

The Child Protection Policy

Swineshead Silver Band

Overview:

Everyone who participates in Swineshead Silver Band is entitled to do so in an enjoyable, healthy and safe environment, The Band will take all steps to achieve that safety and enjoyment, allowing the Child to achieve their potential and a make full contribution. The Band has a moral and legal obligation to ensure that Children are provided with the highest possible standard of care.

The aim of this policy is to promote good practice and provide Children with appropriate safety and protection whilst in the care of The Band. This policy will allow The Band to make informed and confident responses to child protection issues.

The Policy Statement:

The Band is committed to:

- Making the welfare of Children a priority
- Ensuring Children are able to enjoy their participation in The Band
- Ensuring Children are provided with a safe environment
- Take immediate and appropriate action in response to allegations and suspicions of poor practice and abuse of Children
- Ensure all members of The Band accept the responsibility for the welfare of the Children in The Band
- Incorporate this policy within the constitution of The Band
- Publish a list of Child Protection Officers to whom issues can be raised
- Work with all agencies to safeguard the welfare of Children

Terms:

Anybody under the age of 18 years is considered to be a **Child** (as described in the Children's act 1989 and 2004).

Child or **Children** means Children or Young people.

Parent is used in generic terms to describe Guardians, Carers and Parents of Children

Members and The Band relates to those adults and children who attend practice nights, concerts and other occasions as a group representing the Swineshead Silver Band.

CRB means Criminal Records Bureau.

CPO means Child Protection Officer, described as a Member of The Band who has accepted nomination to have their CRB check carried out and has accepted a position of responsibility with regard to the welfare of Children.

NSPCC means National Society for the Prevention of Cruelty to Children

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2 Recruiting and Selecting people to work with Children

2.1 Introduction:

Some people may have the intention or potential to abuse Children in some way and it is imperative that all reasonable steps are taken to prevent this happening and to prevent unsuitable people coming into contact with Children in The Band. The procedures set out below apply to all members of The Band, but also extend to visitors to The Band and particularly when The Band is performing to the Public, to members of the Public. The fundamental principle is that those in charge of The Band's activities must take all reasonable steps to satisfy themselves as to the suitability of those who are given access to Children in their care.

2.2 Vetting and Controlling access to Children:

Applicants for, and persons already holding, positions in the Band which allow significant access to Children, (for example a Conductor or Deputy Conductor) should first complete procedures designed to elicit information about their past career and to disclose their CRB check and other records which may have bearing on their suitability to work with Children. It should be made clear that failure to provide information will result in exclusion from The Band.

Applicants and holders of positions mentioned above will provide their written consent for the checks to be carried out with the CRB and former employers. At least two references should be taken up by submission of the reference form in Appendix 1.

The same reference should be taken for each CPO in The Band

2.3 Welfare Officer:

The Band will appoint to its Committee a Welfare Officer to advise The Committee on compliance with the procedures described in this policy. The Welfare Officer should be used as the main reporting point for all matters relating

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to the protection of Children, they should also be identifiable to the Children of The Band and their Parents.

The Welfare Officer will ensure that the Vetting of applicants and control of access to Children is a primary function and will assess the suitability of all people with access to Children in The Band.

The Welfare Officer should maintain a degree of independence from the activities of The Band, for example, they should not be the Conductor of a Junior Band or coordinator of a Junior band's activities.

The Welfare Officer should undergo the Vetting as described in 2.2

2.4 Training:

The effectiveness of this policy depends on suitably trained people who are aware of good practice in relation to Child Protection in The Band. The requirement for training

and knowledge of good practice should be extended to all members working directly with Children as well as the members of The Band's Committee and Parents who may help The Band from time to time.

The Band will provide training on Child Protection for its CPOs and Welfare Officer

3 **Good Practice, Poor Practice and Abuse:**

3.1 Introduction:

To ensure Children in The Band are given the opportunity of enjoyment and safety, all members of The Band must conduct themselves in an exemplary manner. This will contribute to the development of the Child and allow the safeguards they require, it will also reduce the risk of false allegations of abuse or poor practice.

It is not always easy to distinguish poor practice from abuse, be that intentional or accidental, it is therefore not the responsibility of members of The Band to make judgements. It is however their responsibility to identify concerns and report these to the Welfare Officer or a CPO.

