



## **Foden's Band Safeguarding Policy**

We are committed to reviewing our policy and good practice annually.

This policy makes provision for children and young people to ensure that:

- The welfare of the child is paramount;
- All children, whatever their age, culture, disability, gender, language, racial origin
- religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse and poor practice will be taken seriously,
- and responded to swiftly and appropriately;
- Members/Volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred, however, all members have a responsibility to report concerns to the Child Protection Officer.

Foden's Band has a duty of care to safeguard all children involved in its activities from harm. All children have a right to protection, and the needs of disabled children, and others who may be particularly vulnerable, must be taken into account. The Band will ensure the safety and protection of all children involved through adherence to the Child Protection guidelines adopted by the Foden's Band.

These policies and procedures are to be followed in all aspects of Foden's activities, including concerts, Youth Band activities, workshops and any other event that involves children, young people or vulnerable persons.

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

All sections in these procedures also apply to vulnerable persons.

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*A vulnerable person is one who is, or may be, in need of community services due to age, illness or a mental or physical disability who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.*

We will seek to keep children and young people safe by:

- valuing them, listening to and respecting them
- adopting child protection practices through procedures and a code of conduct for band members and volunteers
- developing and implementing an effective e-safety policy and related procedures
- providing effective support and training for volunteers with responsibility
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children,

- parents, volunteers and members
- sharing concerns with agencies who need to know, and involving parents and children appropriately.

#### Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote the welfare of children and vulnerable persons, and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Only members of Foden's Band who hold a current DBS check will be permitted to tutor on behalf of the Band.
- Treating everyone equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with children (e.g. it is not appropriate for members or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process;
- Making the events fun, enjoyable and promoting fair play.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people; avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if band officials are required to transport young people in their cars.

#### Practices to be avoided:

If cases arise where these situations are unavoidable, it should be with the full knowledge and consent of someone in charge in the band or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session.

The following should be avoided, except in emergencies:

- Avoid spending time alone with children away from others.
- One-to-one tuition during a Foden's Youth Band event may be arranged; but it is essential that:
  - *this takes place during an approved time slot (i.e. during rehearsal)*
  - *other adults (including the project co-ordinator are aware of where & when this is taking place)*
  - *the venue for this is in an approved teaching environment which can be accessed at any time by another appropriate adult*
- Avoid, while alone, taking or dropping off a child to an event or activity

#### Practices never to be sanctioned:

The following should **never** be sanctioned:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room alone with a child (except where the above exceptions have been adhered to)
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Fail to act upon and record any allegations made by a child

- Do things of a personal nature for children that they can do for themselves
- Invite or allow children to stay with you at your home unsupervised

Incidents that must be reported/recorded:

If any of the following occur you should report this immediately and record the incident.

You should also ensure the parents of the child are informed:

- If you accidentally hurt a child.
- If he/she seems distressed in any manner.
- If a child misunderstands or misinterprets something you have done.

Responding to allegations or suspicions:

It is not the responsibility of anyone in Foden's Band to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate officer, or the appropriate authorities.

Foden's Band will assure all members/volunteers will fully support and protect anyone who, in good faith, reports his or her concern that a colleague is, or may be, abusing a child.

It is very important that whoever is receiving the disclosure **does not promise not to tell**. Let the discloser know that you have to tell someone so that you can help them.

Action if there are concerns:

- Any suspicion that a child has been abused should be reported to the Child Protection Officer for Foden's Band (details below), who will take such steps as considered necessary to ensure the safety of the child in question, and any other child who may be at risk.
- The Band Child Protection Officer will refer the allegation to Children's Social Care, who may involve the police.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- The Foden's Band Committee will deal with any media enquiries.

Confidentiality:

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Event Organisers, if appropriate.
- The parents of the person who is alleged to have been abused
- The person making the allegation.
- Social Care/police.

Seek Social Care advice on who should approach the alleged abuser (or parents if the alleged abuser is a child), especially if, by making such approaches, the child may be put at risk of further abuse or harm.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws - *see data protection policy*

Internal Enquiries and Suspension:

- The Foden's Band may make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries, the Foden's Band will assess all individual cases to decide whether a member or volunteer can be reinstated, and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Foden's Band must reach a decision based upon the available information which could suggest that, on a balance of probability, it is more likely than not that the allegation is true.
- **The welfare of the child should remain of paramount importance throughout.**

Support to deal with the aftermath of abuse:

Consideration should be given to the kind of support that children, parents and members of staff may need.

