

Cork City Music College

Child Safeguarding Statement

Declaration of Guiding Principles

Here at Cork City Music College (trading name of Music Outreach CLG and from here on referred to as 'CCMC' or 'the College'), we provide the following services to children/young people:

CCMC teachers provide the highest standards of music education and foster a love of music in all our students, whether children or adults, whatever the student's capability. CCMC understands the importance of a well-rounded music education and thus our courses are broad ranging in styles including pop, rock, classical, folk, music theatre, jazz, etc. The student's interests and abilities are our priority.

We teach students from senior infants upwards. Our 'Music Bug Club' courses are the ideal way to introduce our younger students to structured classes in a fun way and through group learning.

At CCMC we promote group learning and provide many classes that are taught to groups of students from two students upwards.

In addition, we provide one-to-one tuition to students of all ages where that type of class is recommended or requested by parents/guardians or teachers.

We believe that:

1. Our priority to ensure the welfare and safety of every child and young person who attends our service is paramount.
2. Our guiding principles and procedures to safeguard children and young people reflect national policy and legislation and are underpinned by *Children First Act 2015*, *Children First: National Guidance for the Protection and Welfare of Children 2017*, *the Child Protection Procedures for Primary and Post Primary Schools 2017* and *Túsla Guidance on the preparation of Child Safeguarding Statements* and current legislation such as the Children First Act 2015, Child Care Act 1991, Protections for Persons Reporting Child Abuse Act 1998 and the National Vetting Bureau Act 2012. The Board of Directors of Cork City Music College has agreed to the Child Safeguarding Statement set out in this document.
3. We will review our guiding principles and child safeguarding procedures every two years or sooner if necessary due to service issues or changes in legislation or national policy.
4. All children and young people have an equal right to attend a service that respects them as individuals and encourages them to reach their potential, regardless of their background.
5. We are committed to upholding the rights of every child and young person who attends our service, including the rights to be kept safe and protected from harm, listened to and heard.
6. Our guiding principles apply to all paid staff, volunteers, committee/board members and directors and students on work placement within our organisation. All committee/board members and directors, staff, volunteers and students must sign up to and abide by these guiding principles and our child safeguarding procedures.
7. Workers/volunteers must conduct themselves in a way that reflects the principles of our organisation.

Our Designated Liaison Person (DLP) is: Virginia Metcalfe, Principal of CCMC

Contact details: CCMC office: 021 4966885; principal@ccmc.ie

Our Deputy Designated Liaison Person is (DDL): Nicola O' Driscoll, Office Manager of CCMC

Contact details: CCMC office: 021 4966885; info@ccmc.ie

The Board of Directors has adopted and will implement fully and without modification the College's *Child Protection Procedures* as part of this overall Child Safeguarding Statement.

The Board of Directors recognises that child protection and welfare considerations permeate all aspects of college life and must be reflected in all of the College's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the College will adhere to the following principles of best practice in child protection and welfare:

The College:

- recognises that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully complies with its statutory obligations under the *Children First Act 2015* and other relevant legislation relating to the protection and welfare of children;
- fully co-operates with the relevant statutory authorities in relation to child protection and welfare matters;
- adopts safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develops a practice of openness with parents and encourage parental involvement in the music education of their children; and
- fully respects confidentiality requirements in dealing with child protection matters.

The College will also adhere to the above principles in relation to any adult student with a special vulnerability.

The following procedures/measures are in place:

In relation to the selection or recruitment of staff and their suitability to work with children, the College asks all staff to sign a memorandum that states that they adhere to the statutory vetting requirements of the *National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016* and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars. These memoranda are kept on file in line with GDPR regulations.

In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the *Children First Act 2015*), CCMC ensures that each teacher is made aware that a copy of the College's Child

Safeguarding Statement is available on the College website for their viewing in addition to them receiving a copy of it directly from the College.

Finally, these procedures/measures are in place in relation to the provision of information and, where necessary, instruction and training, to staff and in respect of the identification of the occurrence of harm (as defined in the 2015 Act). In relation to reporting of child protection concerns to Túsła, all College personnel are required to adhere to the procedures set out in the Child Protection Procedures.

Cork City Music College commits to the following:

- providing each member of staff with a copy of the College's Child Safeguarding Statement
- ensuring all new staff members are provided with a copy of the College's Child Safeguarding Statement
- encouraging staff members to avail of relevant training
- encouraging Board of Directors members to avail of relevant training (the Board of Directors commits to maintaining records of all staff and Board member training).

