

Child Protection Policy

Operating Principles

Current: 01 January 2009

Definitions:

Child/Children:	any young person(s) under 18 years of age.
Child abuse:	any neglect or physical, mental or sexual abuse of a child
Band:	Taverham Band
Band Room:	any premises that the band uses for the purposes of practising or performing wherever that may be.
Tutor:	any person authorised by the band to assist or to be solely responsible for the teaching of a child.

Responsibility for child protection

The person immediately responsible for child protection within the band is the tutor lecturing at any given time.

The person ultimately responsible for child protection within the band is the Designated Child Protection Officer.

Child Protection Officer

The person designated as Child Protection Officer shall be a committee member.

Duties:

- To monitor the application of the band's child protection policy.
- To develop the band's Child Protection Policy as necessary.
- To receive reports of alleged child abuse and to take the necessary steps and actions set out in Appendix 1 of this policy.

Alternate Child Protection Officer

The person designated as Alternate Child Protection Officer will be a full member of the band.

Duties

- To deputise for the Child Protection Officer in his/her absence
- To receive reports of alleged child abuse which cannot be raised with the Child Protection Officer.

Public Liability Insurance

The band maintains a policy of Public Liability Insurance.

Training of Band Members

The band's Child Protection Officers will attend official training courses organised by Norfolk or Suffolk County Councils as necessary. They will ensure that cascade training is delivered to band officials and awareness training is given to all other band members on an annual basis.

Tutors

At the inception of the band's Child Protection Policy, 01 November 2007 the following, existing, band tutor(s) are exempt from the need for retrospective appointment procedures:

Shaun Byrne

Appointment of Tutors.

Persons providing tuition to children will be investigated for any previous offences against children.

They will be required to complete an application form detailing all previous positions held with other bands and the names and addresses of referees. They will also sign a declaration.

References will be sought and the applicant will be interviewed by the band's committee.

An investigation will be conducted with the Criminal Records Bureau (see appendix 2).

If satisfactory reports are received the applicant may be appointed for a probationary period of six months during which time the person ultimately responsible for child protection within the band will monitor the teaching methods of the tutor.

Tutor behaviour

The band operates a "no touch" policy for all members and officials including tutors.

Tutors should not teach on a "one to one" basis. If this is unavoidable a chaperone should be in the vicinity of the place where the tuition is taking place.

Tutors should respect the band's dress code.

Tuition in the Tutor's Home

Any tuition undertaken in the tutor's home will be their sole responsibility and will not be subject to this Child Protection Policy. However, they are recommended to observe the principles of this policy to ensure the mutual safety of both tutor and child.

Transporting Children

All band members who fetch and carry children (other than members of their own family or those for whom they act as legal guardian) to and from rehearsals or band functions are instructed not to be in a situation of having a lone child in their car at any time.

Remainder of this page left blank

Band Tours

On any tour the band will ensure that sleeping and toilet arrangements for male and female members, children and adults, are separate. The only exception will be family groups travelling together and who accept or request communal arrangements.

Sleeping arrangements for children outside family groups will be overseen by an adult member of the band of the appropriate sex who will be available nearby in a separate room.

For every eight children touring with the band, one adult member will be in attendance with a minimum of 2 adults at any one time.

First Aid

A person trained in first aid will be present at all band rehearsals and functions.

Parents and Guardians

Parents and guardians must accompany their child into the band room or concert venue and not leave him/her anywhere on the premises outside.

Parents and guardians will be given a time at which it is expected the rehearsal or concert will end and are expected to be present to collect their child at that time.

In the event that the parent or guardian is not present at the appointed time two adult members of the band will remain with the child until the parent or guardian arrives or until other arrangements for the transportation of the child are agreed.

The parent or guardian of a child will be asked to sign a consent form agreeing to their child(ren) participating in band events and informing the band of any special circumstances affecting their child.

Note:

Having sought legal opinion the band will **NOT** adopt the terms of section 15 of the Child Protection Policy of the East Anglian Brass Band association. This provides that parents and guardians will be required to sign a disclaimer which states that neither the band nor any member of the band will be sued for any injury or accident to any child provided that the band's public liability insurance is current.

Photography and Filming

For the purpose of this section the terms "photograph" and "photography" shall include other media such as film and video and cover both digital and physical mediums and includes camera phones and all other image recording technology of any kind.

The band encourages photography both to promote the band and to celebrate the achievements of its members especially those of its child members,

Parents and Guardians will be asked to consent to their child(ren) being featured in official band photographs when they sign the general consent form. Such photographs may appear in the public domain

The band recognises that at events to which the general public are invited or are otherwise free to attend they cannot restrict the taking of photographs unless this infringes any copyrights applying to the material being performed

For those wishing to take photographs in other situations an application form setting out the purposes of the photography must be completed and a set of guidelines observed.

Copies of the Photography and Filming Guidelines are available on request.

Privacy and Dignity

Dress Code

The band requests that all members avoid any attire that may be misconstrued, deemed provocative or of an embarrassing nature.

Tutors are specifically instructed to follow the dress code.

Children will not be admitted to the band room or other rehearsal place if the tutor is not satisfied that their attire meets the standards set out above.

Changing Facilities

All band members will respect the needs and sensitivities of others for privacy when changing. Adult members of the band are instructed not to change clothing down to their underwear in the presence of children.

Toilet Facilities

The band room will provide adequate toilet facilities for both males and females.

Third Party Venues

The band will ensure that measures to protect children are no less than apply in the band room.

Remainder of this page left blank.

Appendix 1

Handling Allegations of Abuse - “Whistle blowing”

Please also see refer to the separate Reporting Allegations document.

It is the duty of everyone in the band to pass on any concerns or allegations of child abuse without delay.

Ideally all concerns will be referred to the Child Protection Officer who will refer the concern to Social Care Services.

It is important that any child protection concern is shared with Social Care Services and that a joint and open decision is made as how to proceed.

In the rare situation that the concern or allegation involves the Child Protection Officer the matter should be raised with the Alternate Child Protection Officer. If this is also inappropriate the band member may refer directly to Social Care Services.

In an emergency dialling 999 may be the only sensible course of action.

Both Social Care Services and the police will advise, assist and support us or you in any future actions we need to take, such as informing parents.

Any disclosure made in good faith to a Child Protection Officer will be protected if the whistleblower has a reasonable suspicion of child abuse

Confidentiality and Information Sharing

All personal information will be treated as confidential.

Confidential information may be disclosed to Social Care Services or the police if a child's health and welfare needs protecting, or when a crime has been, or may be, committed.

In cases where medical or other sensitive information is held members of the band will only be informed on a “need to know” basis.

If a disclosure of abuse is made by a child or young person it is important for everyone to understand that they may not promise confidentiality.

A young person of 16 years or younger (if they can understand and make their own decisions) may give or refuse consent to referring a disclosure.

Appendix 2

Criminal Records Bureau

Under the Children Act 1989 a “childcare” organisation provides activities outside the home for more than 2 hours at least 6 times per year.

For those who have regular contact with children a “**standard disclosure**” is required. This contains details of any spent or unspent convictions, cautions, reprimands and final warnings recorded by the police centrally. It will also indicate if there are no such matters on record.

For those who are involved in the regular care of children, training or supervision of children and young people below the age of 18 “**enhanced disclosure**” is required for those who have unsupervised access to or sole charge of children and young people.

An enhanced disclosure contains the same details as the standard disclosure and more in depth disclosures including confidential police reports.

Where a disclosure from the CRB is required the exact requirements will be determined by the Child Protection Officer at the time with regard to the legislation in force at that time.

End of document.

Date of Document: 20 January 2010