the child or young person will sit in the back seat. Parents will be advised and give consent before departure.
7. Teachers will avoid taking children or young people to a Teacher's home.
8. Teachers will ensure that their use of touch with child and young people respects the dignity of the individual child or young person e.g. when using touch to demonstrate correct posture or move they will first explain this to the child or young person and seek their permission to move their foot or arm.
9. Bullying any form of abuse of children/young people by Teachers working with them will not be tolerated.
10. Teachers will not tolerate bullying of children/young people by their peers.
11. Discrimination of any kind is unacceptable within An Coimisiún.

Teachers should never:

1. Allow an allegation made by a child to go unrecorded and/or unreported to the DLP.
2. Make sexually suggestive comments about or to a child or engage in sexually suggestive discussions, contact or behaviour.
3. Provide personal care for a child or young person where they can do it for themselves.
4. Sleep in a room with children without at least one other adult being present.
5. Friend a child or young person on social media.

## **Guidelines and Code of Conduct for Adjudicators**

1. Adjudicators will treat children and young people with courtesy, respect and dignity. They will value each child and young person and recognise their individuality.
2. Adjudicators will use appropriate language with children and young people, and encourage them to speak to each other in ways which build up dignity and mutual respect. They will avoid and discourage put-downs and disparaging remarks.
3. Adjudicators will be sensitive to the needs of the children and young people with whom they work and will demonstrate their ability to regulate their own personal responses.
4. Adjudicators will recognise the issues of power and responsibility. They will avoid appearing to favour a particular child or young person.

5. Discrimination of any kind is unacceptable within An Coimisiún.
6. An Coimisiún is committed to ensuring that children and young people who participate in events organised, or in association with, An Coimisiún are treated fairly and that decisions made in relation to scoring are clear and unbiased. Adjudicators must demonstrate that decisions about how children and young people's dancing is scored are objective and transparent. Where one child is moved two or three places up without objective reasoning, another dancer moves two or three places down. The consequence of this is that the child who is moved down is punished for something they had no control over and this has the effect of demeaning them and reducing their feelings of self-worth.

Adjudicators should never:

1. Allow an allegation made by a child to go unrecorded and/or unreported to the DLP.
7. Make sexually suggestive comments about or to a child or engage in sexually suggestive discussions, contact or behaviour.
8. Provide personal care for a child or young person where they can do it for themselves.
9. Sleep in a room with children without at least one other adult being present.
10. Friend a child or young person on social media.

## **Code of Conduct for Parents**

An Coimisiún adopts a child-centred approach and philosophy in the running of classes to ensure children and young people are at all times provided with a high standard of dancing tuition. It does this by requiring Teachers and Adjudicators who are registered with An Coimisiún to agree to uphold our philosophy and standards. Enforcement of this conduct is the responsibility of every Member and any queries about this code should be referred to the Chairperson of An Coimisiún.

Parents/Guardians have an influential role to play in encouraging their children to adopt positive attitudes to maintain the ethos of An Coimisiún.

It is required that Parents/Guardians agree to the following:

- Know the start and finish times of your child's class/classes. It is the Parents/Guardians responsibility to ensure the child arrives promptly and safely to each lesson.
- In the instance of a child having more than one lesson per day, it is the Parents/Guardians responsibility to supervise the child/children between lessons.
- Parents/Guardians must collect their child immediately after class finishes from the main building. Children are not permitted outside the main building.
- An Coimisiún is not responsible for children/young people before, between or after their class/classes.
- Respect the Teacher's opinion and encourage your child to do likewise.
- Show appreciation for the Teachers/Volunteers.
- Praise good performance and effort from all individuals and groups.
- Congratulate all participants regardless of the outcome.
- Use correct and appropriate language at all times.
- Support your child's involvement and help them to enjoy their dancing experience.
- Respect the rights, dignity, diversity and worth of every child/young person regardless of their gender, ability, ethnic and cultural background or religion.
- Be prepared to attend/support events organised by the class for your child.
- It is the Parents/Guardians responsibility to inform the Teachers/Volunteers of any conditions, medical or otherwise, regarding their child.
- It is the responsibility of Parents/Guardians to ensure their child's understanding and cooperation of the Code of Conduct for Child/Young Persons.
- It is the responsibility of Parents/Guardians to check each week regarding forthcoming events or unexpected changes in classes.

