

Appendix 1

Sing Ireland Sample Parental/Guardian Consent form

Private and Confidential

EVENT DETAILS: _____

NAME OF CHILD/YOUNG PERSON: _____

ADDRESS: _____

DATE OF BIRTH: _____

GENDER: Male Female (circle as appropriate)

HOME PHONE NUMBER: _____

NAME OF SCHOOL/ORGANISATION: _____

Does your child have additional needs or medical history we should be aware of? Yes/No

If yes, please give details

Is your child allergic to any medicine/food/plasters 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?

Contact details for parent/guardian

1. NAME _____

DAYTIME PHONE NUMBER: Code _____ Local no. _____

HOME PHONE NUMBER: Code _____ Local no. _____

MOBILE NUMBER: _____

email: _____

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 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 Sing Ireland. 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: _____ (Young person)

Appendix 2

Sing Ireland Sample Disclosure Report Form

Private and Confidential

When completing this form, record what the child has said and/or your concerns legibly and accurately.

Child's surname: _____

Forename(s): _____

Address: _____

Date of Birth: _____

Your observations (e.g., change in behaviour and/or bruising):

Child's account of what happened (if given):

Action that you took as a result of this disclosure:

Please note that you must inform the child of the action that you propose to take.

Your Signature: _____ Date: _____

Please ensure that this form has been filled out correctly, because in the event of a disclosure being made, it is the person to whom the disclosure is made that the relevant authorities will contact for an account of what was said.

Appendix 3

Sing Ireland Standard Form For Reporting Child Protection and/or Welfare Concerns to Tusla

PRIVATE AND CONFIDENTIAL

[Online Form](#)

May also be submitted online <http://www.tusla.ie/children-first/web-portal>

In case of emergency or outside Tusla hours, contact should be made with An Garda Síochána.

Guidance notes for submitting a concern to Tusla:

You should always inform Tusla when you have reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected. If you ignore what may be symptoms of abuse, it could result in ongoing harm to the child. It is not necessary for you to prove that abuse has occurred to report a concern to Tusla. All that is required is that you have reasonable grounds for concern. It is Tusla's role to assess concerns that are reported to it. If you report a concern, you can be assured that your information will be carefully considered with any other information available and a child protection assessment will be carried out where sufficient risk is identified.

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

To help Tusla staff assess your reasonable concern, they need as much information as possible. You should provide as much relevant information as you can about the child, his/her home circumstances and the grounds for concern.

You should give as much information as possible to social workers at an early stage so that they can do a full check of their records. For instance, they can see if the child and/or a sibling have been the subject of a previous referral, or if an adult in the household had previous contact with the child protection services. It also helps social workers to prioritise cases for attention, as they are not in a position to respond immediately to all cases. However, they will always respond where a child is in immediate danger or at high risk of harm. It will also help Tusla to decide if another service would be more appropriate to help meet the needs of the child, i.e. a community or family support service rather than a social work service.

Appendix 4

Sing Ireland Sample Staff Reference Form

Private and Confidential

_____ has applied to work with Sing Ireland and has given your name as a referee.

This post involves substantial access to children and young people and as an organisation committed to the welfare and protection of children and young people; we need to know if you have any reason at all to be concerned about this applicant being in contact with children or young people:

Yes No

If you have answered yes, we will contact you in confidence.

If you are happy to complete this reference form, all information contained on the form will remain confidential and will only be shared with the applicant's immediate supervisor, should they be offered a position. It is very important that this reference form accurately reflects your knowledge and experience of the named person.

How long have you known this person? _____ In what capacity? _____

What attributes does this person have which you would consider makes them suitable to work with children and young people?

Please rate this person on the following (Please tick)

	Poor	Average	Good	V. Good	Excellent
Responsibility					
Maturity					
Self-Motivation					
Motivation of others					
Trustworthiness					
Reliability					

Signed _____ Date _____

Position within Organisation _____

Appendix 5

Sing Ireland Sample Staff 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 Safeguarding Policy and Procedures of the Sing Ireland, and agree to abide by its contents.