In CCMC, the Board has appointed the above named DLP/DDLP as the "relevant person" (as defined in the *Children First Act 2015*) to be the first point of contact in respect of this child safeguarding statement. All registered teachers employed by Cork City Music College are mandated persons under the *Children First Act 2015*.

There are two areas of responsibility which apply to mandated persons:

Where a mandated person knows, believes, or has reasonable grounds to suspect, on the basis of information that he or she has received, acquired, or becomes aware of, that a child has been harmed/ is being harmed/ is at risk of being harmed, he or she must report that knowledge, belief, or suspicion to Túsła as soon as practicable.

Where a child believes that he or she has been harmed/ is being harmed/ is at risk of being harmed and discloses that belief to a mandated person, the mandated person must report that disclosure to Túsła as soon as practicable.

In accordance with the *Children First Act 2015*, the Board has carried out an assessment of any potential for harm to a child while attending the College or participating in College activities. A written assessment setting out the areas of risk identified and the College's procedures for managing those risks is attached as an appendix to these procedures.

The various procedures referred to in this statement can be accessed via the College's website, or will be made available on request by the College. CCMC commits to publishing this statement on the College's website and providing copies to all members of College personnel. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to An Túsła and the Department if requested. This *Child Safeguarding Statement* will be reviewed every two years or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Directors on the dates indicated below:

Signed: Kay O' Sullivan

Date: 15/05/2023

Chairperson of Board of Directors

Signed: 

Date: 15/05/2023

Secretary of Board of Directors

Cork City Music College

Written Assessment of Child Safeguarding Risk

In accordance with section 11 of the Children First Act 2015 the following is the Written Risk Assessment of Cork City Music College.

1. List of College activities

- arrival and dismissal of students
- Classroom teaching of music to students
- Online teaching of music to students
- One-to-one teaching
- Music Activities
- Use of toilet in schools/centres
- Fundraising concerts involving students
- Use of off-site facilities for college activities.
These are: concerts/competitions/lectures/demonstrations/busking.
- Care of children with special educational needs
- Care of any vulnerable adult students (this is rare at CCMC)
- Prevention and dealing with bullying amongst students
- Training of College personnel in child protection matters
- Recruitment of College personnel including -
 - Teachers/admin staff
 - External Tutors/Guest Speakers
 - Volunteers/Parents in College activities
- Use of video/photography/other media to record College events

2. The College has identified the following risk of harm in respect of its activities -

- Risk of harm not being recognised by College personnel
- Risk or non-compliance with GDPR
- Risk of harm not being reported properly and promptly by College personnel
- Risk of child being harmed in the College by a member of College personnel
- Risk of child being harmed in the College by another child
- Risk of child being harmed in the College by volunteer or visitor to the College
- Risk of harm due to bullying of child
- Risk of child being harmed by a member of College personnel, a member of staff of another organisation or other person while child participates in out-of-College activities e.g., concerts/ competitions/ lectures/ demonstrations/ busking

- Risk of harm due to inadequate supervision of children while attending out-of-school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of not attending class
- Risk of harm due to children inappropriately accessing/using social media, phones and other devices while at College
- Risk of harm to children with SEN who have particular vulnerabilities
- Risk of harm in one-to-one teaching
- Risk of harm caused by member of College personnel communicating with students in appropriate manner via social media, texting, digital device or other manner
- Risk of harm caused by member of College personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

3. The College has the following procedures in place to address the risks of harm identified in this assessment -

All College personnel are provided with a copy of the College's *Child Safeguarding Statement*

- Parents/guardians of students are invited to attend the first class to meet their teacher and introduce their child to the teacher. In addition, Parents/guardians will be encouraged to remain alongside or within the teaching room for the duration of the child's/young person's class(es)
- The College's GDPR policy is displayed on the College website and is readily available from the office of the College
- College Personnel are required to adhere to the *Children First Act 2015*
- The College has an Anti-Bullying Policy
- The College has a Health and Safety policy
- A roll call is kept in each class: teachers are contracted to keep this roll each day and display it carefully in the weekly attendance sheets (WAS) each week
- The College adheres to the requirements of the Garda vetting legislation in relation to recruitment and Garda vetting
- The College has a code of conduct for College personnel (teaching and non-teaching staff)
- The College complies with the agreed disciplinary procedures for teaching staff
- The College –
 - Has provided each member of College staff with a copy of the College's Child Safeguarding Statement
 - Ensures all new staff are provided with a copy of the College's Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages Board of Directors members to avail of relevant training
 - Maintains records of all staff and board member training