3.2 Good Practice:

All Band Members should be aware of and adhere to the following principles:

- Before undertaking activities involving Children, assess the possibilities of any form of danger and plan to minimise those risks
- Make the Band experience enjoyable and promote fairness
- Confront and deal with bullying, rule violations and comply with Child Protection procedures
- Treat Children equally whether they more or less talented than others
- Respect the development of Children and safeguard their welfare alongside their desire to achieve. This means that practice intensity should be suitable to the physical, social and emotional stage of their personal development and that the desire to perform should be that of the Child and not of a Parent or other members of The Band.
- Build relationships based on mutual trust and respect and encourage the Children to be in control of their own development and decisions
- Avoid situations where a Conductor or other member of The Band could use their position to decide what the Child should do without considering the needs and capabilities of the Child

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- Always be publicly open when Children are present, avoid teaching sessions or meetings where Children are completely unobserved, always ensure that adults working with a Child, do so in pairs, so promoting an open and appropriate **environment without secrets**
- **Avoid unnecessary physical contact with Children, if physical contact is required**, then this must be with the consent of the Child and in an open environment. Parents should be made aware of what is not acceptable in the context of playing in The Band
- Maintain an appropriate relationship with Children. It is inappropriate to have an intimate relationship with a Child, even if they are over the age of 16 years. Such a relationship could be seen as an abuse of trust (as defined in the Sexual Offences Act 2000)
- Maintain exemplary standards of behavior at all events and meeting of The Band
- Be an excellent role model by not swearing, smoking or drinking in the presence of Children
- Communicate regularly with Parents and involve them in decision-making.
- Gain written consent for significant travel arrangements, especially those involving an over-night stay
- Gain written consent from Parents for The Band to act as in loco parents, should they need to decide to allow the administering of emergency First Aid if the need arises
- Be aware of any medical conditions or needs, including disabilities, existing injuries and medicines the Child needs to take
- Make additional efforts to recognise the potentially increased risk of abuse to disabled Children. Consider that they may be at risk of stereotyping, prejudice, discrimination and isolation, they may also be powerless to protect themselves or adequately communicate that abuse has occurred
- Consider that Children of varying races or religious beliefs, may have specific needs or restrictions, which should be catered for in all plans and activities and that there are additional forms of abuse which they may experience, such as racist comments and lack of regard for their religious beliefs
- Keep records of any accident or injury which occurs, as well as details of any treatment given. Notify any incident to the Parent
- Report to the Welfare Officer or any other person, any incident where your actions, or those of any other person result in: The Child becoming upset, distressed or injured. The Child appearing to have become sexually aroused by your actions, or has misunderstood or misinterpreted something you or somebody else has done, resulting in upset or distress.
- Make written notes of any incident.

3.3 Poor Practice:

The following are examples of poor practice and should be avoided by all members of The Band:

- Spending unnecessary amounts of time alone with a Child
- Taking Children alone on car journeys, however short
- Taking Children into your home when they are alone
- Having a Child stay at your home with you unsupervised

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- Sharing a room with a Child
- Engaging in rough physical or sexually provocative games, including horseplay
- Allowing or engaging in inappropriate touching of any form
- Allowing Children to use inappropriate language without being challenged
- Making sexually suggestive comments to a Child, even in fun
- Reducing a Child to tears as a form of control
- Failing to report any incident which results in a Child becoming upset, distressed or injured
- Letting allegations made by a Child to go unchallenged, unrecorded or not acted upon
- Doing things of a personal nature which the Child can do for themselves
- Where it is impractical to avoid any of the situations mentioned in this section, they should only occur with the knowledge and consent of the Child's Parent or a person in charge of The Band

3.4 Abuse:

Abuse in all its forms can affect a Child at any age, the effects of such can be so damaging that, if not treated, may follow through to adulthood.

Abuse may take a number of forms, and can be classified under the following headings:

- Neglect: Where adults fail to meet the basic needs of a Child, including food, shelter, medical care, isolation, adequate clothing and to protect them from harm. In The Band situation, this could show itself in the Conductor or Band manager not taking adequate precautions to minimise risk of injury.
- Physical abuse: Where somebody physically hurts or injures a Child, for example by hitting, shaking, throwing, squeezing, burning, suffocating or otherwise causing physical harm. Giving Children alcohol or inappropriate drugs would also constitute abuse.
- Sexual abuse: Girls and Boys can be sexually abused by adults and other Children of both sexes, usually caused by them in attempt to meet their own sexual needs. Sexual abuse includes sexual intercourse, but also masturbating, fondling or showing Children parts of their body or pornographic material. In the environment of The Band, physical contact with Children could potentially create situations where sexual abuse may go unnoticed. A Member of The Band in a position of power, such as a Conductor or Band manager, may have additional opportunity which could lead to abusive situations developing.
- Emotional abuse: Persistent lack of love and affection may lead to Children believing that they are worthless unloved, inadequate or valued only to meet the needs of another person. It may involve the Child being constantly shouted at, threatened or taunted, which may make the Child withdrawn and nervous. It may also feature age or developmentally inappropriate expectations being imposed on Children. It also occurs when there is constant overprotection, this results in Children finding difficulty in socializing. In The Band environment this may include situations where Children are subjected to continued criticism by other members of The Band. This also includes name-calling, sarcasm, racism, bullying and unrealistic pressure to perform to high expectations.