## **Code of Conduct for Children / Young Persons**

All children/young people are encouraged to be open with their Teacher, Adjudicator or Volunteer and share any concerns or complaints.

It is required that all children/young people agree to the following:

- Respect the rights, dignity and worth of everyone equally.

- Show respect to your Teacher during your dancing lesson.
- Bullying of children/young people by their peers will not be tolerated.
- Discrimination of any kind is unacceptable within An Coimisiún.
- Good behaviour is expected at all times, especially during class.
- No running around the building, no running on the stairs.
- Children/young people are not permitted outside the building.
- On entering and exiting the building, the main door must be used at all times.
- Be on time for lessons, so as not to disrupt the smooth running of the lesson.
- Food or chewing gum is not permitted during lessons.
- All mobile phones must be switched off during lessons.
- Work hard at your dancing in your own time at home.
- Enjoy your dancing.



## **Appendix A: Indicators of Child Abuse as Defined in Children First 2017**

The term child abuse is used to describe ways in which children are harmed by someone in a position of power. There are many different ways in which children can be harmed. Please see Chapter 2 of [Children First National Guidance 2017](#)

### **Neglect**

The following are features of child neglect:

Children being left alone without adequate care and supervision

Malnourishment, lacking food, unsuitable food or erratic feeding

Non-organic failure to thrive, i.e. a child not gaining weight due not only to malnutrition but also emotional deprivation

Failure to provide adequate care for the child's medical and developmental needs, including intellectual stimulation Inadequate living conditions – unhygienic conditions, environmental issues, including lack of adequate heating and furniture

Lack of adequate clothing Inattention to basic hygiene

Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child's age

Persistent failure to attend school

Abandonment or desertion

### **Emotional Abuse**

Emotional neglect and abuse is found typically in a home or relationship lacking in emotional warmth. It is not necessarily associated with physical deprivation.

Emotional abuse may be seen in some of the following ways:

Rejection

Lack of comfort and love

Lack of attachment

Lack of proper stimulation (e.g. fun and play)

Lack of continuity of care (e.g. frequent moves, particularly unplanned)

Continuous lack of praise and encouragement

Persistent criticism, sarcasm, hostility or blaming of the child Bullying  
Conditional parenting in which care or affection of a child depends on his or her behaviours or actions  
Extreme overprotectiveness  
Inappropriate non-physical punishment (e.g. locking child in bedroom)  
Ongoing family conflicts and family violence  
Seriously inappropriate expectations of a child relative to his/her age and stage of development

### **Physical Abuse**

Physical abuse can include the following:

Physical punishment

Beating, slapping, hitting or kicking

Pushing, shaking or throwing

Pinching, biting, choking or hair-pulling Use of excessive force in handling

Deliberate poisoning

Suffocation

Fabricated/induced illness

Female genital mutilation

The Children First Act 2015 includes a provision that abolishes the common law defence of reasonable chastisement in court proceedings.

### **Sexual Abuse**

Child sexual abuse or adult sexual violence covers a wide spectrum of abusive activities. It rarely involves a single incident and often occurs over an extended period of time. Physical signs may be not evident due to the nature of abuse and/or the fact that disclosure may be made some time after the abuse took place.

Examples of child sexual abuse include the following:

Any sexual act intentionally performed in the presence of a child

An invitation to sexual touching or intentional touching or molesting of a child's body whether by a person or object for the purpose of sexual arousal or gratification

Masturbation in the presence of a child or the involvement of a child in an act of masturbation

Sexual intercourse with a child, whether oral, vaginal or anal

Sexual exploitation of a child, which includes: » Inviting, inducing or coercing a child to engage in prostitution or the production of child pornography [for example, exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, videotape or other media) or the manipulation, for those purposes, of an image by computer or other means] »

Inviting, coercing or inducing a child to participate in, or to observe, any sexual, indecent or obscene act »

Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse

Exposing a child to inappropriate or abusive material through information and communication technology

Consensual sexual activity involving an adult and an underage person

### **Circumstances which may make children more vulnerable to harm**

If you are dealing with children, you need to be alert to the possibility that a welfare or protection concern may arise in relation to children you come in contact with.

