

CODE OF ETHICS & GOOD PRACTICE

Banna Chluain Meala

Clonmel Youth Marching and Concert Band

The guidelines in this document are based on the national guidelines as outlined in the following documents: -

- Code of Ethics and Good Practice for Children's Sport, Irish Sports Council, 2000.
- Children First: National Guidelines for the Protection and Welfare of Children, Dept. of Health & Children 2011
- Our Duty to Care, Dept. of Health & Children 2002

Our Mission is:

The pursuit of excellence and enjoyment through performance

Core Values in Band activities for Young People

The work of Banna Chluain Meala is based on the following principles that will guide the development of activities for young people in this band. Young People's experience of band activities should be guided by what is best for the young person. The stages of development and the ability of the young person should guide the types of activity provided within the band. Adults will need to have a basic understanding of the needs of young people, including physical, emotional and personal.

Integrity in relationships

Adults interacting with young people in band activities should do so with integrity and respect for the young person. All adult actions in band activities should be guided by what is best for the young person and in the context of quality, open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within band activities. Committee members and members over 18 will be subject to Garda Vetting and will undergo Child Protection training.

Quality atmosphere and ethos

Band activities for young people should be conducted in a safe, positive and encouraging atmosphere. A child-centred ethos will help to ensure that competition and specialisation are kept in their appropriate place.

Equality

All children should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion. Children with special needs should be involved as far as possible in band activities in an integrated way, thus allowing them to participate to their potential alongside other children.

Fair Play

Fair play is the guiding principle of the Code of Ethics and Good Practice. All band activities should be conducted in an atmosphere of fair play, which incorporates the concepts of friendship, respect for others and always participating with the right spirit. Fair play is defined as a way of thinking, not just behaving. It incorporates issues concerned with the elimination of exploitation, excessive commercialisation and corruption.

Competition

A balanced approach to competition can make a significant contribution to the development of young people, while at the same time providing fun, enjoyment and satisfaction. However competitive demands and excessive levels of pressure to perform should not be placed on children too early. Committee members should aim to put the welfare of the child first and competitive standards second.

POLICY STATEMENT

Banna Chluain Meala is fully committed to safeguarding the well being of its members. Every individual in **Banna Chluain Meala** should at all times, show respect and understanding for members rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in the *Code of Ethics and Good Practice*..

In Banna Chluain Meala our first priority is the welfare of the young people and we are committed to providing an environment that will allow participants to learn and perform to the best of their ability, free from bullying and intimidation.

Banna Chluain Meala caters generally for people aged 9 –25 years. For the purposes of this Code of Ethics and Good Practice for Band members, which is informed by the National Guidelines for the Protection and Welfare of Children, a young person is considered to be a person under 18 years.

Members over 18 are expected to follow the Code of Ethics and Good Practice for Band members, to protect younger band members and to provide a positive role model at all times for those younger members.

This Code of Ethics and Good Practice should be adhered to in conjunction with any other specific rules and procedures drawn up from time to time for the band.

Code of Conduct for Young People

Banna Chluain Meala wishes to provide the best possible environment for all young people involved in the band activities. Young people deserve to be given enjoyable, safe opportunities, free of abuse of any kind. These participants have rights, which must be respected, and responsibilities that they must accept. Young people should be encouraged to realise that they have responsibilities to treat other band members, committee members and tutors with fairness and respect.

Young band members are entitled to: -

- Be safe and to feel safe
- Be listened to
- Be believed
- Be treated with dignity, sensitivity and respect
- Have a voice in the band
- Participate on an equal basis
- Have fun and enjoy band activities
- Experience competition at a level at which they feel comfortable
- Make complaints and have them dealt with
- Get help against bullies or other forms of harassment or unwelcome activity
- Say No
- To protect their own bodies
- Confidentiality

Band members of all ages should always: -

- Treat other Band members, Committee members and tutors with respect.
- Respect band members, even when things go wrong
- Respect members of other bands, be gracious in defeat
- Abide by any rules or procedures set down by the committee
- Play fairly at all times, do their best
- Behave in a manner that avoids bringing the activities of Banna Chluain Meala into disrepute and be responsible in the use of social networking media and mobile phones
- Talk to Chldrens / Band Liason Officers if they have any problems
- Respect the committees obligations under this code to members aged under 18

