



SAFE Community Interest Company
Safer Activities For Everyone CIC

Safeguarding Children & Young People Policy

Completed for Stowmarket Concert Band, January 2020

Version 3.3

2nd April 2015

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Safeguarding Children & Young People Policy (Full Model)

Organisation: Stowmarket Concert Band

Policy Statement

We recognise that the welfare of all children is paramount and that *all* children and young people; regardless of ability or culture, have equal rights of protection. We have a duty of care when they are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

Policy Aim

As members of SAFE, we aim at all times to attain the SAFE standards in all our activities with children, young people, their families and/or carers. We will achieve this by adhering strictly to this policy and the guidance and risk assessments.

Child Safeguarding Lead and Deputy

The responsibility of managing the safeguarding of children can be both demanding and challenging, and therefore must be appointed at managerial level to personnel who are available and/or contactable when we are operational.

Our lead for child safeguarding is:

Name: Kristian Leech

Contact details: kristian.leech@googlemail.com
cpo@stowmarketconcertband.org.uk
tel. 07527 901746

Our deputy lead for child safeguarding is:

Name: Stephen Gillott

Contact details: stephengillott@gmail.com
dcpo@stowmarketconcertband.org.uk

Their role is to oversee and ensure that our safeguarding children policy is fully implemented and that we attain SAFE standards. These details will be made available to all adults, children and parents/carers online via the Stowmarket Concert Band website, and will be highlighted in enrolment information. A copy can be provided on paper as requested. This includes ensuring the Child Protection Officer and Deputy Child Protection Officer (as relevant volunteers) receive child protection training as appropriate. The deputy should be available to support or cover for the nominated lead. S/he will also handle any complaints or allegations against the nominated lead if appropriate.



Why do we need a Safeguarding Children Policy?

The five main outcomes for children as detailed in “Every Child Matters” agenda 2003 and subsequent Children Act 2004 are:

- being healthy
- staying safe
- enjoying and achieving
- making a positive contribution
- economic well-being

Government guidance is clear that all organisations working with children, young people, families, parents and carers have responsibilities (see Appendix for References). It is important to remember that children and young people can also abuse and that such incidents fall into the remit of this policy.

- **All organisations should:**
- **have senior managers committed to safeguarding**
- **be clear about people’s responsibilities and accountability**
- **have a culture of listening to children**
- **safe recruitment practices for all staff and volunteers working with children & young people**
- **procedures for safeguarding children and young people**
- **procedures for dealing with allegations against, and concerns about, staff & volunteers**
- **make sure staff have mandatory induction and further safeguarding training, supervision, reviews and support**
- **have agreements about working with other organisations and agencies**

Working Together to Safeguard Children 2015

“Children are individuals whose rights, needs and welfare are paramount.”

Children Act 1989

The 2 key principals of Working Together to Safeguard Children 2015 are:

- **Safeguarding is everyone’s responsibility; for services to be effective each professional and organisation should play their full part and**
- **a child centred approach: for services to be effective they should be based upon a clear understanding of the needs and views of children**

“No child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs”

Equality Act 2010

All references and documents are available under “References” on the homepage of www.safecic.co.uk



Recognising Abuse

Physical:

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing significant harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional:

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. It may feature age or developmentally inappropriate expectations being imposed on children.

Sexual:

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect:

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.



Treating Children with Respect

We endeavour to treat all children and young people with respect, regardless of ability or culture. We circulate and make available to everyone electronically via email and on the band website (or paper copy by request), our code of conduct as below (which includes SAFE's Code of Conduct).

All Band Members should adhere to the following principles and actions:

- Before undertaking any activities involving young people, conduct a risk assessment to identify possible sources of danger and take appropriate action to minimise these risks. *A general risk assessment for the band is available to cover typical scenarios.*
- Make the experience of brass playing fun and enjoyable; promote fairness, confront and deal with bullying and do not condone rule violations or the use of prohibited or illegal substances. Insist on adherence to Child Protection procedures.
- Treat all young people equally; this means giving both the more and less talented members of a group similar attention, time, respect and preserving their dignity.
- Ensure that their welfare and safety is paramount at all times.
- Respect the developmental stage of each young person and do not risk sacrificing their welfare in a desire for personal achievements. This means ensuring that the practice intensity is appropriate to the physical, social and emotional stage of the development of the student. Concerts, band competitions, solo competitions etc, must be suited primarily to the needs and the interests of the child, not those of the parents, teacher or band.
- Build relationships based on mutual trust and respect, in which young people are encouraged to take responsibility for their own development and decision-making. Avoid situations where the teacher/conductor/member uses their position and power to decide what the student should or should not do without consideration of the young person's needs and capabilities.
- Always act in a professional way. Don't accept bullying, swearing or other disruptive behaviour
- Listen to, and act upon, any disclosures / allegations / concerns of child abuse, referring the case immediately to Child Protection Officer and/or Deputy.
- Liaise openly with parents/carers. Always be publicly open when working with children. Avoid teaching sessions where a teacher and an individual student are completely unobserved.
- Where children need to be very rarely supervised in changing rooms, teachers and band helpers should work in pairs, and involve parents if possible. Maintain an appropriate and open environment, with no secrets.
- Avoid unnecessary physical contact with young people. Where any form of physical guidance is required in teaching technique, this should be provided openly and with the consent of the student. It is important to educate parents of what is/not acceptable in the context of brass tutoring/playing. Physical contact (touching), such as helping a child place their hands correctly on their musical instrument, or overlaying finger positions on instrument valves, can be appropriate so long as it is neither intrusive nor disturbing.
- Maintain a safe and appropriate relationship with students. It is inappropriate for teachers and others in positions of authority to have an intimate relationship with a young person, even if they are over 16, the normal age of legal consent. (This could also be a criminal offence 'abuse of trust' in certain circumstances defined by the Sexual Offences (Amendment) Act 2000).
- Maintain appropriate standards of behaviour at social events that young people attend.
- Be an excellent role model, for example by not smoking while working with children, or drinking alcohol excessively or anti-socially whilst representing the band in a performance/training capacity.



- Be aware of any medical conditions, existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given. Arrange that someone with knowledge of basic first aid is readily available where possible.
- All members and parents must be aware that any off-site tutoring or any travel arrangements (such as car lifts to concerts or practice) privately arranged with other/adult members of the band, or other parents, is the responsibility of the parent of the child, and cannot be in the control of the Band, nor can it be covered or observed under the Band's own policies, risk-assessments or insurance. Further tuition can be a very useful tool, but is not overseen by the Band and if undertaken must be considered, by parents, to be entirely unattached to Band business.
- All youngsters and parents are made aware that SCB wish for all children to be collected from the band room/venue, and children and parents will sign to confirm that they know not to leave without their parent or correct carer. We cannot guard doors however, and the child remains the responsibility of the parent, and the child themselves will be expected to take the leading responsibility for keeping themselves safe, only leaving with the parent/carers (or with specific agreement of the parent/carers, though this is against SCB advice). Our letter relating to this, including requirement for parent/child signatures, is shown at the end of this CP document.

Celebrating Children's Achievements

We positively encourage all young people to succeed and celebrate their achievements by:

- Annual awards, publicly praised through participation at concerts.
- Medal/grade/qualification exams offered to applicable students who wish to apply.
- Positive and constructive feedback during rehearsals.

We are particularly sensitive to the needs of disabled children who may achieve in smaller steps than their peers but are equally entitled to celebration.

Rigorous Recruitment

We adhere to the Local Safeguarding Children Board (SCB) Key Standards for Recruitment, and SAFE guidelines for recruiting new staff involved in the teaching or supervision of children and young adults. This is achieved by obtaining full personal details and DBS certificates for persons in the following roles: •Trustee •Child Protection Officer / Deputy Child Protection Officer • Musical Director / Training Band Manager / Musical Director

We will make efforts to be sure of the background of new appointments, and will insist that any new appointment, where staff have direct and/or unsupervised access to children and young people, will only be confirmed subject to a satisfactory DBS check at the appropriate level. At appointment we will have sound procedures to ensure we are satisfied, and can show evidence that the applicant is appropriate and suitable.

Induction & Training

In line with SAFE recommendations we have a clear induction and training strategy detailing clear job descriptions and responsibilities and all relevant procedures as detailed under **“Treating Children with Respect”**. All new members/staff are required to sign to record they have received and understand this Policy and the herein code of conduct. The overseeing volunteer (specifically the Child Protection Officer) will attend SAFE child protection training within 3 months of appointment. We also agree a probationary period of 12 months with clear goals, and then provide supervision and direction at regular intervals at a minimum of 6 months as part of the regular trustee meeting.