Signature: _____ Date: _____

Appendix 6

Sing Ireland Sample Incident/Accident Report Form

PRIVATE AND CONFIDENTIAL

Name of event where the incident/accident occurred:

Date and time of incident: _____

Exact location where incident took place: _____

Names of people involved:

Phone number/address of people involved and their parents/guardians:

Description of incident (supporting opinions with fact where possible):

Any injury sustained? _____

Who dealt with the situation? _____

How was it resolved/dealt with? _____

Any follow up required? _____

Additional, relevant information: _____

Signature: _____ Date: _____

Name (block letters): _____

Supporting Information

Appendix 7

Recognising Child Abuse: Definition and Possible Indicators of Child Abuse

Child abuse can be categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. A child may be subjected to more than one form of abuse at any given time.

Neglect

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care. Neglect generally becomes apparent in different ways over a period of time rather than at one specific point, to the extent that the child's well-being or development is severely affected.

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 abuse is normally to be found in the relationship between a caregiver and a child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.

Possible indicators of this emotional abuse are:

- 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, including homophobic, biphobic or transphobic 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 is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child.

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

Sexual Abuse

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others.

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

Indicators of Abuse are Not Facts

It is important to stress that no one indicator should be seen as conclusive in itself of abuse; it may indeed indicate conditions other than child abuse. A cluster or pattern of signs is likely to be more indicative of abuse. Signs must also be considered in the child's social and family context as child abuse is not restricted to any socio-economic group, gender or culture. It is important to always be open to alternative explanations for possible physical or behavioural signs of abuse.

Appendix 8

Reasonable Grounds for Concern with respect to Child Abuse

A concern about child abuse must be reported to the statutory authorities “reasonably and in good faith” in order for the person reporting the concern to seek the protection of the Protection for Persons Reporting Child Abuse Act, 1998. A suspicion that is not supported by any objective indicator of abuse or neglect would not constitute reasonable grounds for concern.

The following would constitute reasonable grounds for concern:

- Specific indication from the child or young person that s/he has been abused
- An account by a person who saw the child/young person being abused
- Evidence, such as an injury or behaviour, which is consistent with abuse and unlikely to be caused another way
- An injury or behaviour which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse or dysfunctional behaviour
- Consistent indication, over a period of time, that a child is suffering from emotional or physical neglect.

A suspicion, not supported by any objective indication of abuse or neglect, does not constitute a reasonable suspicion or reasonable grounds for concern. (Children First 1999, 4.3.2 and 4.3.3)

Appendix 9

Protection for Persons Reporting Child Abuse 1998

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 Child Protection Officer (Designated Officer), Tusla or An Garda Síochána.

This means that even if a reported suspicion of child abuse proves unfounded, a plaintiff who took an action would have to prove that the reporter had not acted reasonably and in good faith in making the report.

This protection applies to organisations and to individuals. It is considered therefore that organisations should assume full responsibility for reporting suspected child abuse to the appropriate authorities. Reports to Tusla and to the Gardaí should be made by the Designated Liaison Officer and Mandated personnel as per the organisation's policy and guidelines.

Section 3 (1) of the Act states:

“3. (1) A person who apart from this section, would be so liable shall not be liable in damages in respect of the communication, whether in writing or otherwise, by him or her to an appropriate person of his or her opinion that-

(a) a child has been or is being assaulted, ill-treated, neglected or sexually abused,

or

(b) a child's health development or welfare has been or is being avoidably impaired or neglected,

Unless it is proven that he or she has not acted reasonably and in good faith in

forming that opinion and communicating it to the appropriate person”.

*This law does not exist in Northern Ireland, but an individual who reports a concern in good faith is not deliberately attempting to slander another person's name. In NI the Criminal Law Act (NI) 1967 places the responsibility on everybody to report offences or to forward information to the police.

Appendix 10

Sing Ireland Anti-bullying Policy

What is bullying?