Band members of any age should never: -

- Cheat
- Use violence or physical contact
- Shout or argue with committee members, band members, judges or members of other bands
- Harm band members, members of other bands or their property
- Bully or use bullying tactics to isolate another band member
- Use unfair, unwelcome or bullying tactics to gain advantage
- Take banned substances
- Keep secrets, especially if they have caused harm

- Tell lies about adults/young people
- Spread rumours

Guidelines for Parents

Banna Chluain Meala believes that parents should: -

- Be a role model for his/her child and maintain the highest standards of conduct when interacting with children, other parents, with committee members and organisers of band events
- Never intentionally expose any young participant to embarrassment.
- Always recognise the value and importance of the volunteers who provide band activities and recreational opportunities for your child.
- Do not publicly question the judgement or honesty of judges or organisers. Respect judges, tutors, committee members and other band members.
- Encourage his/her child to keep band rules. Teach his/her child that honest endeavour is as important as winning and encourage participation in band activities.
- Set a good example by applauding other bands. Encourage mutual respect for band members and members of other bands
- Parents should support all efforts to remove abusive behaviour and bullying behaviour in all its forms. Please read bullying policy within the band guidelines.
- Encourage the responsible use of social network media and mobile phones
- Photographs may be taken of band members as part of band activities. Parents will have a right to request that photos are not taken. Amateur or professional photographers attending events organised by Banna Chluain Meala will be required to register with the Committee.

Guidelines for Band Committee members/Tutors

Committee members in band activities should strive to create a positive environment for the young people in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided.

Banna Chluain Meala recognises the key role Committee Members and tutors play in the lives of young people in band activities.

- All Committee members and Tutors should have as their first priority the members safety and enjoyment of the band activities and should adhere to the guidelines and regulations set out in the band 's Code of Ethics and Good Practice
- Committee members must respect the rights, dignity and worth of every member and must treat everyone equally, regardless of sex, ethnic origin, religion or ability.

- Committee members working with young people in **Banna Chluain Meala** should be suitable and will go through an induction process and Garda Vetting. Training in Child Protection and First Aid will also be provided.
- Committee members will be given a copy of the Code of Ethics and they should make themselves aware of the procedures and responsibilities contained therein.
- Once appointed the committee member must act as a role model and promote the positive aspects of band activities and of **Banna Chluain Meala** and maintain the highest standards of personal conduct.
- The use of drugs, alcohol and tobacco must be actively discouraged as being incompatible with a healthy approach to band activities. Responsible use of social networking media and mobile phones will be encouraged.
- Committee members are reminded that their behaviour to band members, other Committee members, and opponents will have an effect on the band members in their care.
- Committee members should be generous with praise and never ridicule or shout at band members for making mistakes. The use of foul, vulgar or abusive language should be avoided at all times. All band members are entitled to respect.
- All members should be treated equally. Each member deserves equal time and attention.
- Care must be taken not to expose a member intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks.
- Physical punishment or physical force must never be used.
- Committee members should ensure that band members in their care respect the rules of the band. They should insist on fair play and ensure band members are aware that bullying behaviour will not be tolerated.
- It should be remembered that band members play for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition.
- Committee members should encourage the development of respect for all committee members, tutors, judges and members of other bands and avoid criticism of fellow committee members.
- When overnight travel is involved, the Committee members travelling must abide by any additional rules for a particular trip..
- Committee members are responsible for setting and monitoring the boundaries between a working relationship and friendship with band members. It is

advisable for committee members not to involve young band members in their personal life i.e. visits to home or overnight stays.

- Committee members should never work alone with band members and ensure there is adequate supervision for all activities.
- It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders.
- The nature of the relationship between a committee member and band member can often mean that a committee member will learn confidential information about a member or member's family. This information must be regarded as confidential and except where abuse is suspected, must not be divulged to a third party without the express permission of the band member/family
- Committee members should set realistic goals for the participants and not push young band members. A safe and enjoyable environment should be created.
- Committee members should not criticise other committee members, officials, or judges etc. Committee members are role models for the members of the band.
- Committee members should not consume alcohol while involved in band activities.
- Records of attendance at rehearsals should be kept as well as records of any incidents that may require action. Records of any injuries during band activities must also be kept.

