

The Irish Association of Barbershop Singers (IABS)



Safeguarding Young People

Children and Young People's Protection Policy

Policy prepared by

Irish Association of Barbershop Singers CLG herein known as IABS

Policy	Version History	Approved by:	Date
Child Protection Policy And Procedures for Working with Children and Young People	1.0 November 2019	The IABS Board of Directors	20/12/2019
	Next Review November 2020		

The Irish Association of Barbershop Singers Company Limited by Guarantee Number 661024



Children and Young People's Protection Policy Statement

The Irish Association of Barbershop Singers believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibilities to safeguard the welfare of all children and young people under the age of eighteen, by a commitment to practice which protects them.

We recognise that:

- The welfare of the child/young person is paramount
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, legal guardians, carers and other agencies, is essential in promoting young people's welfare.

The Purpose of the Policy:

- To provide protection for the children and young people who are involved with the activities of the Irish Association of Barbershop Singers, including the children of adult members
- To provide members with guidance on procedures they should adopt, should they suspect a child or young person may be experiencing, or be at risk of harm.

This policy applies to all members at all levels including the Board of Directors, Chorus Directors, members, judges, guests, students or anyone participating in the activities of the Irish Association of Barbershop Singers.

We will endeavour to safeguard children and young people by:

- Valuing them, listening to and respecting them.
- Adopting child protection guidelines through procedures and a code of conduct for clubs and members.
- Sharing information about safeguarding children and good practice with children, parents and members.
- Taking seriously all concerns and allegations of abuse and responding to them appropriately.
- Sharing information about concerns with agencies who need to know and involving parents and children appropriately.
- Committing to safe recruitment, selection and Garda vetting procedures including appropriate Vetting checks of Board members.
- Appointing a Designated Liaison Person (DLP) for IABS events.

IABS is committed to reviewing this Policy on a regular basis.

IABS will ensure that all members are aware of this policy and recommend it should be read in conjunction with Children First (National Guidance for the Protection and Welfare of Children)

<https://www.dcy.gov.ie/documents/publications/20171002ChildrenFirst2017.pdf>



Guidance to Clubs/Members

1. Introduction

The Irish Association of Barbershop Singers recognises its responsibilities to protect all children and young people under the age of eighteen from harm when engaged in our activities. We believe that the welfare of the children and young people within our Association is paramount and all clubs must develop their own Safeguarding Policy for their own use using this guidance. These guidelines should be used in conjunction with the IABS Children and Young People's Protection Policy Statement and they apply to all activities a club may be involved in such as rehearsals, concerts and retreats. It is the responsibility of clubs to follow these guidelines.

In these guidelines' "children" means individuals under the age of 14 and "young people" those aged 14-18. Where we refer to Parents, we intend this to cover legal guardians too.

The word 'Club' is used to define a chorus, quartet or 'retreat style' gathering of IABS members for the purpose of Barbershop Singing and/or the education thereof.

Make sure all members of your club are aware of the following:

2. Code of Conduct

You must:

- Treat all children and young people with respect
- Provide an example of good conduct you wish others to follow
- Ensure that whenever possible there is more than one adult present during activities with children and young people, or at least you are within sight of or hearing of others
- Respect a young person's right to personal privacy
- Encourage young people and adults to be 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 physical contact with a child or young person may be misinterpreted
- Recognise that special caution is required when you are discussing sensitive issues with children and young people
- Operate within your Club's and IABS principles and guidance and any other specific procedures relative to the care of children and young people
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse
- Report any concerns to the Designated Person or Deputy Designated Person

You must not:

- Have inappropriate physical or verbal contact with children or young people
- Allow yourself to be drawn into inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of children or young people
- Jump to conclusions about others without checking facts
- Either exaggerate or trivialise child abuse issues
- Show favouritism to any individual
- Rely on your good name or that of the organisation to protect you
- Believe 'it could never happen to me'
- Take a chance when common sense, policy or practice suggests other more prudent approach
- Give a person or persons the benefit of the doubt where to do so incorrectly may cause significant harm to the child/young person



3. Supervision of Children and Young People

Making arrangements for the proper supervision of children and young people is one of the most effective ways of minimising risk of harm to them whilst they are in your care.

An IABS club which is fortunate enough to have young people under the age of 18 as regular members will need to comply with regulations ensuring that the young people are kept safe.

1. Any young person under the age of 18 who is attending an IABS organised event e.g. Big Sing Day, Annual Convention or other Education events, must be a Youth member of IABS, and must be either a member of a club or accompanied by a parent/guardian.
2. It is assumed that school choirs, who are attending IABS events, will be under the supervision of their teachers at all times.
3. It would not be appropriate for Young People under the age of 18 to participate in social events that are conducted in Bars etc and involve alcohol consumption.

