

Poynton Youth Brass Band Child Protection Policy November 2023

1. Introduction

Poynton Youth Brass Band recognises its moral and statutory responsibility to safeguard and promote the welfare of all children who are members of the band and expects all adults involved with the operation of the band to share this commitment.

We recognise that all children, regardless of age, disability, SEND, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse. Our band is committed to creating and maintaining a safe environment for children and young people, identifying where there are child welfare concerns and taking action to address them, in partnership with families and other agencies. We will ensure concerns are discussed with parents/carers first unless we have reason to believe that by doing so would be contrary to the child's welfare. This policy underpins and guides our procedures and protocols.

We will:

- 1.1 Safeguard the welfare of young people and its members.
- 1.2 Make all children and young people aware that they may talk with an independent person.
- 1.3 Apply agreed procedures for protecting young people to all volunteers associated with the bands.
- 1.4 Issue guidelines to all volunteers on how to deal with any disclosure or discovery of abuse.
- 1.5 Identify any areas of training for its volunteers, relating to implementation and administration of policy procedures in the prevention of child abuse.
- 1.6 Follow the Child Protection guidelines issued by the Brass Bands England Federation.

2. Child Protection Policy Statement

Poynton Youth Brass Band Management Committee / Trustees and all Volunteers associated with the band, will check that we:

- 2.1 Safeguard the welfare and well-being of the children and young people linked to our group.
- 2.2 Provide a safe environment where children and young people are always listened to and encouraged to talk about themselves, their family, their lives and experiences or concerns they might have.
- 2.3 Recognise that children and young people may suffer abuse in many forms – Physical, Sexual, Emotional and/or Neglect.

3. Behaviour Statement:

3.1 We will always:

- treat children and young people with respect
- treat all volunteers with respect and set an example for others to follow
- be non-judgmental when dealing with children and young people and respect their individual rights.
- respect the 'right to privacy'.
- show tolerance towards children, young people and volunteers.
- recognise and encourage the achievements of band members.
- remember that insults or verbal abuse from anyone will not be tolerated and need to be challenged.
- be vigilant when dealing with a sensitive matter or situation.
- be aware of the possible implications of physical contact with children and young people. We recognise that our actions, no matter how well intended, might be misinterpreted.
- check that other adults are present when we are assisting children and young people with uniform change.
- ensure that all children and young people are supervised at all times by at least one responsible adult, particularly when they are waiting for and after band practice sessions, concerts, competitions, or auditions.
- ensure that at least one committee member is present with the Musical Director when additional rehearsal or workshops are held. The committee member or parent will be provided with a copy of the Emergency Contact list for all players. The list must not be disclosed to any third party or organisation. If a committee member or parent is not available, the additional rehearsal must be cancelled.
- check that reasonable precautions are taken to protect children and young people from 'outsiders' in particular when attending venues for competitions or concerts.
- inform someone of our whereabouts and use a rehearsal room with a window, with a member of the Committee or parent nearby outside if 1:1 or small group tuition is required. All Poynton Youth Brass Band musical directors, tutors and volunteers have been checked by the organisation's safeguarding procedures and have the total support from the committee of trustees. It is therefore unnecessary to have another adult present when 1-1 instruction or audition is required unless this is requested by a parent or the MD / Tutor believes it may be appropriate. Young people can get nervous playing if too many people are observing them and this must always be considered in such circumstances.
- ensure a member of the Committee or parent is present if 1:1 tuition is being provided by someone from outside the organisation.
- seek advice whenever in doubt.
- ensure that players will not take part in any activity if we believe there may be a health & safety risk to anyone in the organisation.

3.2 We do not:

- allow bullying
- allow children or young people to feel "down trodden" or to be made a "fool of" by anyone.
- make suggestive remarks, gestures or detrimental comments in the presence of children and young people.
- respond with negativity or sarcasm.

- allow ourselves to be drawn into any situation that might appear improper.
- jump to conclusions

3.3 We will seek to prevent bullying by:

- Developing a code of behaviour that sets out the 'dos and don'ts' in terms of how everyone involved in the Band is expected to behave, both in face-to-face contact and online.
- Advertise and promote the band in a way that will help to attract members from diverse groups.
- Providing welcome information to new members and help them to settle in.
- Holding discussions with members, volunteers, young people, adults at risk and families who are part of the Band to ensure that they understand our anti-bullying policy.

When bullying occurs, we will respond to it by:

- Addressing the issue from the point of view of the person being bullied, the bully, any bystanders and the band as a whole;
- Reviewing the plan developed to address the bullying, to ensure that the problem has been resolved;
- Avoiding any punishments that make the individuals concerned seem small, or look or feel foolish in front of others.

4. Photographs / Videos / Social media / Band website

Official photographs and videos of the band may be used to publicise and promote the band through such means as the PYBB official web site, PYBB Face Book page, CD covers, DVDs, brochures, newspaper articles etc. Parents will be given the opportunity to state if they do not wish their children's photos to be used for such purposes. Permission is obtained prior to posting images of band members on official and websites and social media pages through the membership form.