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- **Bullying:** Bullying is described as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those receiving this abuse to defend themselves. The bullying may be physical emotional verbal or sexual, and may include such things as: hitting, kicking, theft, name-calling, racist remarks, threats, graffiti, abusive text messages or e-mails, abusive remarks on social websites, tormenting, ridiculing, humiliating, ignoring, isolating, or unwanted sexual contact. In The Band environment, a Child may feel bullied if they are given repeated undue pressure from a Parent or other member of The Band, to achieve, or to be delivered a “win at all costs” philosophy or situation, which can occur when the desire of The Band is to win a Contest or perform to a higher level.

3.5 Indicators of abuse:

It is often difficult, even for those professionally trained, to identify Child abuse or situations in which abuse can take place, so members of The Band need to be aware that the following are potential indicators of abuse and should notify these to the Welfare Officer or a CPO. The following list is not exhaustive, and the evidence of one or more indicators is not proof that abuse is taking place:

- Unexplained injuries such as bruises, cuts and burns, in particular in areas of the body where injuries are unexpected
- Injury without consistent explanation
- A Child describes what appears to be abuse, or an abusive situation
- Somebody expresses concerns about the welfare of a Child
- Becoming increasingly dirty or unkempt
- Shortage of money or frequent loss of money
- Unexplained changes in a Child’s behaviour such as: becoming very quiet and withdrawn, sudden outbursts of temper, becoming clingy, depressed tearful or emotionally up and down, reluctance to attend Band practices. Also changes in eating patterns including over eating or loss of appetite
- Losing weight for no apparent reason
- Unexpected drop-off in their standard performance
- Frequent stomach aches or head aches when usually very healthy
- Inappropriate sexual awareness such as sexual comments or explicit behaviour
- Distrust of adults, particularly of those with whom a Child would normally have a close or friendly relationship
- Difficulty in making friends and also seeming to be excluded from socialising with other Children

4 Responding to suspicions and allegations:

4.1 Introduction:

Many instances of abuse occur within the family as well as in social groups such as The Band and other social situations, abuse is rarely a one-off event in the social situation. It is crucial that members of The Band are aware of the possibilities of abuse and should take allegations and suspicions seriously, taking appropriate action.

No member of The Band has the responsibility to decide whether Child abuse is taking place, however every Member has responsibility to inform the appropriate

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agencies of suspicion and allegation of abuse so that the proper enquiries can be made by those agencies, and appropriate actions can be taken to protect the Child. Here is listed how The Band will respond to such concerns:

4.2 Receiving evidence of possible abuse:

Members of The Band may become aware of possible abuse in a number of ways: by being a witness, suspecting abuse from signs such as those listed above, or having it reported to them by the Child or others

Especially when reported by the Child, it is important to respond appropriately.

If a Child indicates, says, shows evidence of, or information is gained which gives concern of Child abuse, the Welfare Officer will:

- React calmly so as not to alarm the Child
- Tell the Child they are not to blame and that they were right to tell
- Take the Child's words seriously, making special effort to understand if the Child has speech difficulty or a difference in language
- Keep questions to the minimum, particularly not to ask leading questions, so that there is a clear and accurate understanding of what has been said
- Reassure the Child but do not promise to keep the matter secret, instead explain that to resolve the problem it is necessary to inform other appropriate people

4.3 Recording information:

As with all forms of information relating to Child protection, information about abuse is highly sensitive and confidential, and accordingly it should be held under secure conditions and only disclosed to those who have a definite need for it.

The Band member will make note as soon as possible, whatever information has been obtained, both for future reference and for passing to other appropriate agencies such as Social Services and the Police. Notes must be confined to facts alone and must clearly distinguish between personal knowledge and what has been told by others. Notes will not include opinions to avoid the possibility of libel, the notes should include accurate detail as possible:

- The nature of the allegation including times, dates and locations
- Details of the Child involved including name, age, address and contact details
- The person who has Parental responsibility for the Child
- Details of the person against whom the allegation is made, including name, relationship with the Child and contact details
- The names and contact details of any informants or witnesses
- The Child's full account of what has happened
- Describe any bruising or injury
- Details of who else has been informed of the alleged incident
- Any other relevant information

An example of an incident report is set out in appendix 2

4.4 Reporting the concern:

Any member of the band will immediately discuss any concern about the welfare of a Child they have with the Welfare Officer and will subsequently follow up that the appropriate action has been taken.