Allegations of previous abuse:

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the Child Protection Officer will follow the procedures as detailed above, and report the matter to Social Care or the police. This is because other children, either within or outside the sphere of activity, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the provisions of the Protection of Children Act 1999.

Concerns outside the immediate environment (e.g. a parent or carer):

- Report your concerns to The Child Protection Officer, who should contact Social Care, or the police, as soon as possible.
- Social Services will decide how to involve the parents/carers.
- Maintain confidentiality on a **need to know** basis only.

Information to be given to Social Care, or the police, about suspected abuse:

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, in the child's words as much as possible, and which should include the following:

- The child's name and date of birth.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so, what has been said?
- Has anyone else been consulted? If so, record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

**In all cases the details of any concerns should be accurately recorded on the Incident Recording Form (Appendix 1 below).**

**Social Care Initial Access Team East (office hours) on: 0300 123 5012**

**Cheshire Police on: 08454 580000**

**NSPCC Child Protection Helpline on: 0808 800 5000**

**Childline on: 0800 1111**

**Child Protection Officers for Foden's Band:**

Fiona Rolfe, 4 Brookfield, Loggerheads, Mkt Drayton, Shropshire, TF9 4RW.

Tel: 01630 673495 or 07795 801019

Ian Raisbeck, 384 Crewe Road, Winterley, Sandbach, Cheshire, CW11 4RF.

Tel: 01270 762 362 or 07734 918701

**Incident Recording Form**  
**CONFIDENTIAL**

**Date and time of incident:**  
**Disclosure made by:**  
**Disclosure made to:**  
**Other person/s present:**

**Date and time reported:**

**Child/vulnerable person's name:**  
**DoB:**  
**Address:**

**Details of disclosure/concern:**

(continue on further page if req)

**Further details:**

**Actions (pl detail):**

**Social Care informed?** .....

**Police informed?** .....

**Parents/responsible adult informed?** .....

**Child/VP knows what will happen next?** .....

**Any other actions/info:** .....

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**Name of person taking disclosure:** .....

**Signature of person taking disclosure:** .....

**Name of Child Protection Officer:** .....

**Signature of Child Protection Officer:** .....

## Anti-bullying policy

We recognise that:

- bullying is "behaviour, usually repeated over time, that intentionally hurts another individual or group of individuals, physically or emotionally".
- one person or a group can bully others;
- bullying can occur either face to face between individuals or groups or online, using information technology, such as computers or mobile phones;

Bullying can include:

- verbal teasing or making fun of someone;
- excluding members from activities and conversations;
- pressurising other members not to be friends with the person who is being bullied;
- spreading hurtful rumours or passing round inappropriate photographs/images/drawings;
- shouting at or verbally abusing someone;
- stealing or damaging someone's belongings;
- making threats;
- forcing someone to do something embarrassing, harmful or dangerous;
- harassment on the basis of race, gender, sexuality or disability;
- physical or sexual assault (although all sexual incidents and all but very minor physical incidents constitute abuse and must be dealt with in accordance with child protection policy).

Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm;

People are often targeted by bullies because they appear different from others;

**We all have a role to play in preventing bullying and putting a stop to bullying.**

Steps to be used in preventing bullying:

- practising skills such as listening to each other;
- respecting the fact that we are all different;
- making sure that no one is without friends;
- dealing with problems in a positive way;
- checking that the anti-bullying measures are working well;
- developing a complaints policy and procedure;
- making sure that all members, volunteers, young people, and parents and carers have clear information about our anti-bullying policy, complaints procedure, code of behaviour and anti-bullying procedure.

When bullying occurs, we will respond to it by:

- Having a clear anti-bullying procedure in place;
- Providing support and training for all Officers and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying;
- Addressing the issue from the point of view of the person being bullied, the bully, any bystanders and Foden's Band as a whole;
- Reviewing the plan developed to address the bullying, in order 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.