DISCIPLINE

BREACH OF RULES OR OTHER MISCONDUCT MAY RESULT IN DISCIPLINE AS FOLLOWS DEPENDING ON THE EXTENT AND NATURE OF THE BREACH:

- VERBAL OR WRITTEN WARNING
- LETTER TO PARENTS
- SUSPENSION FROM BAND ACTIVITIES
- DISMISSAL FROM THE BAND

DECISIONS IN RELATION TO DISCIPLINE WILL BE MADE BY A SUB COMMITTEE SET UP TO DEAL WITH THE ISSUE. MEMBERS CAN APPEAL THE DISCIPLINE TO THE FULL COMMITTEE AND THE DECISION OF THE COMMITTEE IS FINAL.

GRIEVANCES

BAND MEMBERS MAY HAVE GRIEVANCES IN RELATION TO THE IMPLEMENTATION OF ANY OF THE RULES OR IN RELATION TO ANY MATTER CONCERNING THEIR BAND MEMBERSHIP.

THE COMMITTEE IS SATISFIED THAT MEMBERS SHOULD HAVE A FACILITY TO AIR GRIEVANCES. GRIEVANCES SHOULD BE RAISED WITH THE PERSON IN CHARGE OF THE ACTIVITY TO WHICH THE GRIEVANCE RELATES. GRIEVANCES OR ANY MATTER OF CONCERN A BAND MEMBER MAY HAVE MAY ALSO BE RAISED WITH ANY OF THE FOLLOWING:

- PARADE MASTER / ASSISTANT
- MUSICAL DIRECTOR / TUTOR
- BAND LIASON OFFICERS (Maurice O’Sullivan 0868566494 or Bernie Lonergan 0876369275)
- ANY COMMITTEE MEMBER
- IN WRITING TO THE COMMITTEE SECRETARY

THE COMMITTEE GIVE A COMMITMENT THAT ALL MATTERS WILL BE DEALT WITH AS CONFIDENTIALLY AS POSSIBLE AND EVERY EFFORT WILL BE MADE TO RESOLVE THE MATTER IN QUESTION. WHERE A DISPUTE ARISES THE MATTER WILL BE CONSIDERED BY THE COMMITTEE AND THE COMMITTEE’S DECISION WILL BE FINAL

Selection Policy

Banna Chluain Meala will take all reasonable steps to ensure that people working with young people are suitable and appropriately qualified where necessary.

All adults taking responsibility for young people in band activities should undergo an induction process. The responsibilities of the role should be clearly stated beforehand.

- Committee members should be properly proposed at AGM. On occasions a new committee member may be co-opted with the agreement of the full committee.
- There will be an induction procedure, whereby the newly recruited committee members or tutors are introduced to and agree to abide by the Code of Ethics and Good Practice
- Every effort should be made to manage and support Committee members and tutors. Adequate supervision should always be provided; a leader should not have to work alone.

- A decision to appoint a tutor is the responsibility of the band committee and not of any one individual. The band committee should ratify all recommendations for appointment.

Anti-Bullying Policy

What is Bullying?

Bullying can be defined as repeated aggression, be it verbal, psychological or physical conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as schools, bands and other organisations working with children and young people. It includes behaviours such as teasing, taunting, threatening, hitting extortion or similar behaviour by one or more children or adults against a victim or victims.

How would you know if a child is being bullied?

All bullies operate using furtiveness, threats and fear. Bullying can therefore only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so. The following indicators are warning signs that a young person might be getting bullied: -

- Reluctance to come to a venue or take part in activities
- Physical signs – unexplained bruises, scratches, or damage to belongings
- Stress-caused illness – headaches, and stomach aches which seem unexplained
- Fearful behaviour – fear of walking to a meeting, going different routes, asking to be driven
- Frequent loss of, or shortage of money with vague explanations
- Having few friends
- Changes in behaviour –withdrawn, stammering, moody, irritable, upset, distressed
- Not eating
- Attempting suicide or hinting at suicide
- Anxiety – shown by nail-biting, fearfulness, tics

People should be aware that there are other possible reasons for many of the above.