Confidentiality

We have a clear policy (the paragraph below) in line with SAFE recommendations about confidentiality and information sharing and these details will be made available to all adults, children, parents and carers electronically via email or paper copy by request, and on the band website.

“We fully endorse the principal that the welfare of children and young people over ride any obligations of confidence we may hold to others. Individual cases will only be shared or discussed on a “need to know” basis. Under “whistleblowing” anyone in our organisation may refer direct to either children’s social care services or the police if they are concerned that a child is at risk of harm and this policy is not being adhered to. All media enquiries will be handled by the current Chairman where possible (currently Richard Chapman as of Jan2016).

Handling Disclosures

A disclosure may be made verbally or through play or through the behaviour by a child, young person or an adult and it is important for everyone to remember the following:

If you are concerned about a child it is important that this information is communicated to the lead and/or deputy for child safeguarding. You may become aware of suspected or likely abuse by:

- Your own observations and concerns;
- Being told by another person that they have concerns about a child;
- The child tells you;
- The abuser tells you.

Also remember that you may not always be working directly with the child but become concerned because of difficulties experienced by the adults e.g.

- Domestic violence incidents
- Mental health issues
- Substance and alcohol abuse Incidents

Other concerns may be:

- Children living away from home or gone missing
- Peer abuse including bullying
- Race and racism
- Violent extremism
- Sexual exploitation
- Female genital mutilation
- Forced marriage
- Concealed pregnancy
- Child trafficking
- eSafety

Remember:

- Do not delay.
- Do not investigate.
- Seek advice from the child protection lead or deputy.
- Make careful recording of anything you observe or are told.



Responding to Concerns

We ensure and emphasise that everyone in our organisation understand and know how to share any concerns immediately with the child protection lead and/or deputy. We do this by distributing this document electronically via email or paper copy by request, and on the band website. Adult members and parents sign to confirm understanding. Everyone including both the lead and deputy for child safeguarding will deal with concerns using the following protocol:

Step 1

If you are worried a child has been abused because:

- You have seen something
- A child says they have been abused
- Somebody else has told you they are concerned
- There has been an allegation against a member of staff
- There has been an anonymous allegation
- An adult has disclosed they are abusing a child
- An adult has disclosed they were abused as a child

Important: Any consultation should not delay a referral. In an emergency dial 999

**Consult
Monitor & Record
(Sign/date/time)**

Step 2 (within 24 hrs)

Your organisation should have a policy for child protection. Talk to the Lead Person for Child Protection or their Deputy.

Step 3

S/he (or anyone else if not available) should refer the concern to Children's Social Care Services and/or the police (in an emergency) and follow up the referral in writing within 24 hours**.

*** In cases of allegations against a person with a "duty of care", the LADO will coordinate the next procedural steps.*

Handling Allegations / Dealing with Complaints / Disciplinary & Grievance Procedures

This document outlines our policy in line with SAFE recommendations about handling allegations, dealing with complaints and our own disciplinary and grievance procedures.

We are mindful that the three procedures may confuse the next appropriate steps to take. We are clear that, in any case where a complaint has been made with regards to any inappropriate or poor practice, we will discuss the situation with children's social care services before making an open decision about the best way forward.



It is the responsibility of the child protection lead and/or deputy to ensure that these procedures are rigorously adhered to. In the case that the child protection lead is implicated, the deputy should be informed. In the exceptional circumstances that both are involved, it is the duty of the person concerned to contact children's social care services direct.

Children's social care services will manage any investigations, overseen by the Local Authority Designated Officer (LADO) in accordance with Local Safeguarding Children Board procedures. These are available on their website.

With regards to disciplinary and grievance procedures, we are very clear that we will take no steps until we have fully discussed and agreed a strategy with the Local Authority Designated Officer, children's social care services and/or the police. Any investigation will over ride the need to implement any such procedures. Our management are responsible for making referrals to the Disclosure & Barring Service (DBS), and the relevant professional bodies of an individual who does or may pose a danger to children and young people. Other organisations will liaise with their LADO and local agencies if such a referral needs to be made.

