



Wadhurst Brass Band - Child Protection Policy

Child Protection Summary

On the 18th November 2014 the committee of **Wadhurst Brass Band** adopted a policy for the protection of children, young people and vulnerable adults. This is a summary of the policy which includes amendments made on 19th February 2019.

Policy

This policy, agreed by the committee of the Band who are responsible for its affairs, commits the Band to the following statement of policy. Provisions relating to children and young people shall also apply, where consistent, in relation to any vulnerable adults who may become members of the Band.

- In all activities of the Band involving children and young people, the welfare of the child is paramount.
- All children and young people who are members of the Band have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs.
- This policy applies to all members of the Band, its officers, the musical director and others with positions of authority in or representing the Band.
- Children and young people and their parents are informed of the policy and procedures as appropriate.
- All concerns and allegations of abuse will be taken seriously by officers, committee members and others in positions of authority and responded to appropriately including by referral to Safeguarding Adults Services or Children's Services and, in emergencies, to the Police.
- The Band is committed to safe recruitment, selection and vetting of officers and members who work with young people who are members of the band.
- The Band will comply with the principles, legislation and guidance underlying the safeguarding of children including health and safety and anti-bullying.
- The Child Protection policy and procedures of the Band will be reviewed by the Band Committee on an annual basis, usually at the first committee meeting after the Annual General Meeting.

How we will implement the policy

References to a "young person", "young people" or "children" apply to young people under 18 years of age and also to any adult members of the band who are vulnerable by reason of physical or other disability. These procedures are intended first to protect young people from abuse while engaged in the activities of the band and secondly to avoid allegations of abuse against officers and other members of the band.

Young people will be encouraged to develop musically and socially in an unthreatening, open environment. Occasionally members may rehearse, socialise or travel in small groups and all members should be aware that physical, sexual or emotional abuse or neglect of a young person is more likely to occur in such circumstances.

In order to minimise the risk of abuse or an allegation of abuse, the Band and its members shall:

- Ensure that, whenever possible, parents take responsibility for their own children.
- Follow an “open door” policy. No adults to be alone with a child in a closed room.
- Avoid being alone with a child or children on a car journey, however short, unless there is no other option and the child’s or children’s parents have given permission.
- Not engage in or allow inappropriate physical contact of any kind.
- No personal verbal abuse and inappropriate use of electronic communication and social media.
- Not encourage or condone the illegal acquisition or consumption of alcohol by young people and, where consumption of alcohol is legal, for example with a restaurant meal, try to ensure that a young person does not drink to excess.
- Ensure, so far as possible, that photographs published by the Band do not expose any young person to risk.
- Carry out, as necessary and appropriate, risk assessments in relation to engagements and venues.

The Committee shall appoint a Child Protection Officer to oversee the implementation of the policy and procedures and to be the first point of reference in the event of a complaint or suspicion of abuse. Such person must be the holder of a clear DBS certificate.

If any member of the band is concerned that abuse has occurred, or may occur to themselves or another person, he or she should refer the matter immediately to the Child Protection Officer or, if he/she is not available or the complaint relates to the conduct of the Child Protection Officer, to the Chairman of the Band or another committee member of trust.

The Child Protection Officer or other person receiving a complaint must not conduct any investigation but should refer the complaint as soon as possible to the Band Manager and to Social Services and/or, in case of emergency, to the Police. Other useful contacts are

East Sussex County Council - Child Protection and Safeguarding Duty and Assessment Team West (for Eastbourne, Lewes and Wealden): Phone: 01323 464222.

Childline: Phone 0800 1111

Any member of the Band who finds himself or herself in a compromising situation should immediately withdraw from that situation and speak to a trusted friend or seek other advice about it. Similarly anyone

who observes another Band member putting him or herself at risk of an allegation should speak to the member concerned or to the Child Protection Officer with a view to discreetly avoiding embarrassment.

The Child Protection Officer is **Sam Daly** and she can be emailed at cpo@wadhurstbrassband.co.uk or samdaly2000@hotmail.com or telephone numbers 01580 878187/07722797330.

Child Protection Policy

Young Member's Code of Conduct

Until you are 18 years old the band has certain legal responsibilities for your welfare while you are taking part in band activities. We know that you would like the band to be a safe and enjoyable place to be.

So the adult members of the band have agreed to make the band just that.

But young members have responsibilities too.

By working together, all members, young and old, can enhance the overall quality of enjoyment we **all** get from our band.

Please:

Treat everyone how you would like to be treated.

Arrive on time for your lesson, rehearsal or concert with the correct clothes and equipment.

Tell somebody if there is something you do not like.

Lend a helping hand around the band room.

