

# **Otley Brass Association**

## **Child Protection Policy June 2015**

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## Points of Contact

**Child Protection Office:** vacant

**Chairperson:** Jamie Highton

07988720433

**Otley Brass Band Manager:** Ann Ridgeway

**Wharfe Brass Band Manager:** vacant

## General Principles

It is the policy of Otley Brass Association to safeguard the welfare of all members by protecting them from neglect and from physical, sexual and emotional harm. Accordingly Otley Brass Association is committed to:

- taking into account in all its considerations and activities the interests and well-being of young people;
- respecting the rights, wishes and feelings of the young people with whom it is working;
- taking all reasonable practicable steps to protect them from neglect, physical, sexual and emotional harm as defined below;
  - i. Physical includes, for example, intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or rough physical handling.
  - ii. Emotional includes, for example, intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes which discriminate on the grounds of race, gender, disability or sexuality.
  - iii. Sexual includes, for example, sexualised behaviour towards young people, sexual harassment, sexual assault and rape.
  - iv. Neglect: may include failing to act to protect a child or children, failing to seek medical attention or failure to carry out appropriate/proper risk assessment etc...
- promoting the welfare of young people and their protection within a relationship of trust.

## Responsibilities within the Child Protection Policy

- a. All adults aged 18 or over within Otley Brass Association are responsible for the operation of the Association's Child Protection Policy.
- b. It is the responsibility of all adults to ensure that:
- their behaviour is appropriate at all times;
  - they observe the rules established for the safety and security of young people;
  - they follow the procedures set out below following suspicion, disclosure or allegation of child abuse;
  - in every respect, the relationships they form with the young people are appropriate.
- c. The '**Otley Brass Association Code of Behaviour**' sets out a Code of Behaviour, which is essential for all adults in Otley Brass Association to follow. Adults who fail to implement the Code of Behaviour or procedures issued by the committee may have the matter drawn to the attention of the chairperson who must take appropriate disciplinary action.
- d. Adults must not consume alcohol when they are directly responsible for young people on a band activity and must not permit young people (aged under 18 years) to consume alcohol on band activities.
- e. The use of illegal substances on band activities is unacceptable and appropriate action should be taken where necessary by the chairperson.
- f. Otley Brass Association must designate one or more Child Protection Officers. They shall have the responsibility of advising the Committee on the implementation of the Association's Child Protection Policy. As an ex officio member of the Association's committee the Child Protection Officer will provide advice and training to the committee at each meeting and to the wider membership as required. They shall also have a specific remit for monitoring compliance with these policies within the band and reporting their findings to the committee.
- g. The designated Child Protection Officer should receive appropriate training carried out every two years in order to:
- Understand the assessment process for providing early help and intervention.
  - Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
  - Ensure each member of the Association has access to and understands the Association's child protection policy and procedures.
  - Be alert to the specific needs of children in need, those with special educational needs and young carers.
  - Be able to keep detailed, accurate, secure written records of concerns and referrals.

- Obtain access to resources and attend any relevant or refresher training courses and implement as appropriate.
- Encourage a culture of listening to children and taking account of their wishes and feelings.

h. Band Managers and Musical Directors must be satisfied that all those whom they invite to assist them in the work of the Association are 'fit and proper' persons to carry out the tasks to be given to them and are aware of their responsibilities under the Association's Child Protection Policy.

i. In cases where there is an allegation or suspicion of child abuse the Chairperson or Band Manager of the relevant band, as appropriate, must immediately take steps to ensure that no banding situation arises which could cause further concern and that no adult or youth member is placed in a position which could cause further compromise. To this end, suspension of membership may be necessary.

j. The Chairperson must consult the Safeguarding Team at Leeds City Council as soon as possible in the event of any incident, concern or allegation of abuse being made. In any event this must occur within 24 hours of the incident being reported.

k. Where urgent issues of child protection are involved the Chairperson has the authority to suspend the membership of any adult or youth Member.

l. Nothing in the rules of the Association, or any guidance produced by it, may be construed as permitting an adult to take a young person away on an activity alone. No activity may take place where only one adult and one young person are present.

m. All adults with potential unsupervised access to young people must have undergone a Disclosure and Barring Service check.

n. All adult volunteers working with young people in the organisation must have a current Disclosure and Barring Service check.

o. Records should be kept indicating that all members of the association have read and understood this Child Protection Policy and that they agree to adhere to it.

p. New adult members of the association will be given a welcome pack containing this Child Protection Policy and must sign their record card to indicate understanding.