There must be commitment to work in partnership with Parents, where there are concerns about their Children, therefore it would be important to talk to Parents to

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help clarify initial concerns. For example, if a Child seems withdrawn or depressed, they may have experienced a family bereavement. However, it must be made clear that in some circumstances, it would place the Child at greater risk if concerns were shared, for example if a Parent were responsible for the alleged abuse, or is not able to respond to the allegation appropriately. In this instance, if concerns exist, suspicions and allegations must be reported to the appropriate agencies at the earliest occasion.

To the NSPCC or other agencies:

The first consideration is to minimise the danger of further abuse to the Child or other Children. The Welfare Officer should seek advice from the Police and Social Services or the NSPCC (contact the NSPCC: Phone 0808 800 5000, text 88858 or visit nspcc.org.uk/helpline).

Allegations involving physical or sexual abuse, or where a Child's safety is otherwise at risk, must be notified to the Police and Social Services.

If the Welfare Officer is not available or the concern is about a person in charge, then the person in receipt of the information or with the concern, should contact the above agencies directly. Reporting should not be delayed to try and find out more information.

To Social Services:

Social Services has a statutory duty under the Children Act 1989 for the welfare of a Child, the staff therein have a legal responsibility to investigate. This may involve talking to the Child their family and other people who know the Child, to gain information about the Child. Telephone referrals should be followed up in writing within 24 hours of the first report, making note of the name and designation of the Social Services staff member to whom the report was made.

To the Police:

Where allegations or suspicions are of a criminal nature then the Police must be informed. A record must be made of the Crime reference number given by the Police, along with the time and date of the call, and the name of the person taking the report. The Police may join Social Services and conduct a joint enquiry.

The Welfare Officer may not be aware if the allegation or suspicion constitutes abuse or not and as such, may be unclear of the actions required of them. In all cases all information must be supplied, and the trained individuals of the Police and Social Services will make the decision.

4.5 Disciplinary procedures:

Any discovery of allegation must be reported immediately, as mentioned above, but there may also be circumstances which dictate that The Band must take actions to minimise risk to the Child. It may also be appropriate for The Band to wait and take guidance from the investigating agencies before any actions are considered. It may be appropriate to suspend the person being alleged against, from attending The Band until the investigating agencies advise that it is acceptable for them to do so. Contrary to this, allowing the person to continue to attend may increase the risk to the Child.

The Band may suspend or exclude from membership, the person concerned, or may impose other sanctions provided for in The Band's Constitution.

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The British Federation of Brass Bands may suspend or withdraw the individual's status as a registered player
Regardless of allegations and disciplinary procedures, it is essential that the Band maintain the strictest confidentiality.

- 4.6 Allegations of previous abuse:
Allegations of abuse are often made some considerable time after the event, for example by an adult who was abused as a Child, by a member of The Band who still attends The Band and works with Children. In this case, The Band will follow the same procedure as stated above in this document, this is because other Children, maybe in The Band or in other situations, may be at risk from this person.
Anybody who has a previous criminal for offences related to the abuse of Children must be automatically excluded from being given any level of access to Children.

5 Conclusion:

By accepting this policy, The Band has indicated its determination to ensure that Children can be involved in all activities of The Band and can do so with their safety being regarded of paramount importance.
It is essential that this document represents the continual improvement of Child protection within The Band. It is for all members of The Band to promote good practice and procedures whilst maintaining vigilance and awareness of their responsibilities towards Children in The Band.

6 References:

Criminal Records Bureau (See appendix 2)
British Federation of Brass Bands
Sexual Offences Act (2000)
Children's Social Care and Police single point of contact: (01522 782111)
Out of Hours Emergency Duty Team: (01522 782333)
Lincolnshire Police (01522 532222)
Advice from Child Welfare:
www.everychildmatters.gov.uk
NSPCC (0808 8005000)
Children Act 1989
Data Protection Act 1998
Human Rights Act 1998

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Appendices:

Appendix 1

Volunteer Reference Form:

At least two references should be obtained for any member of The Band already holding or wishing to hold positions in the Band which allow significant access to Children (e.g. Conductor; Band Master; Teacher etc), Volunteer or Parent Helper. References should be supplied by an employer or member of a previous organisation.

