



Britannia Concert Band

Safeguarding and Child Protection Policy

Date approved:

Policy Review Date:

The guidelines in this document are based on the Regional guidelines as contained in the following documents:

- **Children (NI) Order 1995, and**
- **Co-operating to Safeguard Children and Young People in N. Ireland (2016)**

1. Safeguarding/Child Protection Ethos

We in Britannia Band have a responsibility for the safeguarding and child protection of the children in our care and we will carry out this duty by providing a caring, supportive and safe environment, where each child is valued for his or her unique talents and abilities, and in which all our young people can learn and develop to their full potential. All members should be alert to the signs of possible abuse and should know the procedures to be followed. This Policy sets out guidance on the action which is required where abuse or harm to a child is suspected and outlines referral procedures within our organisation.

"All children and young people should enjoy Britannia Concert Band activities without fear of physical, sexual and emotional abuse or neglect"

This policy applies to all those involved in the Britannia Band: tutors, mentors, playing members, administrators, volunteers, parents/guardians, young people and supporters.

Britannia Band will do this by:

- Promoting the general welfare, health and personal development of children and protecting them from harm of all kinds
- Adopt and constantly apply a thorough and clearly defined method of recruiting and selecting staff and volunteers
- Apply appropriate response procedures in relation to accidents and complaints and to alleged or suspected incidents of abuse
- Establish links with parents and other relevant organisations

2. Britannia Concert Band: Standards and Practice

STANDARDS:

To value each child and young person, recognising their individuality and seeking to develop their potential – spiritual, mental, physical and emotional – and to maximise their contribution to the group and to society.

To help children and young people to develop and grow using methods appropriate to their age and their development.

To encourage young people to be involved in the management and planning of the programmes in which they participate.

To treat children and young people with dignity and respect, and to encourage them to do likewise in their relationship with others.

To choose and train Britannia Band tutors whose contribution to the group will be positive and in keeping with the standards promoted by the Britannia Band.

To use appropriate language with young people and children, and to encourage them to speak to each other in ways which fosters mutual respect.

To have adequate leadership in terms of child / adult ratios as determined by health & safety standards for the programme.

To ensure there's a contact address and telephone number on file for each child and young person.

To be aware of the parents / guardians arrangements for delivering and collection of children / young people from Britannia Concert Band activities, and generally to maintain good communication with parents.

THE BRITANNIA BAND NEEDS TO:

Keep an updated list of names, addresses and contact numbers for all members including tutors.

Each tutor should have a copy of the Britannia Band “Safeguarding and Child Protection Policy” and be familiar with its contents. They should know whom to contact if neglect or abuse is suspected or if a complaint is made and what procedure to follow.

Each tutor must have completed an appropriate application form, to be kept on file.

The Britannia Band needs to formulate, in close association with the children and young people involved, – a code of behaviour, a discipline policy and an anti-bullying policy.

The Britannia Band needs to plan its programme with safety in mind.

The Britannia Band should use the appropriate permission forms for weekends and outings, and fill in accident reports as and when necessary.

3. Definition of Harm

Harm can be suffered by a child or young person by acts of abuse perpetrated upon them by others. Abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol and mental health, or if they live in a home where domestic abuse happens. Abuse can also occur outside of the family environment. Evidence shows that babies and children with disabilities can be more vulnerable to suffering abuse.

Although the harm from the abuse might take a long time to be recognisable in the child or young person, professionals may be in a position to observe its indicators earlier, for example, in the way that a parent interacts with their child. Effective and ongoing information sharing is key between professionals

(Cooperating To Safeguard Children and Young People in Northern Ireland 2016)

Harm can be caused by:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect; and
- Exploitation

The procedures outlined in this document are intended to safeguard children who are at risk of significant harm because of abuse or neglect by a parent, carer or other with a duty of care towards a child. The main types of abuse as well as their physical and behavioural indicators are included in **appendix 1**.

4. Dealing with Disclosures of Abuse

The following are guidelines for use by members should a child disclose concerns of a child protection nature.

Receive – listen to what the child says, without displaying shock or disbelief. Accept what is said, making brief cursory notes. These notes should be retained.

Reassure - ensure the child is reassured that he/she will be safe and his/her interests will come first. **No promise of confidentiality can or should be made to a child or anyone else giving information about possible abuse.**

Respond - respond to the child only as far as is necessary for you to establish whether or not you need to refer the matter. Use open questions e.g. anything else to tell me? Do not interrogate or ask leading questions- this may invalidate your evidence and the child's in any later court proceedings. Do not criticise the perpetrator- the child may love this person and reconciliation may be possible. Explain what you have to do next and to whom you have to talk.