Who should deal with bullying?

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to parents, the HSE / An Garda Síochana, dealing with bullying behaviour is normally the responsibility of all Committee members within this band..

How can it be prevented?

- Ensure that all members, Committee and Tutors follow the Code of Conduct, which promotes the rights and dignity of each member.
- Deal with any incidents as they arise.

- Use a whole group policy or ‘no-blame approach’, i.e., not ‘bullying the bully’ but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so make the problem a ‘shared concern’ of the group,
- Reinforce that there is ‘a permission to tell’ culture rather than a ‘might is right’
- Encourage young people to negotiate, co-operate and help others, particularly new or different children
- Offer the victim immediate support and put the ‘no blame approach’ into operation
- Never tell a young person to ignore bullying, they can’t ignore it, it hurts too much
- Never encourage a young person to take the law into their own hands and beat the bully at their own game
- Tell the victim there is nothing wrong with them and it is not their fault

What is the ‘No Blame’ Approach?

Step 1 – Interview with the victim

If you find that there has been an incident of bullying, first talk to the victim. At this stage find out who was involved and what the victim is now feeling. Try asking the following questions:

- Was it verbal or physical intimidation?
- How hurt is the victim
- Was it within his/her own peer group?
- Ensure the victim that his/her name will not come out in the investigation
- Actively listen

Step 2 – Meet with all involved

Arrange to meet with all those involved; this should include some bystanders, those who may have colluded, those who joined in and those who initiated the bullying.

- Have a maximum of six to eight in the group – keep the number controllable
- Make a point of calling a ‘special’ meeting
- Ensure the severity of the topic is understood by all
- Speak only of the hurt caused in general terms with no reference to the victim
- Play on the conscience of all – ask questions like: How would you feel? Would you like it done to you?

Step 3 – Explain the problem

The distress being suffered as a result of the bullying incident is explained. At this stage the details of the incident or the allocation of the blame is not discussed. Explain the feelings of loneliness, feeling left out, rejected, laughed at. Try asking questions:

- Would they like it if it happened to them
- “Someone here in this group was bullied by someone within the group, what could we do to see it does not happen again?”
- Listen, watch out for reactions, and pick up on any without isolating anyone

Step 4 – Share the responsibility

Explain what steps / controls may have to be introduced to prevent further incidents and how everyone will loose out as a result

Step 5 – Ask the group for their ideas

At this stage the group is encouraged to suggest ways that would make the victim feel happier. All positive responses are noted. Use phrases “if it were you” to encourage a response. Listen to all suggestions and note them

Step 6 – Leave it to them

Now the problem has been identified, solutions suggested, the problem is now handed over to the group to solve. Arrange to meet again in a week’s time. Pass responsibility over to the group and give a time frame within which something must be done

Step 7 – Meet them again

Each member of the group, including the bully, discuss how things are going, who is doing what and have there been other incidents. This allows for continual monitoring and also keeps all involved in the process.

Again enforce the idea of the ‘team’ looking after each other at regular intervals to ensure it is known that bullying or intimidating behaviour will not be tolerated.

Guidelines on Supervision

Travelling with children

There is extra responsibility taken on by Committee members when they travel with children to events. When travelling with young people committee members should:

- Ensure that there is adequate insurance cover and supervision
- Not carry more than the permitted number of passengers in buses
- Ensure use of safety belts and adherence to bus company rules
- Collect and drop off at central locations

Supervision

- Make sure there is an adequate adult: child ratio. As a guide a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 and under 18 years of age. This is only a guide and may change depending on the circumstances, e.g. water activities or adventure activities.
- Where there are mixed groups there should be committee members of both genders
- Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others
- If changing facilities are provided committee members should not have to enter the changing rooms unless children are very young or need special assistance, where supervision should be in pairs of appropriate gender
- Clearly state times for collection and drop off, committee members should remain until all participants have been collected
- Keep attendance records and record of any incidents / injuries that arise