A child needs to have someone they can trust in order to feel able to disclose abuse they may be experiencing. They need to know that they will be believed and will get the help they need.

Without these things, they may be vulnerable to continuing abuse. Some children may be more vulnerable to abuse than others. Also, there may be particular times or circumstances when a child may be more vulnerable to abuse in their lives.

In particular, children with disabilities, children with communication difficulties, children in care or living away from home, or children with a parent or parents with problems in their own lives may be more susceptible to harm.

## **Bullying**

It is recognised that bullying affects the lives of an increasing number of children and can be the cause of genuine concerns about a child's welfare.

Bullying can be defined as repeated aggression – whether it is verbal, psychological or physical – that is conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating, and occurs mainly among children in social environments such as schools. It includes behaviours such as physical aggression, cyberbullying, damage to property, intimidation, isolation/exclusion, name calling, malicious gossip and extortion. Bullying can also take the form of abuse based on gender identity, sexual preference, race, ethnicity and religious factors. With developments in modern technology, children can also be the victims of non-contact bullying, via mobile phones, the internet and other personal devices.

While bullying can happen to any child, some may be more vulnerable. These include: children with disabilities or special educational needs; those from ethnic minority and migrant groups; from the Traveller community; lesbian, gay, bisexual or transgender (LGBT) children and those perceived to be LGBT; and children of minority religious faiths.

There can be an increased vulnerability to bullying among children with special educational needs. This is particularly so among those who do not understand social cues and/or have difficulty communicating. Some children with complex needs may lack understanding of social situations and therefore trust everyone implicitly. Such children may be more vulnerable because they do not have the same social skills or capacity as others to recognise and defend themselves against bullying behaviour.

Bullying in schools is a particular problem due to the fact that children spend a significant portion of their time there and are in large social groups. In the first instance, the school authorities are responsible for dealing with such bullying. School management boards must have a code of behaviour and an antibullying policy in place. If you are a staff member of a school, you should also be aware of your school's anti-bullying policy and of the relevant guidelines on how it is handled.

In cases of serious instances of bullying where the behaviour is regarded as possibly abusive, you may need to make a referral to Tusla and/or An Garda Síochána.

Where a Teacher, Adjudicator, Member, Volunteer or Employee is concerned about the incident or impact of bullying on a child or young person they should follow the procedures in relation to child protection and report their concerns to the DLP. The DLP should consult with the duty social worker as outlined earlier.

## **Remember**

- Look for a cluster of signs and symptoms.
- Record and date in a diary or notebook all observations of worrying marks/behaviour and keep these observations safe. They are confidential material as well as possible evidence.
- Seek advice about what you see and hear from the Regional Designated Liaison Person.
- Some of these signs, even in combination, are not necessarily proof in themselves that abuse has taken place.
- All signs/indicators need careful assessment relative to the child's circumstances.

## **Appendix B: Guidelines for Away Trips or Residential**

- 1.** Provide full information on the trip and itinerary well in advance to parents/carers, children and young people.
- 2.** Obtain any relevant information in relation to health, medication or care needs, allergies, etc.
- 3.** Ensure you have emergency contact details for parents/carers.
- 4.** Ensure accommodation is appropriate to the needs of those travelling (for example, separate accommodation for children and adults, gender, disability access etc.)
- 5.** On journeys, ensure there is always another adult present.
- 6.** If it is an overnight trip or residential, always check the rooms in pairs.
- 7.** Do not place yourself in a situation where you are spending excessive amounts of time alone with one young person, away from other people. If you are speaking one-to-one, ensure that the door to the room is kept open at all times.
- 8.** If you are in a hotel / residential setting never, under any circumstances, take a child or young person into your bedroom.
- 9.** Where a child requires intimate personal care, ensure it is carried out under guidance from parents or carers, with the permission of the child or young person and in an open and transparent manner.
- 10.** Do not go into the toilet alone with children or young people.
- 11.** Be mindful of how and where you touch children or young people. In general avoid breasts, buttocks or groin area.