- The College has in place a code of behaviour for students
- The College has in place a policy that it does not administer medication to students
- The College has in place a policy that it does not provide supervision to students outside of their class schedule and parents are required to agree in writing to this before registration can be completed
- The College has in place a mobile phone policy in respect of usage of mobile phones. No WIFI passwords are given to students
- The College has as its policy that no intimate care is done by anyone associated with the College
- The College has in place a policy that students from all backgrounds are welcome to apply for classes. In the case of students with special educational needs, College staff do not provide intimate care or administer medicines
- The College has in place a policy and clear procedures for one-to-one teaching activities

Important Note:

It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post- Primary Colleges 2017*

In undertaking this risk assessment, the Board of Directors has endeavoured to identify as far as possible the risks of harm that are relevant to this College and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the College has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Board of Directors.

It shall be reviewed as part of the College’s annual review of its Child Safeguarding Statement.

Signed Kay O’Sullivan

Date 15/05/2023

Chairperson, Board of Directors

Signed 

Date 15/05/2023

Principal/Secretary to the Board of Directors

Cork City Music College

Child Safeguarding Risk Assessment

Checklist for Review of the Cork City Music College Child Safeguarding Statement

Cork City Music College Board of Directors will undertake a review of its Child Safeguarding Statement and the following checklist shall be used for this purpose. The review must be completed every two years or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking a biennial review will also ensure that the College also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

	Yes/No/Not Applicable
1. Does the College's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	Yes
2. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
3. Has the DLP attended available child protection training?	Yes
4. Has the Deputy DLP attended available child protection training?	Yes
5. Are there both a DLP and a Deputy DLP currently appointed?	Yes
6. Are the relevant contact details (Túsła and An Garda Síochána) to hand?	Yes
7. Has the Board arrangements in place to communicate the College's Child Safeguarding Statement to all College personnel?	Yes
8. Is the Board satisfied that all College personnel have been made aware of their responsibilities under the Children First Act 2015?	Yes
9. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	Yes
10. Since the Board's last review, was the Board informed of any child protection reports made to Túsła/An Garda Síochána by the DLP?	No (N/A)
11. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Túsła/and as a result of this advice, no report to the HSE was made?	No (N/A)
12. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of College personnel?	No (N/A)
13. Is the Board satisfied that the child protection procedures in relation to the making of reports to Túsła/An Garda Síochána were appropriately followed in each case reviewed?	Yes
14. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of College personnel against whom an allegation of abuse or neglect has been made? *	Yes (N/A)

	Yes/No/Not Applicable
15. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	No (N/A)
16. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
17. Has the Board ensured that the College's Child Safeguarding Statement is available to parents on request?	Yes
18. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all College personnel (employees and volunteers)? *	Yes
19. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the College in relation to all College personnel (employees and volunteers)? *	Yes
20. Has the Board considered and addressed any complaints or suggestions for improvements regarding the College's Child Safeguarding Statement?	Yes
21. Has the Board identified any aspects of the College's Child Safeguarding Statement and/or its implementation that require further improvement?	Yes
22. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the College's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement?	Yes
23. Has the Board ensured that any areas for improvement that were identified in any previous review of the College's Child Safeguarding Statement have been adequately addressed?	Yes

- This review was conducted in accordance with the 'Checklist for review of the Child Safeguarding Statement' published on the Department's website www.education.ie.

Signed Kay O'Sullivan

Date 15/05/2023

Chairperson, Board of Directors

Signed 

Date 15/05/2023

Principal/Secretary to the Board of Directors

Notification regarding the Cork City Music College Board of Directors' Review of the Child Safeguarding Statement

To: _____

The Cork City Music College Board of Directors wishes to inform you that:

- The Cork City Music College Board of Directors' biennial ratification/review of the College's Child Safeguarding Statement was completed at the Board meeting of

15/05/2023.

- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's website www.education.ie

Signed Kay O'Sullivan

Date 15/05/2023

Chairperson, Board of Directors

Signed



Date 15/05/2023

Principal/Secretary to the Board of Directors