Reference Request

[.....] (Name of applicant)

Has expressed an interest in becoming a volunteer / official of Swineshead Silver Band and has given your name as a Referee.

If you are happy to provide this reference, you can be assured that the information supplied will be held in confidence and will only be shared with the applicant's immediate senior in The Band, should they be offered a volunteer / official position.

The aim of this reference is in connection with the welfare of Children in the organisation so you must be candid in your comments and evaluation of this person.

If you would prefer to provide a verbal reference, then please call The Band's Welfare Officer:

[.....] Tel: [.....]
(Welfare Officer's name and phone)

How long have you known the applicant?Years /Months

In what capacity?

Would this person be suitable to work with Children or vulnerable adults? Yes / No
(Delete one answer)

How would you describe their personality?
.....
.....

Your name:

Your signature:

Your position:

Your address:
.....

Telephone number:

Date:/...../.....

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Appendix 2

BFBB CRB Checks Implementation

Who needs to be vetted?

- All members of The Band, Parents and helpers who have significant access to Children should be checked.
- The Band's Welfare Officer will keep records of all such people and ensure that they have been vetted.

Obtaining the CRB form:

- Contact Derek Atkinson: 01744 755463 / datkinson486@btinternet.com

Completing the form:

- The BFBB will send guidance notes to help you complete the form, remember to use black ink.
- Do not use liquid paper to correct mistakes, cross out and write again, if it becomes a mess, start a new form.
- The **applicant** must complete in full sections **A, B13, B14, B15 to B19, C, D and H**
- (Ignore E and F which are no longer used).
- The Welfare Officer will complete **section X** after confirming the proofs of identity (original documents are required) supplied by the applicant. Just knowing the applicant does not override the need for proof of identification.
- BFBB's nominated Counter-signatories will complete **section Y**
- Send the form to the BFBB
- Make payment if required, but at the time of writing, checks are free of charge

Results:

- The result of the CRB checks will be sent to the applicant, who must be willing to share the result with the registered body (The Band's Welfare Officer).
- The Welfare Officer will deal with the information supplied.

Absence of CRB check detail:

The absence of information does not guarantee that the individual is safe to work with Children, so it should not be relied on as the only source of information.

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Appendix 3

Incident / Suspicion report form

Use this form to report your suspicion, one reported to you, or an actual occurrence of abuse to a Child.

Name of the Child [.....]
Age or date of birth [.....]

Parent's name [.....]
Address [.....]
[.....]
[.....]
Telephone [.....]

Are you reporting: Your own concerns / Concerns of another person

(Delete one answer)

Your name [.....]
Witness name [.....]
Address [.....]
[.....]
[.....]
Telephone [.....]
Your position in The Band: [.....]

Give a brief description of what has prompted your concerns:

[.....]
.....
.....
.....

Explain any: Physical signs? / behaviour changes? / other indirect signs?

.....
.....
.....

Spoken to the Child? Yes / No (delete one answer) If Yes, then what was said?

.....
.....
.....

Spoken to the Parent? Yes / No (delete one answer) If Yes, then what was said

.....
.....
.....
.....

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Appendix 3 continued

Has anybody been alleged to the abuse? If so, give their details and relationship with the Child:

.....
.....
.....

Have you consulted anybody else? If so, give their details:

.....
.....
.....
.....

To whom have you reported this? Give details:

.....
.....

Your signature: Date:

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Appendix 4

Child Protection Audit Checklist. Swineshead Silver Band

Auditor Name:
[.....]

Welfare Officer Name:
[.....]

Address
[.....]

[.....]
Telephone

[.....]
E-mail address

[.....]

Is the Welfare Officer:

Identified on The Band notice board? Yes / No

Made known to Parents? Yes / No

Made known to Children? Yes / No

Is there a clear and available procedure for reporting concerns? Yes / No

Is the Welfare Officer independent of any direct role involving Children? Yes / No

Is Parental consent in place for emergency medical treatment? Yes / No

Has The Band formally adopted Child Protection Procedures into its Constitution?
Yes / No

Is the Child Protection Policy on display? Yes / No

Have all adults who have access to Children:

Satisfied the Welfare Officer of suitability for their position? Yes / No

Supplied a CRB disclosure? Yes / No

Been made conversant with the Child Protection Procedures? Yes / No

Is it clear that access to Children is restricted to those who have satisfied the requirements stated above? Yes / No

List below the names of all adults with access to Children, include Yes / No to CRB disclosure:

Appendix 4 continued

Name	Position in The Band	CRB checked?
		Yes / No

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		Yes / No

Auditor Signature [.....]

Date [.....]