## Appendix C: Child Protection Statement

### TO BE DISPLAYED AT ALL CLASSES

An Coimisiún is committed to taking every appropriate step to ensure the safety and well-being of the children and young people with whom it works, regardless of class, gender, race, creed, age or ability. An Coimisiún has a 'zero tolerance' policy with regard to any form of abuse including but not limited to bullying (physical or emotional), racism and sexist behaviour directed towards children. All An Coimisiún Teachers, Adjudicators, Members and Volunteers must be aware of this policy and it is their duty to guarantee its implementation.

#### **The policy states:**

*"All children and young people should enjoy classes taught by Teachers registered with An Coimisiún and competitions registered with or organised by An Coimisiún and all their relevant facilities and activities in an environment free of physical, sexual, emotional abuse or neglect."*

#### **DESIGNATED LIAISON PERSON**

The Designated Liaison Person for \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_

## **Appendix D: Guidelines for Reporting Accidents**

### **TO BE DISPLAYED AT ALL CLASSES**

#### PROTOCOL TO BE FOLLOWED IN THE EVENT OF AN ACCIDENT/INCIDENT

- In the event of an accident a copy of the relevant form must be filled in immediately.
- In the case of a child or young person, Teacher/Adjudicator makes contact with parents / guardians informing them of the nature of the accident and what action was taken.
- This form must be signed and dated by the Teacher/Adjudicator and any witnesses.
- The completed accident form must be stored securely, in a locked drawer.



## Appendix E: The Legislative Context

Key legislation and guidance in Ireland which underpins child protection practice includes:

- **The Child Care Act 1991** amended by the **Child and Family Agency Act 2013 - 2015 as amended** (which established Tusla The Child and Family Agency) imposes a statutory duty to promote the welfare of children who are not receiving adequate care and protection.
- **Children First: National Guidance for the Protection and Welfare of Children (2011 - 2017)** establishes that the welfare of child is of paramount consideration. It provides direction to social workers, Gardaí and other professionals in relation to responding to child protection concerns. It outlines the responsibilities of people working with children to ensure their welfare and protection.
- **National Vetting Bureau (Children and Vulnerable Persons) Act 2012** as amended provides a statutory basis for vetting of persons working with or having contact with children and vulnerable adults.
- **The Criminal Justice (withholding of information on offences against children and vulnerable persons) Act 2012 as amended** introduced mandatory reporting of certain crimes against children and vulnerable persons.
- **The Criminal Justice Act (Reckless Endangerment of Children) 2006 as amended** makes it an offence if a person causes or permits any child to be placed or left in a situation which creates a substantial risk to the child or fails to take reasonable steps to protect the child.
- **The Protection of Persons Reporting Child Abuse Act 1998** as amended provides protection from civil liability and protection of employment for persons reporting suspicions or allegations of child abuse 'reasonably and in good faith'. It offers protection to Employees from discrimination and dismissal who report abuse. It creates a criminal offence of knowingly reporting false allegations of abuse.
- **The Children First Act 2015** places **Children First** on a statutory footing and provides for certain professionals and other persons working with children to have statutory reporting obligations.

- **Data Protection Acts 1998 and 2003 as amended** enable individuals to establish the existence of personal data, to have access to that data and to have inaccurate data rectified or erased. It requires data controllers to make sure that the data they keep is collected fairly, is accurate and up-to-date, is kept for lawful purposes and is not used or disclosed in any manner incompatible with those purposes.
- **Freedom of Information Acts 1997 and 2003 as amended** enable the public to obtain access to information in the possession of public bodies and to have corrected any personal information relating to them in the possession of such bodies.