Away trips/Overnight stays

- Separate permission forms for each overnight trip should be signed by parents and participants, containing emergency contact number and any medical details required. A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear

requirements, medical requirements, special dietary needs and any other necessary details

- Rooming arrangements
 - Staying in community/school halls etc - where possible separate sleeping areas should be provided for male and females.
 - Staying in hostels - adults should not share rooms with children other than their own and children should share rooms with those of same gender and where possible the same age range. Adults should knock before entering rooms
- All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).
- Alcoholic drink or illegal substances are forbidden to band members.
- There must be at least one adult of each gender with a mixed party, there should be a good adult/child ratio and proper access to medical attention
- Lights out times should be enforced
- Young band members should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission

Safety

To ensure the safety of band members in as far as is practicable the committee members should:-

- Ensure activities are suitable for age of participants
- Keep a record of any specific medical conditions of the participants
- Keep a record of emergency contact numbers for parents/guardians
- Ensure First Aid kit is close at hand with access to qualified first-aider
- Know the contact numbers of emergency services
- Keep first aid kit stocked up
- Ensure easy access to medical personnel if needed and have a emergency plan
- If an incident occurs, make a brief record of injury and action taken. Make a brief record of the problem/action/outcome. Contact the participants parents and keep them informed of all details
- Participants should know and keep the band rules, keeping in mind that rules are there for their own safety
- Ensure there is adequate insurance cover for all activities
- Ensure parents/guardians are present at finishing time of sessions or events

Touching

Some band activities may require a 'hands on approach', especially in a teaching or coaching situation, e.g. correct way to hold a musical instrument or baton or flag. However the tutor should: -

- Avoid unnecessary physical contact
- Any necessary contact should be in response to the needs of the child and not the adult
- It should be in an open environment with the permission and understanding of the participant
- It should be determined by the age and developmental stage of the participant i.e. Don't do something that a child can do for themselves
- Never engage in inappropriate touching
- Never be alone with a child

Child Welfare and Protection Procedures

Banna Chluain Meala accepts that organisations, which include young people among its members, are vulnerable to the occurrence of child abuse. Below are the procedures for dealing with any welfare or protection issue that may arise. Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the organisation. **It is recognised that abuse can be physical ,emotional, sexual or neglect.**

If there are grounds for concern about the safety or welfare of a young person you should react to the concern. Persons unsure about whether or not certain behaviours are abusive and therefore reportable should contact the duty Social Worker in the HSE where they will receive advice. Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury or behaviour consistent with abuse.

A report may be made by any member in the band but should be passed on to the Childrens Officer / Liason Officer who will take the appropriate action which may include passing the concern to the local Statutory Authorities. It is not the responsibility of anyone working within Banna Chluain Meala to take responsibility or decide whether or not child abuse is taking place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

Everyone should follow both procedures outlined below, firstly the procedure for responding to a child in distress and secondly the procedure for reporting the concern.

Response to a Child Disclosing Abuse

When a young person discloses information of suspected abuse you should: -

- (a) deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened
- (b) stay calm and not show any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously
- (c) understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation
- (d) be honest with the child and tell them that it is not possible that keep information a secret
- (e) make no judgmental statements against the person whom the allegation is made
- (f) not question the child unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that"
- (g) check out the concerns with the parents/guardians before making a report unless doing so would endanger the child
- (h) give the child some indication of what would happen next, such as informing parents/guardians, HSE / Gardai. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- (i) carefully record the details

- (j) pass on this information to the Childrens Officer / Liason Officer
- (k) reassure the child that they have done the right thing in telling you

Reporting Suspected or Disclosed Child Abuse

The following steps should be taken in reporting child abuse to the statutory authorities: -

- (a) Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information
- (b) Report the matter as soon as possible to the Childrens Officer /Liason Officer. If he / she reasonable grounds for believing that the child has been abused or is at risk of abuse, s/he will make a report to the HSE who have statutory responsibility to investigate and assess suspected or actual child abuse
- (c) In cases of emergency, where a child appears to be at immediate and serious risk and the Childrens Officer / Liason Officer is unable to contact a duty Social Worker, the Garda authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities
- (d) If the Childrens Officer / Liason Officer is unsure whether reasonable grounds for concern exist s/he can informally consult with the HSE. S/he will be advised whether or not the matter requires a formal report.