Record - make notes at the time and write these up as soon as possible afterwards. Note the time, date, place, people present as well as what *is seen and* said. Record key phrases/ words used, noticeable non-verbal behaviour and any physical injuries. Under no circumstances should a child be photographed or a child's clothing removed. Do not destroy original notes.

Report - refer the matter to Britannia Band's Children's Officer. Respect confidentiality i.e. the matter should only be discussed on a need to know basis.

5. Procedures for Reporting Suspected or Disclosed Child Abuse.

5.1 How a Parent can make a Complaint

We aim to work closely with parents/guardians in supporting all aspects of their child's development and well-being. Any concerns a parent may have will be taken seriously and dealt with in a professional manner. If a parent has a concern they can talk to the Children's Officer or the Deputy Children's Officer. At any time a parent may talk to a social worker in the local Gateway team or to the PSNI Public Protection Unit.

5.2 Where the "Band" has concerns or has been given information about possible abuse by someone other than a member of Britannia Concert Band

If a child makes a disclosure to a member which gives rise to concerns about possible abuse, or if a member has concerns about a child, he/she must act promptly. **He/she should not investigate** - this is a matter for Social Services- but should report these concerns immediately to the Children's Officer, and make full notes.

These notes or records should be factual, objective and include what was seen, said, heard or reported. They should include details of the place and time and who was present and should be given to the Children's Officer. The person who reports the incident must treat the matter in confidence.

The Children's Officer will decide whether in the best interest of the child the matter needs to be referred to Social Services. He/she may seek advice or clarification from Social Services (Gateway Team). Where it is evident that a young person has been or is at risk of being abused and/or a criminal offence may have been committed then the Children's Officer must make a referral.

Referrals to Social Services will be made by telephone in the first instance and within 24 hours will be followed by the completion of a UNOCINI (Understanding the Needs of Children in Northern Ireland) referral form. A copy of the UNOCINI form will be placed in Britannia Band's child protection file.

5.3 Where a complaint has been made about possible abuse by a member of Britannia Band or a Volunteer

When a complaint about possible child abuse is made against a member of Britannia Band, the Children's Officer must be informed immediately. If the complaint is against the Children's Officer then the Deputy Children's Officer should be informed and he/she will seek guidance from Social Services (Gateway Team) (**see Appendix 7**)

6. Britannia Band's Children's Officer

The designated Children's Officer within the Britannia Concert Band is Dee Hannaway. Dee can be contacted by email deehannaway68@gmail.com

The name of the Children's Officer shall be made known to young members, tutors and parents as the designated person to whom concerns will be addressed. If the concern is about the designated person please report to the Britannia Band Secretary, Petra Steltner.

7. Consent from Pupils and Parents

Prior to making a referral to Social Services the consent of the parent/carers and/or the young person (if they are competent to give this) will normally be sought. The exception to this is where to seek such consent would put that child, young person or others at increased risk of significant harm or an adult at risk of serious harm, or it would undermine the prevention, detection or prosecution of a serious crime including where seeking consent might lead to interference with any potential investigation.

In circumstances where the consent of the parent/carer and/or the young person has been sought and is withheld we will consider and where possible respect their wishes. However our primary consideration must be the safety and welfare of the child and we will make a referral in cases where consent is withheld if we believe on the basis of the information available that it is in the best interests of the child/young person to do so.

8. Confidentiality and Information Sharing

Information given to members about possible child abuse cannot be held "in confidence". In the interests of the child, members have a responsibility to share relevant information about the welfare of children with other professionals particularly the investigative agencies. In keeping with the principle of confidentiality, the sharing of information with members will be on a 'need to know' basis.

9. Code of Conduct for Members and young people

All actions concerning children and young people must uphold the best interests of the young person as a primary consideration. Members must always be mindful of the fact that they hold a position of trust and that their behaviour towards the child and young people in their charge must be above reproach.

*All members are expected to comply with Britannia Band's Code of Conduct for Members and Volunteers (see **Appendices 2, 3 and 4**)*

10. Recruitment and Vetting Procedures

Vetting checks are a key preventative measure in preventing unsuitable individuals' access to children and vulnerable adults. Britannia Band must ensure that members are vetted, inducted and supervised as appropriate.

11. Monitoring and Evaluation

This policy will be reviewed every 3 years by the Children's Officer.