Bullying may be defined as deliberately hurtful verbal, psychological or physical behaviour, repeated over a period of time, where it is difficult for those being bullied by the individual or group, to defend themselves. Bullying can take many different forms:

Verbal Bullying

Includes name-calling, racist remarks, teasing, taunting, threatening, malicious rumours etc. Verbal bullying can leave children feeling angry, frightened and powerless. If children are unable to share their feelings with someone else, verbal bullying can leave them emotionally bruised and physically exhausted. Their powers of concentration can suffer, adversely affecting their capacity for learning. Verbal attacks can be of highly personal and sexual nature. They can be directed at the child/young person's family, culture, race or religion. Malicious rumours are particularly insidious forms of verbal bullying.

Physical Bullying:

Includes hitting, kicking, and theft. As children can and do play roughly, physical bullying is often written off as 'horseplay', 'pretend' or 'just a game', when challenged. In the case of bullying, however, be aware that these 'games' can be a precursor to vicious physical assaults. Both boys and girls engage in physical bullying, boys perhaps more so, as they have a greater tendency towards physical aggression.

Gesture Bullying

There are many different forms of non-verbal threatening gestures, which can convey intimidatory and frightening messages, for example, gesturing a gun to a head or gesturing slitting a throat.

Exclusion Bullying

Includes leaving someone out, ignoring them, or making them feel unwelcome. This is particularly hurtful because it isolates the child/young person from his/her peer group and is very hard for the child to combat as it directly attacks their self-confidence and self-image.

Extortion Bullying

Younger children are particularly vulnerable to extortion bullying. In this form of bullying, the victim may be extorted to produce money, equipment, food, personal possessions, and complete tasks/homework for the bully, often accompanied by threats. Children/young people may also be dared or forced to steal from another individual/group/organisation, leaving them at the mercy of the bully and open to further intimidation.

E-Bullying

In an ever-more technologically advanced world, a new strain of bullying has emerged amongst children/young people, which utilises web pages, emails and text messaging to abuse, intimidate and attack others, either directly or indirectly, for example, rumour mongering.

Recognising the signs of bullying

The following indicators are possible warning signs that a child might be the subject of bullying behaviour:

- Reluctance to take part in activities.
- Physical signs (unexplained bruises, scratches or damage to belongings).
- Stress-induced illnesses – headaches and stomach aches which seem unexplained.
- Fearful behaviour (fear of walking unaccompanied, fear of travelling by particular routes).
- Frequent loss of money or shortage of money with vague explanations.
- Having few friends.
- Changes in behaviour (withdrawn, stammering, moody, irritable, distressed).
- Weakened appetite.
- Self-harm, suicide attempts or hinting at suicide.
- Unnecessary anxiety.

Who is responsible for dealing with a bully?

The organisation where the bullying is taking place is responsible for dealing with a bully. Therefore, if bullying is taking place within a school group, then the incident(s) should be reported to the teacher accompanying the children. If

the bullying takes place during an event run by SING IRELAND, then the Organisation, in cooperation with the school, should deal with the bully.

Sing Ireland Policy on Bullying when working with children/young people

Sing Ireland will not tolerate any bullying behaviour by children/young people or adults and will deal with any incidents immediately in accordance with this policy. This policy covers:

- Children/young people bullying other children/young people.
- Adults bullying children/young people.
- Children/young people bullying adults.

The policy is as follows:

- All children/young people and adults who participate in activities run by the Organisation will be treated with dignity and respect by adults and by other children/young people and will not be subject to bullying.
- All children/young people and adults who participate in activities run by the Organisation have a responsibility to treat other children/young people and adults with dignity and respect and refrain from bullying behaviour.
- It will be made clear to all children/young people and adults participating in Organisation events that bullying is not acceptable and that other children/young people and adults should be treated with dignity and respect.
- There will be adequate supervision provided at all events/activities involving children/young people. This will help to prevent bullying.