## **Appendix F: Contact Details for Social Work Offices**

For a full list of contact details for Child and Family Agency Social Workers please go to the following website: <http://www.tusla.ie/get-in-touch/duty-social-work-teams> and click on your county.

## Appendix G: The Standard Report Form



### Child Protection and Welfare Report Form

**MANDATED PERSONS AND NON MANDATED PERSONS**  
*(Children First Act 2015 & Children First National Guidance)*

Use block letters when filling out this form.  
 Fields marked with an \* are mandatory.

<b>1. Tusla Area (this is where the child resides)*</b>	
---	--

<b>2. Date of Report*</b>	
---------------------------	--

#### 3. Details of Child

<b>First Name*</b>		<b>Surname*</b>	
<b>Male*</b>	<input type="checkbox"/>	<b>Female*</b>	<input type="checkbox"/>
<b>Address*</b>		<b>Date of Birth*</b>	
		<b>Estimated Age*</b>	
		<b>School Name</b>	
		<b>School Address</b>	
<b>Eircode</b>			

#### 4. Details of Concerns\*

Please complete the following section with as much detail about the specific child protection or welfare concern or allegation as possible. Include dates, times, incident details and names of anyone who observed any incident. Please include the parents and child's view, if known. Please attach additional sheets, if necessary

Please see *'Tusla Children First – A Guide for the Reporting of Child Protection and Welfare Concerns'* for additional assistance on the steps to consider in making a report to Tusla

#### 5. Type of Concern

<b>Child Welfare Concern</b>	<input type="checkbox"/>		
<b>Emotional Abuse</b>	<input type="checkbox"/>	<b>Physical Abuse</b>	<input type="checkbox"/>
<b>Neglect</b>	<input type="checkbox"/>	<b>Sexual Abuse</b>	<input type="checkbox"/>

## Child Protection and Welfare Report Form

**MANDATED PERSONS AND NON MANDATED PERSONS**  
*(Children First Act 2015 & Children First National Guidance)*

### 6. Details of Reporter

<b>First Name</b>		<b>Surname</b>	
<b>Address</b> If reporting in a professional capacity, please use your professional address		<b>Organisation</b>	
		<b>Position Held</b>	
		<b>Mobile No.</b>	
		<b>Telephone No.</b>	
<b>Eircode</b>		<b>Email Address</b>	

<b>Is this a Mandated Report made under Sec 14, Children First Act 2015?*</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Mandated Person's Type</b>				

### 7. Details of Other Persons Where a Joint Report is Being Made

<b>First Name</b>		<b>Surname</b>	
<b>Address</b> If reporting in a professional capacity, please use your professional address		<b>Organisation</b>	
		<b>Position Held</b>	
		<b>Mobile No.</b>	
		<b>Telephone No.</b>	
<b>Eircode</b>		<b>Email Address</b>	

<b>First Name</b>		<b>Surname</b>	
<b>Address</b> If reporting in a professional capacity, please use your professional address		<b>Organisation</b>	
		<b>Position Held</b>	
		<b>Mobile No.</b>	
		<b>Telephone No.</b>	
<b>Eircode</b>		<b>Email Address</b>	

### 8. Parents Aware of Report

<b>Are the child's parents/carers aware that this concern is being reported to Tusla?*</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>If the parent/carer does not know, please indicate reasons:</b>				

## Child Protection and Welfare Report Form

*MANDATED PERSONS AND NON MANDATED PERSONS  
(Children First Act 2015 & Children First National Guidance)*

### 9. Relationships

Details of Mother			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			

Is the Mother a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
----------------------------------	-----	--------------------------	----	--------------------------

Details of Father			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			

Is the Father a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
----------------------------------	-----	--------------------------	----	--------------------------

### 10. Household Composition

First Name	Surname	Relationship	Date of Birth	Estimated Age	Additional Information e.g. school, occupation, other