## Otley Brass Association Code of Behaviour

- **Do** take any allegations or concerns of abuse seriously and refer them to the relevant Band Manager, Child Protection Officer or Chairperson.
- **Do** keep to this code at all times.
- **Do** treat everyone with dignity and respect.
- **Do** set an example for others to follow.
- **Do** treat all young people equally – do not show favouritism.
- **Do** plan activities that involve more than one other person being present, or at least within sight and hearing of others.
- **Do** respect a young person's right to personal privacy.
- **Do** avoid unacceptable situations within a relationship of trust, eg a sexual relationship with a young person who is over the age of consent.
- **Do** have separate sleeping accommodation for young people when on overnight trips.
- **Do** allow young people to talk about any concerns they may have.
- **Do** encourage others to challenge attitudes or behaviours they do not like.
- **Do** avoid being drawn into inappropriate attention-seeking behaviour, eg tantrums and crushes
- **Do** make everyone (young people, parents and carers and other helpers) aware of our safeguarding arrangements.
- **Do** remember this code at sensitive moments, eg when helping someone who has been bullied, bereaved or abused.
- **Do** remember someone else might misinterpret your actions, even if you mean well.
- **Do not** trivialise abuse.
- **Do not** form a relationship with a young person that is an abuse of trust.
- **Do not** drink alcohol when you are directly responsible for young people and never allow young people on band activities to drink alcohol.
- **Do not** allow abusive activities, eg initiation ceremonies or bullying.
- **Do not** take part in inappropriate behaviour or contact, whether physical, verbal or sexual.
- **Do not** take part in physical contact games with young people.
- **Do not** make suggestive remarks or threats to a young person, even in fun.
- **Do not** use inappropriate language when writing, phoning, emailing or using the internet.
- **Do not** let allegations, suspicions, or concerns about abuse go unreported.
- **Do not** rely just on your good name to protect you.

## Transport, Trips and Residential Activities Policy

It is the responsibility of all adults to observe the Otley Brass Association Code of Practice at all times. If it is necessary to provide transport or take children away from home the following additional practices must be followed.

- Where practicable, request written parental/guardian consent if adults are required to transport children.
- Always tell another adult that that you are transporting a child, give details of the route and the anticipated length of the journey.
- Ensure all vehicles are correctly insured.
- Ensure all reasonable safety measures are taken, e.g. children in back seat, safety belts worn.
- Ensure, where possible, a male and female accompany mixed groups of children. These adults should be familiar with and agree to abide by the OBA child protection policy.
- Always plan and prepare a detailed programme of activities and ensure copies are available for other members and parents/guardians

**NB.** It may be necessary for member to do things of a personal nature for children, particularly if they are young. These tasks should only be carried out with the full understanding and consent of the child and where possible their parents/guardians. It is important to respect their views.

## First Aid and Treatment of Injuries

Where practicable all parents/guardians of children under 16 must inform the relevant band manager or Committee of any medical conditions and medicine being taken. If a child requires first aid or any form of medical attention whilst in the care of Otley Brass Association, then the following good practice must be followed:

- In the first instance an injury will be assessed as to how serious it is by a responsible adult. If the injury is as a result of a fall from height, a knock to the head, a wound which bleeds or an abnormal swelling, then appropriate medical advice should be sought.
- If a child requires hospital attention, parents should be contacted and asked to meet their child at the hospital. If the child needs to travel by ambulance, they should be accompanied, where possible, by a member of the Association with pastoral responsibility. If the injury is not serious enough to require an ambulance, the child should be taken to hospital by a member of the Association with pastoral responsibility who will wait at the hospital until the child's parents arrive.
- All injuries, no matter how minor, should be recorded in the Association's incident reporting book and parents informed as soon as practical.