Personal details such as phone numbers and email addresses must not be posted online. It is important to consider the age range of band members when posting images and comments on pages and ensure that these are appropriate and in keeping with our band ethos. PYBB's Facebook page is monitored regularly (Janet Sawyer) and any inappropriate content will be removed. Individual players must not be identified by tagging on the PYBB Face Book page.

It is best practice for adult members of the band not to be social media friends with children and young people who are members of the band. This is particularly important with social media forms that allow individual private communication. Any content which raises a safeguarding concern should be reported to the Band Safeguarding Officer using the procedure outlined in the band's safeguarding procedures.

5. Actions statement for suspected abuse:

We will be proactive at all times and be ready to recognise the signs and symptoms. If we suspect, or if informed that a child or young person is experiencing abuse, we never try to investigate further. We will always refer to the guidelines as set out for reporting an allegation (see appendix C) and seek further advice from *Cheshire East First Contact Services*. We do not pass judgement on what is said. We will try to reassure the child or young person. We do not ask questions about what we might

suspect. We make it clear that we are available to listen and can offer support but that we MUST pass on the information.

6. Administration of policy:

6.1 Poynton Youth Brass Band recognises the importance of the implementation of a Child Protection Policy and has, therefore, identified a nominated person, George Bulman, (Child Protection Officer) who is responsible for co-ordinating the Child Protection Policy and monitoring its implementation in practice.

6.2 The Poynton Youth Brass Band Child Protection Policy will be reviewed on an annual basis.

7. Admission of new volunteers, committee members / trustees

7.1 All new volunteers, committee members / trustee members of Poynton Youth Brass Band must also complete an application and declaration form (Appendix B) which will provide the following:

- Name, address, date of birth.
- Details of any previous experience of working with children/young people.
- Details of any convictions for criminal offences against children, including “spent” convictions (Rehabilitation of Offences Act (exemptions) order 1975)
- Permission to carry out a Disclosure and Barring Service (DBS) disclosures check.
- Signature

7.2 Discriminations and Barring Service (DBS) checks will be taken up on all new Poynton Youth Brass Band volunteers. The DBS update service may be used if this is available for a prospective volunteer.

8. Private Tuition

Musical Directors and Tutors who provide private tuition to members of Poynton Youth Brass Band must make it clear to parents that such private arrangements are not made with Poynton Youth Brass Band and are not covered by the Poynton Youth Brass Band procedures or insurance.

9. Position of trust and possible abuse

Musical Directors, Tutors and volunteers will have a “relationship of trust” with the young people attending Poynton Youth Brass Band. A “relationship of trust” is defined in law as where an adult (18 years or older) has power or authority in a young person’s life (under 18 years) and may have a key influence on their future, by the nature of their role within an organisation. A person aged 18 or over is also said to be in a position of trust in relation to a younger person if they advise or train them.

This power or influence might be abused to persuade and encourage or intimidate a child or young person into certain behaviours or activities. All people in the organisation must recognise the responsibility they have to make sure they do not abuse their positions of trust.

The Sexual Offences Act (2003) re-enacts and extends the abuse of relationship / position of trust offences set out in the Sexual Offences (Amendment) Act (2000)6. It is a criminal offence for anyone working in an education setting to have a sexual relationship with a young person, even when the young person is over the age of consent but under 18 years of age.

10. Reporting allegations

If an allegation is made, or concerns are raised, the person in receipt of the alleged allegation shall make a record as detailed in Appendix A:

Poynton Youth Brass Band will report any allegations to:

- a) Cheshire East Council First Contact Services 0300 123 5033
- b) CEC Children Assessment Team (via First
Contact Services) 0300 123 5012 (M-Th 8.30 to 5pm, Fr to 4.40pm)
Out of hours 0300 123 5022
- c) Police 101

CHILD PROTECTION POLICY - REPORTING ALLEGATIONS

Name of child _____ Age/date of birth _____

Parent/Carer's name _____

Address _____

Telephone number _____

Are you reporting your own concerns or passing on those of someone else? Give details of witnesses

Brief description of what has prompted concerns: include date, time, location etc. of any specific incidents

Any physical signs? Behavioural signs? Indirect signs?

Have you spoken to the child? If so, what was said?

Have you spoken to the parent(s)? If so, what was said?

Has anybody been alleged to be the abuser? If so, give details, including relationship with the child.

Have you consulted anyone else? Give details.

Your name _____ Position _____

To whom reported and date reported? Give contact information for further reference

Signature _____ Date _____

ADMISSION OF NEW VOLUNTEERS / COMMITTEE MEMBERS

All new volunteers and committee members of **Poynton Youth Brass Band organisation** must complete this application form. This is required by the Brass Bands England and Poynton Youth Brass Band Child Protection Policy. As the role you are applying for involves contact with children, you will be required to undergo the relevant vetting and barring checks. All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access information held about you.