A person reporting suspected or actual child abuse to the Statutory Authorities should first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse ‘reasonably and in good faith’ to the Health Board or the Gardaí. The act also covers the offence of ‘false reporting’. The main provisions of the Act are: -

1. The provision of immunity from civil liability to any person who reports child abuse “reasonably and in good faith” to designated officers of the HSE or any member of An Garda Síochána;
2. The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities “knowing that statement to be false”. This is a new criminal offence designed to protect innocent persons from malicious reports.

Allegations Against Band Associates (Committee members, tutors, others)

Banna Chluain Meala has agreed procedures to be followed in cases of alleged child abuse against band associates. If such an allegation is made against committee members or tutors or others working within or for the band, two procedures should be followed: -

- The reporting procedure in respect of suspected child abuse (reported by the Childrens Officer / Liason Officer) as above.
- The procedure for dealing with the associate (carried by out by the Childrens Officer / Liason Officer, or a person not already involved with the child protection concern)

The safety of the child making the allegation should be considered and the safety of any other children who may be at risk. The band should take any necessary steps that may be necessary to protect children in its care

The issue of confidentiality is important. Information is on a need to know basis and the associate should be treated with respect and fairness.

The Reporting Procedure

If the designated person has reasonable grounds for concern the matter should be reported to the HSE, following the standard reporting procedure above.

The Band associate

While a report is made to the HSE, the Childrens Officer / Liason officer of the band should deal with the associate in question: -

- The Childrens Officer / Liason Officer should privately inform the associate that (a) an allegation has been made against him/her and (b) the nature of the allegation. He/she should be afforded an opportunity to respond. His/her response should be noted and passed on to the HSE.
- The associate should be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later proceedings.

Confidentiality

Confidentiality should be maintained in respect of all issues and people involved in cases of abuse, welfare or bad practice. It is important that the rights of both the child and the person about whom the complaint has been made are protected.

The following points should be kept in mind: -

- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations
- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know
- Information should be conveyed to the parents / guardians of the child in a sensitive way
- Giving information to others on a 'need to know' basis for the protection of a child is not a breach of confidentiality
- All persons involved in a child protection process (the child, his/her parents/guardians, the alleged offender, his/her family, Band associates) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure
- Information should be stored in a secure place, with limited access only to designated persons.
- The requirements of the Data Protection laws should be adhered to
- Breach of confidentiality is a serious matter

Anonymous Complaints

Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the child/children is paramount. Any such complaints

relating to inappropriate behaviour should be brought to the attention of the Childrens Officer / Liason Officer. The information should be checked out and handled in a confidential manner.

Rumours

Rumours should **not** be allowed to hang in the air. Any rumours relating to inappropriate behaviour should be brought to the attention of the Childrens Officer / Liason Officer and checked out without delay.

Allegations involving the Childrens Officer / Liason Officer

If any allegations involve the above the complaint should be forwarded to the Chairperson, Secretary or Treasurer.

Childrens Officer / Band Liason Officers

Banna Chluain Meala will appoint a Childrens Officer and a male and female Band Liason Officer from the Committee who will assist members in raising any issues they have related to their band activities and deal with the statutory authorities where necessary. The following are the current appointments:

Childrens Officer

Joan Lyttleton 0526124076

Deputy Childrens Officer

Majella Hewitt Forte 083872003

Band Liason Officers

Maurice O'Sullivan 0868566494

Bernie Lonergan 0876369275

Important Contacts and Information

www.dcyia.ie

www.hse.ie/go/childrenfirst (includes standard reporting forms).

Children First Information and Advice Officer:

**Ann Purcell, Health Centre, Castle Hill, Carlow, 0599133797 or
ann.purcell@hse.ie**

**Duty Social Worker South Tipperary Child Protection Services, Community
Care, Western Rd. Clonmel. 0526177302, 0526177303.**