Record Keeping

Confidential records relating to child protection issues or cases will be securely kept securely at 15 Phoenix Way, Stowmarket. Only the child safeguarding lead and/or deputy will have access and records will only be kept as long as necessary.

Normally these records will be passed to children's social care services as soon as possible. All records will be handwritten (and if recorded electronically, kept in a secure area) by the person with the concern within 24 hours, on headed paper or incident sheets and will be factual, non-judgmental. All such records will have a front page listing the papers in chronological order.

It is helpful to record any known details of the child/children or young people involved e.g. name, address, date of birth etc. All records should be factual. It is equally important to record the reasons for making the decision not to refer to children's social care services as when the decision is taken to refer. Always sign, clearly detail name and job role of the person making the record. Date and time these records. Providers of child care, educational, health or other formal services will use the Common Assessment Framework (now under review) referral forms

SAFE Recommendations

In order to attain and retain our SAFE award everybody needs to be vigilant in adhering to this policy and also assessing the risks of their own work and activities. An overall general risk assessments will be carried out annually by the lead and/or deputy for child safeguarding, however it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with. It is only through adopting SAFE policies and practices that we can all be confident we have done everything we can to safeguard the children and young people in our care. (For large organisations audits may optionally be carried out by the SAFE team every three years for each site).



Policy Date

This policy was agreed on 15 January 2020 and disseminated thereafter, and will be reviewed annually or when there are substantial organisational changes.

Policy Review Date: January 2021

Signed:

Lead for child safeguarding:

Kristian Leech

Deputy for child safeguarding:

Stephen Gillott

Chairman:

Richard Chapman

Date: 15 January 2020

(A separate record for staff signatures should be maintained to evidence they have seen and understand this policy)

References/Websites

Note, all references can be found in the reference section at:

www.safecic.co.uk

This policy and other methods of contact can be found online at:

www.stowmarketconcertband.org.uk

Revisions log:

Reviewed 25th January 2016: -Adopted the updated SAFE version 3.3.
-General minor amendments made, and new officers noted.

Reviewed 22nd January 2018: -Included references to leaving site (point 3, page 7).
-Added copy of letter related to leaving site (page 19).

Reviewed 16th January 2019: -No changes.

Reviewed 16th February 2019: -Added copy of letter re 'Fitness To Perform" (page 20).
-Added page 21 showing outline of BOPA regulations.

Reviewed 10th January 2020: -Additions to page 21 re BOPA/Chaperone arrangements.

eSafety Policy



Name of Organisation: Stowmarket Concert Band

POLICY STATEMENT

We recognise that the welfare of all children is paramount and that *all* children and young people; regardless of ability or culture, have equal rights of protection. We have a duty of care when children and young people are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

POLICY AIM

We promote the highest standard of safeguarding practice in all our activities with children, young people, their families and/or carers. We will adhere rigorously to this policy in all aspects of our work when anyone in our organisation are accessing any form of digital or electronic communication including the internet, mobile phones, games, photography, videos. This policy should be read in conjunction with our 'Safeguarding Children & Young People' Policy.

LEAD AND DEPUTY PERSON FOR eSAFETY

The responsibility of managing eSafety can be both demanding and challenging, and therefore must be appointed at managerial/trustee or committee level to personnel who are available when we are operational. (This will normally be the same people who lead on child protection, unless your organisation has a lot of technology based activities, in which case you may wish to include an IT expert from your organisation).

Our lead is:

Name: Kristian Leech
Contact details: kristian.leech@googlemail.com
cpo@stowmarketconcertband.org.uk
tel. 07527 901746

Our deputy is:

Name: Stephen Gillott
Contact details: stephengillott@btinternet.com
dcpo@stowmarketconcertband.org.uk
tel. 07753 332631

Their role is to oversee and ensure that our eSafety policy is fully implemented. This includes ensuring they and all staff receive eSafety information and child protection training as appropriate. The deputy should be available to support or cover for the nominated lead. S/he will also handle any complaints or allegations against the nominated lead if appropriate. These details will be made available to all adults, children and parents/carers online via the Stowmarket Concert Band website, and will be highlighted in enrolment information. A copy can be provided on paper as requested.

WHY DO WE NEED AN eSAFETY POLICY?