## Discovery of Concerns

If you suspect a young person is being abused, a young person confides in you, someone has a concern or makes a complaint about any adult or about you, it is your duty to report it.

These may come to your attention in a number of different ways:

- A young person tells you something has happened.
- An adult or young person tells you about their concerns for another young person.
- You observe unexplained injury, or changes in behaviour, which cause you concern.
- You are concerned about another adult's behaviour.
- You receive a concern or an allegation about another adult or about yourself.

If a young person tells you about abuse, it is because they see you as a 'safe' person. Listen to the young person. Take what you are told seriously. You will be helping to reassure and protect the young person.

When a young person speaks to you in confidence:

- Listen carefully to what the young person is saying.
- Show you take them seriously.
- Avoid asking the child to repeat the information.
- Explain that you cannot keep what the young person tells you a secret.
- Reassure the young person that they have done the right thing.
- Make no judgment about what you have heard and stay calm.
- Make an immediate, careful record of what has been said. Use the young person's actual words wherever possible.

## Reporting a Concern

**If a young person tells you they are being abused, you should do the following:**

1. Allow them to speak without interruption and accept what they say.
2. Be understanding and reassuring but do not give your opinion.
3. Tell them that you will try and offer support but that you must pass the information on.
4. Tell the relevant Band Manager, Child Protection Officer or Chairperson immediately.
5. Write careful notes of what was said, using actual words wherever possible.
6. Pass your notes to your the relevant Band Manager, Child Protection Officer or Chairperson immediately, making sure you sign and date them.
7. Make sure that band activities pose no further risk to the welfare of young people.

**If you are concerned about a young person's safety and well being, or there is a concern, complaint or allegation about a member of the Association or yourself, you should do the following:**

1. Tell your the relevant Band Manager or Chairperson immediately.
2. *If the allegation concerns the Band Manager or Chairperson then the Child Protection Officer must be informed instead.*
3. Write careful notes of what you witnessed, heard or were told.
4. Sign, date and pass your notes to the relevant Band Manager or Chairperson.
5. Make sure that band activities pose no further risk to the welfare of young people.

**If the young person is at immediate risk of significant harm, contact the police or social services.**

Tell the relevant Band Manager or Chairperson when you have done this.

Any adult in the Association has the right to report concerns, or suspicions about another member in confidence and free from harassment.

You must refer any concern or complaint to the relevant Band Manager or Chairperson. DO NOT investigate it yourself.

## Actions to be Taken When a Concern is Raised

Band Managers or the Child Protection Officer will normally receive allegations or suspicions of abuse from young people themselves or other adults. Occasionally, parents/carers of young people may also raise concerns.

Once advised, Band Managers or the Child Protection Officer must inform the Chairperson immediately or if the Chairperson is implicated or unavailable follow the procedure set out below themselves:

1. The chairperson must write down all reported facts or gather all notes:
  - Dates, times, facts, observations (verbatim speech if possible)
  - Try to ensure that you have all relevant details recorded
2. The Chairperson must consult the Safeguarding Team at Leeds City Council in the event of any safeguarding concern being raised – however insignificant it may seem within 24 hours.

### Report a child protection concern:

Call Children's Social Work Services on **0113 222 4403** Monday to Friday between 9am and 5pm.

On weekends, Bank Holidays and all other times you can call the Emergency Duty Team on **0113 240 9536**

3. If necessary the chairperson will suspend the member of the Association about who an allegation has been made until the investigation has been concluded.
4. No investigation or questioning is to be undertaken. We are not an investigation agency. The statutory authorities are best placed to take any necessary action.

**If a child is at imminent risk of significant harm then the police should be contacted IMMEDIATELY by ringing 999**