- Staff will monitor all events/activities run by the Organisation involving children/young people to ensure that no bullying is taking place.
- If a member of staff witnesses bullying or suspects that bullying is taking place, he/she will follow the procedure outlined below.
- If a child/young person witness bullying or suspects that bullying is taking place he/she should report it to member of staff. This member of staff will follow the procedure outlined below.
- If a child/young person is the victim of bullying he/she should report it to a staff member, who will follow the procedure outlined below.

Procedure for dealing with bullying

- All reports of bullying will be recorded, investigated and dealt with by an appropriate member of staff.
- The staff member who has received the complaint or witnessed the bullying will consult with the Organisation's Designated Officer, if present, or the most senior Organisation staff member present to decide who is the most appropriate person to follow up on the complaint.
- The staff member dealing with the complaint will keep a record of the alleged bullying incident/s and the investigation and action taken.
- The staff member dealing with the complaint will speak separately to all involved in order to get all sides of the story. The staff member should also speak to others who may have witnessed the incident/s, if appropriate. The staff member will interview all involved in a calm manner and will seek answers to

what, where, when, who and why.

- If the victim of the alleged bullying is a child, their primary carer (parent/guardian) will be informed of the complaint and the outcome of the investigation.
- If the perpetrator of the alleged bullying is a child, their primary carer (parent/guardian) will be informed of the complaint and the outcome of the investigation.
- If the perpetrator of the alleged bullying is an adult, the Chief Executive Officer (CEO) of Sing Ireland will be informed of the complaint and the outcome of the investigation.

If the staff member dealing with the complaint concludes that bullying has not taken place, the following action will be taken:

- The complainant, alleged victim and alleged perpetrator/s will be informed of the outcome of the investigation and the reasons why it was concluded that bullying did not take place.
- Support will be given to the complainant, alleged victim and alleged perpetrator/s if necessary.
- A meeting will be arranged between the alleged victim and alleged perpetrator to discuss the issues involved if both are agreeable and it is deemed appropriate.

If the staff member dealing with the complaint concludes that bullying has taken place, the following action will be taken:

- The complainant, alleged victim and alleged perpetrator/s will be informed of

the outcome of the investigation and the reasons why it was concluded that bullying took place.

- Support will be given to the victim.
- A meeting will be arranged between the alleged victim and alleged perpetrator to discuss the issues involved if both are agreeable and it is deemed appropriate.
- A meeting will be held with the perpetrator to discuss the bullying behaviour. They will be informed of the disciplinary action, which will be taken as a result of this bullying behaviour.

Disciplinary action

When the inquiry into the alleged bullying incident has taken place and it has been concluded that bullying occurred, it will be necessary to take some disciplinary action against the perpetrator of the bullying. The disciplinary action should be agreed between at least two staff members of Sing Ireland and should be appropriate to the seriousness of the incident/s. If the perpetrator of the bullying is a child/young person, the parent/guardian of the child/young person and the child/young person will be informed of the disciplinary action which will be taken. If the perpetrator of the bullying is an adult, the following people will be informed of the disciplinary action, which will be taken:

- The CEO of the Sing Ireland.
- The Director of the organisation which the adult works for (if relevant).
- The perpetrator.

The options for disciplinary action include:

For serious incidents involving children/young people, sending the child/young person home and not allowing them to participate in any further events/activities run by Sing Ireland.

For less serious incidents involving children/young people, allowing the child/young person to continue to participate in the event/activity once they have apologised to the victim and stated that they would not engage in any further bullying behaviour. Their behaviour would then be closely monitored.

Providing support to the child/young person to get them to understand that their behaviour is not acceptable and monitoring their behaviour.

For serious incidents involving a member of Sing Ireland, transferring the person to an area where they will not have any dealings with children/young people. (All actions taken in relation Sing Ireland staff will be in accordance with the Labour Court guidelines on harassment, sexual harassment and bullying and relevant employment law).

For offences involving staff from other organisations, informing their parent organisation of the offence and not working with that staff member again.