## Child Protection and Welfare Report Form

**MANDATED PERSONS AND NON MANDATED PERSONS**  
(Children First Act 2015 & Children First National Guidance)

### 11. Details of Person(s) Allegedly Causing Harm

<b>First Name*</b>		<b>Surname*</b>	
<b>Male*</b>	<input type="checkbox"/>	<b>Female*</b>	<input type="checkbox"/>
<b>Address</b>		<b>Date of Birth</b>	
		<b>Estimated Age</b>	
		<b>Mobile No.</b>	
		<b>Telephone No.</b>	
<b>Eircode</b>		<b>Email Address</b>	
<b>Occupation</b>		<b>Organisation</b>	
<b>Position Held</b>			

<b>Relationship to Child</b>	
<b>Address at time of alleged incident</b>	
<b>If name unknown please indicate reason</b>	

<b>First Name*</b>		<b>Surname*</b>	
<b>Male*</b>	<input type="checkbox"/>	<b>Female*</b>	<input type="checkbox"/>
<b>Address</b>		<b>Date of Birth</b>	
		<b>Estimated Age</b>	
		<b>Mobile No.</b>	
		<b>Telephone No.</b>	
<b>Eircode</b>		<b>Email Address</b>	
<b>Occupation</b>		<b>Organisation</b>	
<b>Position Held</b>			

<b>Relationship to Child</b>	
<b>Address at time of alleged incident</b>	
<b>If name unknown please indicate reason</b>	

## Child Protection and Welfare Report Form

### MANDATED PERSONS AND NON MANDATED PERSONS

*(Children First Act 2015 & Children First National Guidance)*

#### 12. Name and Address of Other Organisations, Personnel or Agencies Known to be Involved Currently or Previously with the Family

Profession	First Name	Surname	Address	Contact Number	Recent Contact e.g. 3/6/9 months ago
Social Worker					
Public Health Nurse					
GP					
Hospital					
School					
Gardaí					
Pre-school/ crèche					
Other					

#### 13. Any Other Relevant Information, Including any Previous Contact with the Child or Family

**Please ensure you have indicated if this is a mandated report in section 6.**

Thank you for completing the report form.

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána. Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, [www.tusla.ie](http://www.tusla.ie). As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.



## Child Protection and Welfare Report Form

*MANDATED PERSONS AND NON MANDATED PERSONS  
(Children First Act 2015 & Children First National Guidance)*

### 14. For Completion by Tusla Authorised Person on Receipt of Report

<b>Report Received by</b>				
<b>First Name</b>		<b>Surname</b>		<b>Date</b>

<b>Mandated Report Acknowledgement by</b>				
<b>First Name</b>		<b>Surname</b>		<b>Date Sent</b>

<b>Authorised Person Signature*</b>	
<b>Date*</b>	

<b>Child Previously Known</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Allocated Case No</b>				

## Appendix H: Forms and Records

A leaflet informing parents, children and young people about the group (including the day, time, place, leader in charge, aims and objectives) should be accompanied by a form that captures information necessary for the enrolment of the child/young person.

The information on all of the forms is confidential and should be stored securely.

### **Trip Information Form**

Additional information and a consent form will be required whenever children will be away from their parent/guardian for overnights or residential weeks or weekends.

An information sheet containing all relevant details should be sent three weeks in advance to the parent/guardian for any trip or outing where the children are taken away from their usual meeting place, even if only for a few hours, or if they are to be involved in a special event (for example, day long programme or overnight). It should include a detailed itinerary of the time away.

The consent form should be completed by the child or young person's parent/guardian and returned to the Teacher in advance of the event, otherwise the child should not be permitted to attend the event.

The Teacher should ensure that when the forms are returned for each child, that a note is made of all relevant information (particularly in relation to medical or other needs) and that they are brought away with the group.

A copy of the forms should also be left with a responsible person.

A Teacher (preferably with some first aid or medical training) should be made responsible for seeing that the various instructions are carried out (for example, that medicines are taken at required times).

When taking groups of younger children away, it is usually best for medicines (other than asthma inhalers) to be taken into the care of a leader. This will avoid them becoming lost or experimented with by other children.

Remember that Teachers should not dispense any medication without written parental permission.