Recent advances of the internet, mobile phones and other electronic technology has made access to information and communication increasingly easy for everyone. It is estimated that 98% of young people can access the internet away from school and, in addition to research for homework, the majority use social networking sites; along with playing games and downloading music and videos. Recent CEOP (Child Exploitation & Online Protection Centre) research with 6,000 young people aged 11-16 years, demonstrated that 25% had met a new "friend" from the internet for real, 25% of whom had met that person alone, 2% had taken a trusted adult, the remainder had taken a friend of their own age. Government guidance is clear that all organisations working with children, young people, families, parents and carers have responsibilities. It is important to remember that children and young people can also abuse and that such incidents fall into the remit of this policy.

"All agencies providing services to children have a duty to understand eSafety issues, recognising their role in helping children stay safe online while also supporting adults who care for children"

Safeguarding Children in a Digital World



OUR ESAFETY CODE OF CONDUCT:

We expect everyone in our organisation to agree and sign up to our code of conduct. You will:

1. use the internet and other forms of communication in a sensible and polite way
2. only access websites, send messages or access and use other resources that will not hurt or upset anybody
3. seek permission if you want to share personal information or take/use photographs of children
4. report any concerns to the lead or deputy for eSafety immediately
5. be clear that you cannot maintain confidentiality if there is a concern about the welfare of a child.

WHAT ARE THE RISKS?

There are many potential risks including children and young people including:

- Accessing age inappropriate or illegal websites
- Receiving unwanted or upsetting text or e-mail messages or images
- Being “groomed” by an adult with a view to meeting the child or young person for their own illegal purposes including sex, drugs, or crime
- Viewing or receiving socially unacceptable material such as inciting hatred or violence
- sending bullying messages or posting malicious details about others
- Ignoring copyright law by downloading music, video or even homework cheat material

WHAT ELSE MIGHT BE OF CONCERN?

A child or young person who:

- is becoming secretive about where they are going to or who they are meeting
- will not let you see what they are accessing on-line,
- using a webcam in a closed area, away from other people
- accessing the web or using a mobile or PDA (Personal Data Assistant) for long periods and at all hours
- clears the computer history every time they use it
- receives unexpected money or gifts from people you don't know

An adult who:

- befriends a child/ren on the internet or by text messaging, etc
- has links to children on their Facebook or other social network site; especially if they work in a position of trust such as a sports coach or youth worker
- is secretive about what they are doing and who they are meeting

WHAT DO I DO IF I AM CONCERNED?

If you have any concerns speak to the lead/deputy for eSafety immediately. S/he will take the following action/s:

- **a child being in imminent danger, ALWAYS DIAL 999 FOR THE POLICE.**
- the welfare of a child, ring the local children's social care services. The number can be found under the “Worried about a child?” button at www.safecic.co.uk, by following your local ‘Safeguarding Children Board’ web link
- a known person's sexual behaviour or intentions, ring the local police
- a person who has a “duty of care” towards children in the organisation, ring the local children's social care services. The LADO (Local Authority Designated Officer) will oversee and advise upon any following procedures
- an unknown person's sexual behaviour or intentions, report at www.ceop.gov.uk (Child Exploitation and Online Protection Centre)
- harmful content, including child sexual abuse images or incitement to racial hatred content contact www.iwf.org.uk
- viruses or technical advice, get advice from your provider
- mobile problems, contact the phone service provider



REMEMBER: -

- 1. DO NOT DELAY.**
- 2. DO NOT INVESTIGATE.**
- 3. SEEK ADVICE FROM THE LEAD OR DEPUTY PERSON FOR eSAFETY**
- 4. MAKE CAREFUL RECORDING OF ANYTHING YOU OBSERVE OR ARE TOLD**

USEFUL CONTACTS

- NSPCC Tel: 0800 800 5000
- Young people can get help and advice at www.childline.org.uk Tel: 08001111 or www.there4me.com
- www.thinkuknow.co.uk to access advice about concerns, or to report concerns.