And finally, join in and enjoy your music making

Child Protection Policy Parental Consent Form

Name of Child _____

Date of Birth _____

Address _____

_____ Post Code _____

Telephone Number _____

Mobile _____

E-mail Address _____

Emergency Contact Telephone Number _____

Alternative Emergency Contact Telephone Number _____

Has your child any special medical, dietary or cultural needs? Yes/No

If yes please provide details: _____

Is your child fit to take part in band rehearsals and performances? Yes/No

Please give details of any additional needs or support required: _____

We may need to ask you for more details to ensure that your child can enjoy our activities as safely as possible.

Declaration and consent

I have received, read and understood the band's child protection policy. I agree that my child, named above, may take part in all activities undertaken by Wadhurst Brass Band.

I consent to my child appearing in official band photographs, films and videos. I understand that my consent will be sought before any other photographs, film or videos are taken other than those taken at events to which the public are invited or may freely attend and over which the band has no direct control. I consent to data identifying my child being held on computer records for band administration purposes only.

Data Protection: Data collected on this form will be treated as strictly confidential and not disclosed to anybody except on a need-to-know basis for the care and protection of your child. Information held by the band will be subject to the provisions of the Data Protection Act 2018 (DPA 2018) and General Data Protection Regulation (GDPR) which came into effect on 25 May 2018. Data deemed to be sensitive will be held securely and in an appropriate format.

Signed _____ Date _____

Name in Block Capitals _____

Relationship to child _____

Child Protection Policy

Adult Member's Code of Conduct

By observing some simple obligations and behaviours the adult members can enhance the overall quality of the band so that the participation of children and young people is safe and enjoyable.

Please:

- Treat all children and young people with respect and dignity.
- Ensure that their welfare and safety are paramount at all times.
- Always act in a professional way and do not accept bullying, swearing or other disruptive behaviour.
- Liaise openly with parents and carers.
- Only use physical contact if absolutely necessary
- Avoid being alone with children or young people at all times.
- Listen to, and act upon, any disclosure, allegation or concerns of child abuse (physical, mental or sexual).
- Attend such training as the band committee consider necessary.
- Help to make band activities fun and enjoyable for children and young people.

Child Protection Policy

Photography and Filming

Definition

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 young members,
- The band recognises that at events to which the general public are invited or are otherwise free to attend they cannot always restrict the taking of photographs or films unless this infringes any copyrights applying to the material being performed.
- Parents and Guardians will be asked for their consent before their child(ren) are featured in official band photographs when they sign the general consent form. Such photographs may appear in the public domain.
- For those wishing to take photographs in other situations the following guidelines apply:

Photographs shall be taken openly and away from any changing areas. The photography of children in swimsuits or any other state of semi-dress is expressly forbidden. Where photographs are made available to third parties or published only minimal identification data in captions will be allowed.

Photographs should only be taken during band activities and in the band room or at such other venues where band activities take place.

Any person wishing to photograph the band and/or its members, other than at concerts to which members of the public are invited or may freely attend, must apply to the band giving reasons for the request, the proposed content of the photographs, and the purpose to which the material will be put.

The band reserves the right to refuse to allow photography of its activities and members.

If, after recording the images the photographer wishes to alter the use to which the material is to be put this can only be allowed with the agreement of the Child Protection Officer.

Child Protection Policy

Reporting Allegations

An allegation against a member of staff or volunteer may arise from a number of sources e.g. a report from a child, a concern raised by another adult in the organisation, or a complaint by a parent or carer.

Initial Action by Person Receiving or Identifying an Allegation or Concern The person to whom an allegation or concern is first reported should treat the matter seriously and keep an open mind.

They MUST:

- Make a written record of the information (where possible in the child/adult's own words) including time, date, and place of incident(s), persons present and what was said. Information recorded must be factual and not based on opinion.
- Sign and date the written record. (Including their own printed name)
- Give assurance that information will only be shared on a need to know basis.
- Immediately report the matter to the Designated Child Protection Officer, or the deputy in his or her absence or where the DCPO is the subject of the allegation.

They MUST NOT:

- Investigate
- Ask leading questions if seeking clarification
- Make assumptions
- Offer alternative explanations
- Promise confidentiality (see below)

Our Child Protection Officer (as of 2018) is –

Sam Daly; her phone numbers are 01580 878187 and 07722797330

The Deputy Child protection Officer (awaiting ratification of committee) is –

Suzanne Healy (Leader of L-Plate Brass); her phone number is 07855 273996

Child Protection Policy

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: Wadhurst Brass Band and/or L-Plate Brass

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 full member of the band.

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 this policy.

Deputy Child Protection Officer

The person designated as Deputy 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.