4. Planned Activities/Rehearsals

Clubs will appoint their own Designated Liaison Person (DLP) and are responsible for the safety of the children/young persons for the whole time they are present at a club activity/event unless a specific arrangement has been made between the parents and the club prior to the event to appoint another parent or responsible adult for the welfare of the child/young person during the event.

Where a child/young person travels with a responsible adult member of the club to/from an activity or an event, that club member will be fully responsible for the welfare of the child/young person while travelling and the (DLP) must also ensure their welfare is thoroughly supervised by the club/club member while at the event and in their care. This includes travel abroad. In these instances, consent forms must be completed in advance by primary carers/guardians and submitted to the club and a record kept of emergency contact numbers supplied. See relevant appendices below.

Parents should be given written details of how their children will be engaged on a normal rehearsal night. Similarly, parents should be given full information about every trip or event, including details of the venue, travel, the programme, the activities in which the children and young persons will be engaged, and the supervision ratios. IABBS recommend to Clubs that they conduct a risk assessment of any planned activity, to identify risks and establish procedures to minimise and manage them.

There may be members within your club familiar with risk assessments, but guidelines can be found in accordance with section 11 of the Children's First Act 2015

<http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/print#sec11>



5. No person deemed to constitute a 'risk' will be permitted to work in any capacity for The Irish Association of Barbershop Singers.

Grounds for exclusion include:

- Any child related convictions;
- Refusal to sign application form and/or declaration form;
- Insufficient documentary evidence of identification;
- Concealing information regarding one's suitability to working with children

An IABS club with members under 18 may conceivably do some of these activities namely teaching, training. The first priority for IABS clubs is therefore to ensure that anyone interacting with children or young people in an IABS setting is not barred from doing so.

If a club is engaged in 'regulated activity' then three conditions apply:

- 1) A person who has been barred from working with children cannot do regulated activity
- 2) The club is responsible for appointing a designated member (who is Garda Vetted) as the Safeguarding Designated Person. This person is then responsible for ensuring that there is, at all times, proper supervision of the children and young people, including supervision of any other club members who may be working with them. Supervision must be "reasonable in all the circumstances to ensure the protection of children".
- 3) The designated person within your club must be satisfied that those adults who are interacting with children and young people by (for example) teaching, training, instructing in singing, are competent to do so and that appropriate checks (such as asking them to fill in the form in the Appendix) have been made on anyone who is engaged in a role which is deemed to be 'regulated activity'. It is therefore always advisable to make sure children and young persons are supervised by two or more adults and never left on their own. Note that it is IABS' view that the usual roles fulfilled by a musical director might amount to "regulated activity" if done unsupervised, so the rules in this advice would apply to an MD – but not when in front of their chorus.

6. Designated Person

Every club should have a designated person (DLP) to be responsible for dealing with any concerns about the safeguarding and protection of children and young people. The appointment of a deputy is strongly recommended to cover absences.

The designated person is responsible for acting as a source of advice on safeguarding children and young people, for co-ordinating action within the Club, and for liaising with other agencies about suspected or actual cases of child abuse. They may also be responsible for implementing child protection training within the club.

The designated person and deputy should have been assessed through Garda Vetting.

It is the responsibility of the designated person and deputy to ensure that children and young persons are supervised by suitable adults, especially if an event falls into 'regulated activity'.

Please see note 3 for definition of regulated activity.

Children and young people must be supervised at all times, preferably by two or more adults.

The Club's Child Protection Policy should include the names of the designated person and their deputy, their role and responsibilities and how they can be contacted. In particular, children and young people should know that this is the person to whom any concerns should be brought. The designated person and deputy should be known to ALL members of the club

The designated person should ensure that they are knowledgeable about safeguarding children and that they undertake any training considered necessary to keep themselves updated on new developments.



7. Role of the Designated Person

The role of the designated person is to:

- Provide information and advice on child protection within the Club
- Ensure that the Club's safeguarding children policy and procedures are implemented and followed and particularly to inform Tusla (Phone: 01 7718500) of relevant concerns about individual children or young people
- Keep relevant people within the Club, particularly the Chairman of the Club and the Board of Directors of IABS, informed about any action taken or any action required – for example, disciplinary action against a member or members.
- Ensure that an individual case record is maintained of the action taken by the Club, the liaison with other agencies and the outcome.
- Ensure that the club's Safeguarding and Child Protection Policy is passed to all club members, including the parents of child members.