MINIMISING THE RISKS: We will:

- talk to children and young people about what they are accessing on line
- keep the computer/s in a general space where we can monitor what is going on
- explain the risks of giving out personal details on-line
- talk about how people can be anyone they want to be on-line: by using misleading e-mails, photographs of other people, telling lies about their age, school, hobbies
- encourage children and young people to think carefully about what photographs or videos they use on line They can be used and tampered with by other people, or they may not be appropriate
- advise children and young people to only text, chat or webcam to people they know for real
- talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know, or opening attachments
- discuss how people hide their identities on-line and the importance of never meeting new on-line "friends" for real
- make sure children & young people understand they can always talk to us or their parents and/or carers about anything that makes them feel uncomfortable
- look on the internet together for information about how to deal with, or report, problems
- talk about how, when information or images get onto the net, they can never be erased or brought back

REFERENCES:

- To learn more and access specialist eSafety references go to <http://www.safecic.co.uk/esafety-site>
- For eSafety training visit http://www.safecic.co.uk/e-shop/all-categories/product/73-online-esafety-courses/category_pathway-13

Policy Date

This policy was agreed on 15 January 2020 and disseminated thereafter, and will be reviewed annually or when there are substantial organisational changes. **Policy Review Date:** January 2021

Signed:

Lead for child safeguarding:

Kristian Leech

Deputy for child safeguarding:

Stephen Gillott

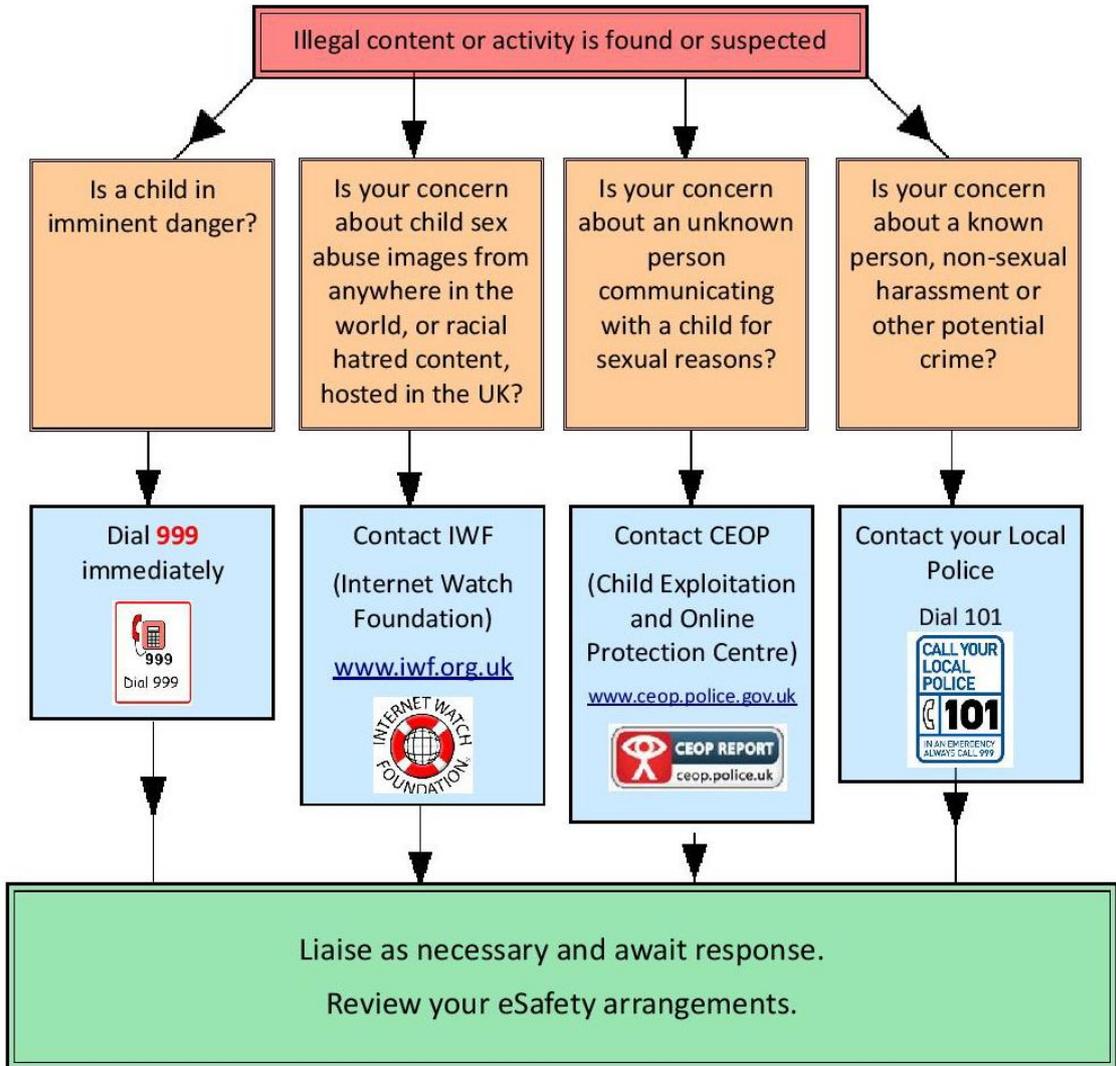
Chairman:

Richard Chapman

Date: 15 January 2020

A separate record for staff signatures should be maintained to evidence they have seen and understand this policy

eSafety Referral Flow Chart





Child Protection Record Sheet

*This form should only be filled in with information **already** known. Be careful not to ask leading questions. Fill in factually. It should only be used by people in the voluntary and community sector who would not fill in a CAF (Common Assessment Framework) form. It should be filled out asap, on the same day and stored in a secure place until forwarded to the appropriate agency.*

Name of child (including any names known)	
Date of Birth	
Address	
Name of parent/carer and contact details	
Any special needs known; including medical, disability, language etc	
Nature of concern:	
Name and details of any other children in family	
Name and details of any other significant adults in family	



Action taken	Detail here any agency contacted, who spoken to and any timescales/actions given
Lead or deputy person's action and reason for taking it OR Why no action has been taken	Time & Date
Name, job role & signature of concerned person	Time & Date
Name & signature of Lead/Deputy person for safeguarding	
Name of organisation, address and phone numbers/e-mails:	Stowmarket Concert Band c/o 15 Phoenix Way Stowmarket Suffolk IP14 5FB 01449 677924 cpo@stowmarketconcertband.org.uk chairman@stowmarketconcertband.org.uk



Job/Post Application Disclosure

Applying for the post of:	Trustee / Musical Director / Training Band Manager / CPO / DCPO / Tutor
At:	Stowmarket Concert Band

Name:	
Any Name used previously: e.g. maiden name	
Date of Birth:	
Address:	
Previous Address: If resident less than 5 years at current address	

Recruitment of Ex-Offenders

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. For further information please refer to DBS filtering Guidance available at www.gov.uk/dbs.

Having a criminal record will not necessarily prevent you from being offered employment. It is important that applicants understand that failure to disclose all convictions, cautions, reprimands or final warnings that are not 'protected' could result in disciplinary proceedings or dismissal. Further advice on disclosing a criminal record can be obtained from Nacro at www.nacro.org.uk

Criminal Record Declaration

Do you have any convictions, cautions, reprimands or final warnings which are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amendment) (England and Wales) Order 2013?

Yes/No: _____

If you have answered yes, please provide details of your criminal record in the space provided on the next page. **Alternatively** you can disclose your record under separate cover stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and the details of the position applied for.

Please provide details of your criminal record here:

If you've provided details of your criminal record under separate cover, please tick this box:



Stowmarket Concert Band

Founded in 1962

Registered Charity No: 290209

Dear Members and Parents/Carers.

We would like to clarify what happens at the end of a rehearsal/event with children under 18 years of age. Please note the content below and let us know if you have any concerns or queries.

SCB take safeguarding seriously, and endeavour to keep all youngsters happy and safe on site, though it will always be necessary for youngsters and their parents to play a leading role in their own safety.

We ask, please, that **no youngster leaves the rehearsal/concert/event room** without a parent or suitable carer coming in to collect them. We cannot lock the doors or put up fences, and as such must make this the responsibility of the youngsters themselves to simply stay in the room, and not to leave with anyone but a family member or the agreed lift-share.

We recognise that in some cases it may be your wish to meet them in the carpark or elsewhere, or as youngsters get older you may allow them to leave entirely on their own, to meet you elsewhere or to walk home. This is obviously reasonable on occasion, though we would advise for the safety of all that youngsters are collected inside wherever possible, especially on darker evenings or when we are not in a place quite so secure as our usual rehearsal room.

Please note that we will be updating the Child Protection Policy to take account of this advice.