Appendix 11

Contact Details for Tusla Social Work Departments

Carlow

Child and Family Agency, Yellow House, Wester Road, Clonmel, Co Tipperary.
052 6177302

Cavan

Child and Family Agency, Support Services Building, Rooskey, Monaghan. 047
30475

West Cavan

Child and Family Agency, Markiewicz House, Barrack St, Sligo 071 9155133

Clare

Child and Family Agency, Unit 3, St. Camillus Hospital, Shelbourne Road,
Limerick 061 588688

Cork

Child and Family Agency, Referrals Section, Floor 2, Blackpool, Cork. 021
4927190

Donegal

Child and Family Agency, Millennium Court, Pearse Road, Letterkenny, Co
Donegal 074 9123672

Dublin South Central

Child and Family Agency, Bridge House, Cherry Orchard Hospital, Dublin 10 076
6955749

Dublin Southeast

Child and Family Agency, Unit 9, Nutgrove Retail Park, Churchtown, Dublin 14
01 9213400

Dublin Southwest

Child and Family Agency, St Marys, Craddockstown Road, Naas, Co Kildare 045
882400

Dublin North City

Child and Family Agency, Wellmount Health Centre, Wellmount Park, Finglas,
Dublin 11

01 8567704

Dublin North

Child and Family Agency, 80-189 Lakeshore Drive, Airside Business Park, Swords,
Co. Dublin.

01 8708000

Galway

Child and Family Agency, 25 Newcastle Road, Galway

091 546235

Kerry

Child and Family Agency, Rathass, Tralee, Co Kerry.

066 7184501

Kildare

Child and Family Agency, St Marys, Craddockstown Road, Naas, Co Kildare 045

882400

Kilkenny

Child and Family Agency, Yellow House, Wester Road, Clonmel, Co Tipperary.
052 6177302

Laois

Child and Family Agency, Athlone Health Centre, Coosan Road, Athlone, Co
Westmeath

0906 483106

Leitrim

Child and Family Agency, Markievicz House, Barrack St, Sligo

071 9155133

Limerick

Child and Family Agency, Unit 3, St. Camillus Hospital, Shelbourne Road,
Limerick 061 588688

Longford

Child and Family Agency, Athlone Health Centre, Coosan Road, Athlone, Co
Westmeath

0906 483106

Louth

Child and Family Agency, Meath Enterprise Centre, Trim Road, Navan, Co Meath
046 9098560

Mayo

Child and Family Agency, 2nd Floor, Mill Lane, Bridge Street, Castlebar, Mayo
094 9042284

Meath

Child and Family Agency, Meath Enterprise Centre, Trim Road, Navan, Co Meath
046 9098560

Monaghan

Child and Family Agency, Support Services Building, Rooskey, Monaghan. 047
30475

Offaly

Child and Family Agency, Athlone Health Centre, Coosan Road, Athlone, Co
Westmeath

0906 483106

Roscommon

Child and Family Agency, 25 Newcastle Road, Galway

091 546235

Sligo

Child and Family Agency, Markievicz House, Barrack St, Sligo

071 9155133

North Tipperary

Child and Family Agency, Unit 3, St. Camillus Hospital, Shelbourne Road,
Limerick 061 588688

South Tipperary

Child and Family Agency, Yellow House, Wester Road, Clonmel, Co Tipperary.
052 6177302

Waterford

Child and Family Agency, Ely House, Ferrybank, Co Wexford

053 9185680

Westmeath

Child and Family Agency, Athlone Health Centre, Coosan Road, Athlone, Co
Westmeath

0906 483106

Wexford

Child and Family Agency, Ely House, Ferrybank, Co Wexford

053 9185680

Wicklow

Child and Family Agency, Unit 9, Nutgrove Retail Park, Churchtown, Dublin 14
01 9213400

West Wicklow

Child and Family Agency, St Marys, Craddockstown Road, Naas, Co Kildare 045
882400