8. As an IABS Club what do we do now?

- Create your own Safeguarding and Child Protection Policy for your club incorporating a policy statement based on the IABS Policy Statement.
- Include in the policy the Code of Conduct. If you have young people aged under 18 in your club then use the supervision procedures based on our guidelines. You may need to adapt the guidelines to suit the needs of your Club.
- Appoint a designated person, and ideally a deputy, within your club to be responsible for safeguarding matters. This person will need to have the appropriate Garda vetting in line with current regulations.
- Make all your members, including children and young people, aware of this policy and the reasons why it is being incorporated. Place a copy of the 'Code of Conduct' on your notice board if you have one or the members' page of your website.
- Make sure all your club members, including children and young people, are aware of your designated person for safeguarding matters and that is the person they can go to if they have any concerns.
- Make sure you review your policy and safeguarding procedures on a regular basis.
- The Board of Directors of IABS have a Designated officer to oversee all Child Safeguarding Matters. If you have members under the age of 18 you should notify the IABS Designated Officer and liaise with him/her directly.



APPENDIX 1

Declaration Form

PRIVATE AND CONFIDENTIAL

The Irish Association of Barbershop Singers CLG (IABS) Tutors/Instructors Declaration Form

PRIVATE AND CONFIDENTIAL

Declaration form for all those working with children.

Surname: _____ First name: _____

Date of birth: _____ Place of birth: _____

Address: _____

Tel No. _____ Mobile No. _____

Any other name(s) previously known as: _____

Have you ever been convicted of a criminal offence or are you at present the subject of criminal investigations?

Yes No

If yes, please state the nature and date(s) of the offence(s):

There is no reason why I would be considered unsuitable to work with children or young people.

Signature: _____ Date: _____

I, _____, have read and understood the Child Protection Policy and Procedures of the Irish Association of Barbershop Singers, and agree to abide by its contents.

Signature: _____ Date: _____



APPENDIX 2

Parental/Guardian Consent Form

PRIVATE AND CONFIDENTIAL

EVENT: [details of the event and activities that will be undertaken].

NAME OF CHILD/YOUNG PERSON: _____

ADDRESS: _____

DATE OF BIRTH: _____

GENDER: Male Female (circle as appropriate)

HOME PHONE NUMBER: _____

CHILD/YOUNG PERSON'S MOBILE PHONE NUMBER: _____

Does your child have asthma, fits or faints or any other illness or disability? Yes/No
If **yes**, please give details

Is your child allergic to any medicine/food/Elastoplast's etc? Yes/No
If **yes**, give details:

Does your child have any specific dietary requirements? Yes/No

If **yes**, give details:

Is there anything else we should know?

Name /address/contact number for child/young person's own doctor:

Contact details for parent/guardian

1. NAME _____

DAYTIME PHONE NUMBER: Code _____ Local no. _____

HOME PHONE NUMBER: Code _____ Local no. _____

MOBILE NUMBER: _____ email: _____

Contact details for parent/guardian

2. NAME _____

DAYTIME PHONE NUMBER: Code _____ Local no. _____

HOME PHONE NUMBER: Code _____ Local no. _____

MOBILE NUMBER: _____ email: _____

Additional numbers to be contacted in an emergency

NAME: _____

RELATIONSHIP TO CHILD: _____

CONTACT TELEPHONE NUMBER(S): _____

In case of a medical emergency

In the event of illness or accident, I give permission for medical treatment to be administered, where considered necessary, by a suitably qualified medical practitioner and/or hospital. I understand that every effort will be made to contact me as soon as possible.

I, _____, agree to allow _____

to participate in the above event during the period _____ to _____.

I understand that there will be suitable supervision while my child is in the care of the IABS. I understand that the proceedings may be photographed/videoed and used appropriately for promotional purposes. Any pictures used for publicity purposes will not identify any children by name.

Signed: _____ Name: (block letters) _____

(Parent/Guardian) (Parent/Guardian)

Relationship to Child/Young Person: _____

Signed: _____ Date: _____



APPENDIX 3

Minor (under 18) Parental/Guardian Consent Form for Travel/Attendance with another responsible adult.

I. I/We are the lawful parent(s) guardian(s) of (Print) _____ D.O.B. _____

1. Parent / Guardian Full Name (Print): _____

Signature: _____

Date: _____

2. Parent / Guardian Full Name (Print): _____

Signature: _____

Date: _____

I/We understand that any minor (under 18) must have a responsible adult accompany him/her to/from/at any event organised by The Irish Association of Barbershop Singers CLG.(IABS) and I/We appoint _____ to be guardian of my/our child in my/our absence while attending any of the events below.

(Please tick)

- CHORUS REHEARSAL
- BIG SING
- YOUTH SING DAY /EDUCATION EVENTS
- IABS CONVENTIONS
- COMPETITIONS (Travel within Ireland)
- COMPETITIONS (overseas Travel)

II. Responsible Accompanying Person

I agree to take full responsibility for the safeguarding of the above minor whilst in my care at any the above chosen events run by The Irish Association of Barbershop Singers (IABS)

Full Name (Print) _____

Signature: _____

Date: _____