Please do consider the below statements and sign to confirm your understanding and agreement, or please feel free to contact us to discuss further.

- I have spoken to my child and insisted that he/she does not leave the SCB rehearsal/concert/event room until I (or the designated lift-giver who my child has been specifically told to expect) arrive in the room to collect him/her - **this is advised by SCB.**
- Should my child leave the rehearsal/concert/event room before I come in to collect, it will only be with my given permission for him/her to meet me elsewhere - **this is not advised by SCB.**
- SCB will continue to work to ensure the happiness, safety and respect of all members. However, doors cannot be guarded, and my child may be able to leave a venue without being spotted. I have discussed this with my child, who understands they have a leading responsibility to keep themselves safe.

Signed parent: **Date:**
Signed child: **Date:**

Kristian Leech
SCB Child Protection Officer
cpo@stowmarketconcertband.org.uk

Stephen Gillott
SCB Deputy Child Protection Officer
dcpo@stowmarketconcertband.org.uk



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Dear Parents/Carers

February 2019

As part of the new ‘Child Licencing’ regulations, we are required to get confirmation from parents of all children age 16 and under who are of compulsory school age, sign a “statement of fitness” to confirm that their child is fit to perform and take part in SCB activities.

Please sign below to confirm that you are happy that your child can fitly take part in SCB performances, playing brass instruments (or percussion where applicable), and is able to suitably move around the venues/events. You are also signing to confirm that you will update us of any relevant issues that may change this statement in the future.

Signed parent: Date:

Related information:

In relation to “The Children (Performances and Activities) (England) Regulations 2014”

For future events that involve ticket-fees for entry to the audience, we are now required to get approval from the Local Authority for children to take part. ‘Licenced Chaperones’ will be present (at least one for each 12 children performing). The chaperones will all carry their licence in case an inspection takes place, will be familiar with our Child Protection / Safeguarding Policy, and risk-assessments, and will report any concerns to the Child Protection Officer (Kristian Leech, or Stephen Gillott, Deputy Child Protection Officer), and will be first-aid trained. These chaperones will be responsible for ensuring things such as permissible maximum performance hours are not exceeded, and that the child’s welfare is protected whilst on site. All chaperones will also have access to parental contact details, plus any medical information you have provided to us (please do update us as necessary, as has always been the case).

For these ‘ticketed’ events, children will now need to sign in and out also.

We take this opportunity to remind parents that suitable protection/clothing for hot/cold events are strongly advised as required, such as sun-cream, sun-hats, or warm gloves/etc in colder weather as required.

The licenced chaperones (dependent on event) will be:

- Kristian Leech
- Richard Chapman
- Polly Sinclair
- Pamela Harland

Should you have any concerns now, or related to any future event, please speak to a chaperone or Kristian Leech at CPO@StowmarketConcertBand.org.uk



In relation to “The Children (Performances and Activities) (England) Regulations 2014”

APPROVED BODY OF PERSONS / CHILD PERFORMANCE LICENSING / CHAPERONES.

In February 2019, SCB applied to have exemption from Child Performance Licensing by becoming an approved ‘Body Of Persons’... this covers our organisation as a whole, meaning each individual child does not need to be licensed. This application was completed in April 2019 with Suffolk County Council, to cover performances in this county.

‘Children’ are considered anyone of age 16 or under who are in compulsory education.

Agreed adults have applied and been approved as ‘Licenced Chaperones’. These are Trustees/Members: Kristian Leech, Polly Sinclair, Pam Harland, Richard Chapman. They have also undertaken basic first aid training. These adults will be required to have their licence on them when on duty, and have access to a range of documents and information relating to the children present and the event underway. Each chaperone will be familiar with SCB’s safeguarding policy and risk-assessments, and who to report concerns to.

For each ‘ticketed’ event (where audience are charged for entry) we will then apply to the Local Authority for approval, submitting details such as timings, and the amount of chaperones/children present.

Chaperones will be responsible for the wellbeing of children whilst on-site, and will ensure regulations such as maximum performance times are adhered to, etc.

As shown above, parents are required to sign to confirm that their child is “fit to perform” in our events, and also sign to confirm that they will update us of any new information as it arises in this matter.

For these ticketed events, children are required to sign in and out of the venue. We have chosen to do similarly for non-ticketed events also.