Name:	
Previous names if applicable and date(s) each name was used (MM/YYYY)	
Address with postcode:	
Telephone/mobile number:	
Date of Birth:	
Details of any previous experience of working with children/young people	
Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children? If yes, please provide further information.	Yes/No
Have you ever been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children? If yes, please provide further information and details of the outcome.	Yes/No
Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children? If yes, please provide further information.	Yes/No
Do you have any unspent convictions or conditional cautions?	Yes/No

<p>Do you have any spent cautions (simple or conditional) that are not 'protected' as defined by either:</p> <ul style="list-style-type: none"> • The Rehabilitation of Offenders Act 1974 (exemptions) Order 1975 as amended in England, Scotland and Wales • Or the Rehabilitation of Offenders (Northern Ireland) Order 1978 as amended in Northern Ireland? 	<p>Yes/No</p>
<p>Do you have any overseas convictions? If so, please provide further information.</p>	<p>Yes/No</p>
<p>Confirmation of declaration (tick box on the right of each statement)</p>	
<p>I agree that the information provided here may be processed in connection with recruitment purposes and I understand that the offer of a role within PYBB may be withdrawn if information is not disclosed by me and subsequently comes to the committee's attention</p>	<input type="checkbox"/>
<p>If required, I agree to providing a valid criminal record certificate and consent to PYBB clarifying any information provided on the disclosure with the agencies providing it</p>	<input type="checkbox"/>
<p>I agree to inform PYBB within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people</p>	<input type="checkbox"/>
<p>I understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by PYBB to other persons or organisations in circumstances where this is considered necessary to safeguard children.</p>	<input type="checkbox"/>
<p>a) Disclosures and Barring Service (DBS) disclosures checks are required for all new volunteers. I hereby give permission for Poynton Youth Brass Band to carry out a DBS disclosures check.</p>	
<p>b) As a Poynton Youth Brass Band Committee Member/ Volunteer I acknowledge receipt of, and confirm I have read and agree to comply fully with, the Poynton Youth Brass Band Child Protection Policy.</p>	
<p>c) I agree to keep all contact details for players confidential and not to circulate to any other person or organisation.</p>	
<p>Signature</p>	
<p>Print name</p>	
<p>Date</p>	

Dealing with a safeguarding concern

Ways that abuse might be brought to your attention:

- A child or adult might make a direct disclosure about him or herself.
- A child or adult might make a direct disclosure about another person.
- A child or adult might offer information that is worrying but not a direct disclosure.
- A member of the band or volunteer might be concerned about the appearance or behaviour of a child or adult at risk, or about the behaviour of someone (e.g. a parent or carer) towards a child or adult at risk.
- A parent or carer might make a disclosure about abuse that a child or adult is suffering or at risk of suffering.
- A parent or carer might offer information about a child or adult that is worrying but not a direct disclosure.

When talking to a child or adult who has told you that he/she or another person is being abused:

- Reassure them that telling someone about it was the right thing to do.
- Tell him/her that you now must do what you can to keep him/her (or the person who is the subject of the allegation) safe.
- In the case of an adult with mental capacity, ask them if they will give their consent to the information being passed on to an external investigating agency.
- Let them know what you are going to do next (i.e. discuss the matter with the band Welfare Officer).
- Let the person tell their whole story. Don't try to investigate or quiz them, but make sure that you are clear as to what they are saying.
- Ask them what they would like to happen because of what they have said, but don't make or infer promises you can't keep.
- In the case of a child, give them the ChildLine phone number: **0800 1111**.
- In the case of an adult, check out whether they have anyone they can talk to about the matter; if not, tell them that they can talk to you (if you are willing for them to do so).

Helping someone in immediate danger or in need of emergency medical attention:

- If someone is in immediate danger and is with you, remain with them and call the police.
- If the person is elsewhere, contact the police and explain the situation to them.
- If the person needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.
- If the first aider is not available, use any first aid knowledge that you may have yourself to help the person.
- You also need to contact the band's named Welfare Officer responsible for child protection/adult safeguarding to let them know what is happening.

A decision will need to be made about informing the person's family and the local authority children's social care department, and when they should be informed. If you have involved the police and/or the health services, they should be part of this decision. Consider the welfare of the child or adult in your decision making as the highest priority. Issues that will need to be considered are:

- the person's wishes and feelings;
- in the case of an adult, their consent or the withholding of their consent, and whether there are 'vital interests' or mental capacity issues to consider;
- in the case of a child, the parent's right to know (unless this would place the child or someone else in danger, or would interfere with a criminal investigation);
- the impact of telling or not telling the parent or family;
- the current assessment of the risk to the person and the source of that risk;
- any risk management plans that currently exist.

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the flowchart at the end of this section.

Keeping a record of your concerns

It is important to keep a clear detailed record of events and communication in relation to the concern. It can be used to forward information to the statutory child protection or adult safeguarding authorities if a referral to them is needed. The form/log should be signed and dated by all those involved in its completion and kept confidentially on the person's file. The name of the person making the notes should be written alongside each entry.