### **Accident/Incident Report Form**

To be completed by Teacher, Adjudicator, Member, Volunteer or Employee and witnesses in the event of any accident or incident. If an accident occurs where emergency treatment is necessary, take the individual to the nearest casualty department (make sure you know in advance where that is) or local surgery. Contact the parents/next of kin as soon as possible and take the child or young person's health form to the hospital or doctors with you.

Aim to have a Teacher with a first aid qualification on every residential trip. Complete the accident/incident report form as soon as possible.

## Appendix I: Parental Consent Form

Please complete this form in full as it is necessary for your child's safety and protection.

Read carefully the note below to ensure you are in a position to give consent. Please inform us of any changes to this information as soon as possible.

Information concerning programmes will be displayed in the class and every attempt will be made to provide advanced notice of out of class activities. Occasionally this notice may be limited to take advantage of transport or other offers.

Child's Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Date of Birth \_\_\_\_\_

Telephone Number \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

and Number \_\_\_\_\_

My son/daughter is participating in (Please give name of programme/activity (if regular dance classes state REGULAR CLASS)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLEASE IDENTIFY BELOW ANY ILLNESSES, CONDITIONS, ALLERGIES OR DISABILITIES OF WHICH WE SHOULD BE AWARE (i.e., asthma, diabetes, epilepsy, heart trouble or any allergy to a particular food or drink).

\_\_\_\_\_

\_\_\_\_\_

IS HE/SHE CURRENTLY TAKING ANY FORM OF MEDICATION?

Yes

No

If yes, please give details: \_\_\_\_\_

---

## Appendix I: Parental Consent Form (continued)

DOES S/HE NEED TO BE IN POSSESSION OF OR NEED TO BE ABLE TO ADMINISTER MEDICATION DURING PROGRAMME ACTIVITIES?

Yes       No

CAN S/HE ADMINISTER THIS MEDICATION WITHOUT ASSISTANCE?

Yes       No

PLEASE DETAIL ANY OTHER INFORMATION YOU FEEL MAY BE USEFUL TO US IN CARING FOR YOUR CHILD

---

---

Can your child walk home alone?

Yes       No

My child can be collected by:

Name of Individuals \_\_\_\_\_

Ph Number \_\_\_\_\_

or \_\_\_\_\_

Ph Number \_\_\_\_\_

A child will not be permitted to attend an activity without a completed parental consent form. A hand written note will not be accepted.

**Signed (legal guardian)** \_\_\_\_\_ **Date** \_\_\_\_\_

**NOTE: The Teacher should ensure that the person giving this consent and filling in this form is the legal guardian of the child in question.**

Programmes that include a residential experience will be notified and will require the completion of a further detailed consent form.

## Appendix J: Accident/Incident Report Form

This form must be completed as soon as possible after an accident/incident and stored safely.

Teachers should ensure that they maintain an Accident/incident Book.

Name of person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Age if child or young person: \_\_\_\_\_

Telephone Number \_\_\_\_\_

Parent \_\_\_\_\_

Telephone Number \_\_\_\_\_

Address (if different from injured party) \_\_\_\_\_

\_\_\_\_\_

### **Witness 1:**

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

Address: \_\_\_\_\_

\_\_\_\_\_

Age if child or young person: \_\_\_\_\_

Telephone Number \_\_\_\_\_

### **Witness 2:**

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

Address: \_\_\_\_\_

\_\_\_\_\_

Age if child or young person: \_\_\_\_\_

Telephone Number \_\_\_\_\_

### **Location of Accident/Incident:**

\_\_\_\_\_

Date of Accident/Incident: \_\_\_\_\_ Time: \_\_\_\_\_

Description of Accident/Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed by Witness 1 \_\_\_\_\_ Date \_\_\_\_\_

Signed by Witness 2 \_\_\_\_\_ Date \_\_\_\_\_

**Action Taken**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reported to \_\_\_\_\_ By \_\_\_\_\_

How \_\_\_\_\_ When \_\_\_\_\_

Signed \_\_\_\_\_

Print Name \_\_\_\_\_