Date of Next Review: _____

Signed: _____ (Children's Officer)

_____ (Deputy Children's Officer)

Appendix 1

Types of Abuse and Physical/Behavioural Indicators

Neglect is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse. **(Co- operating To Safeguard Children and Young People in Northern Ireland 2015)**

Physical Indicators	Behavioural Indicators
Looks very thin, poorly and sad; constant hunger; lack of energy; untreated medical problems; special needs of child not being met; constant tiredness; inappropriate dress; poor hygiene; repeatedly unwashed; smelly; repeated accidents, especially burns.	Tired or listless; steals food; compulsive eating; begging from friends; withdrawn; lacks concentration; reports that there is no carer at home; low self-esteem; persistent non-attendance at school; exposure to violence including unsuitable videos.

Physical Abuse is deliberately physically hurting a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child. **(Co- operating To Safeguard Children and Young People in Northern Ireland 2016)**

Physical Indicators	Behavioural Indicators
Unexplained bruises – in various stages of healing grip marks on arms; slap marks; human bite marks; welts; bald spots; unexplained/untreated burns; especially cigarette burns (glove like); unexplained fractures; lacerations or abrasions; untreated injuries; bruising on both sides of the ear – symmetrical bruising should be treated with suspicion;	Self-destructive tendencies; aggression to other children; behavioural extremes (withdrawn or aggressive); appears frightened or cowed in presence of adults; improbable excuses to explain injuries; chronic runaway; uncomfortable with physical contact; clothing inappropriate to weather – to hide part of body;

Emotional Abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them, or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying – including online bullying through social networks, online games or mobile phones – by a child's peers. **(Co- operating To Safeguard Children and Young People in Northern Ireland 2016)**

Physical Indicators	Behavioural Indicators
<p>Well below average in height and weight; “failing to thrive”; poor hair and skin; alopecia; swollen extremities i.e. icy cold and swollen hands and feet; recurrent diarrhoea, wetting and soiling; sudden speech disorders; signs of self-mutilation; signs of solvent abuse (e.g. mouth sores, smell of glue, drowsiness); extremes of physical, mental and emotional development (e.g. anorexia, vomiting, stooping).</p>	<p>Apathy and dejection; inappropriate emotional responses to painful situations; rocking/head banging; inability to play; indifference to separation from family indiscriminate attachment; reluctance for parental liaison; fear of new situation; chronic runaway; attention seeking/needing behaviour; poor peer relationships.</p>

Sexual Abuse occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse 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 clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children. **(Co- operating To Safeguard Children and Young People in Northern Ireland 2016)**

Physical Indicators	Behavioural Indicators
<p>bruises, scratches, bite marks or other injuries to breasts, buttocks, lower abdomen or thighs; bruises or bleeding in genital or anal areas; torn, stained or bloody underclothes; chronic ailments such as recurrent abdominal pains or headaches; difficulty in walking or sitting; frequent urinary infections; avoidance of lessons especially PE, games, showers; unexplained pregnancies where the identity of the father is vague; anorexia/gross over-eating.</p>	<p>What the child tells you; Withdrawn; chronic depression; excessive sexual precociousness; seductiveness; children having knowledge beyond their usual frame of reference e.g. young child who can describe details of adult sexuality; parent/child role reversal; over concerned for siblings; poor self-esteem; self-devaluation; lack of confidence; peer problems; lack of involvement; massive weight change; suicide attempts (especially adolescents); hysterical/angry outbursts; lack of emotional control; sudden school difficulties e.g. deterioration in school work or behaviour; inappropriate sex play; repeated attempts to run away from home; unusual or bizarre sexual themes in children’s art work or stories; vulnerability to sexual and emotional exploitation; promiscuity; exposure to pornographic material</p>

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

Although 'exploitation' is not included in the categories of registration for the Child Protection Register, professionals should recognise that the abuse resulting from or caused by the exploitation of children and young people can be categorised within the existing CPR categories as children who have been exploited will have suffered from physical abuse, neglect, emotional abuse, sexual abuse or a combination of these forms of abuse (**Co-operating To Safeguard Children and Young People in Northern Ireland 2016**)

A child may suffer or be at risk of suffering from one or more types of abuse and abuse may take place on a single occasion or may occur repeatedly over time.

Child Abuse in Other Specific Circumstances

Bullying

Bullying is not defined as a category of abuse within the Area Child Protection Committees' Regional Policy and Procedures (2005). The policy does however state that the damage inflicted by bullying behaviour can frequently be underestimated. It can cause considerable distress to children and at the extreme cause them significant harm (including self-harm).

The procedure for referral and investigation of abuse may therefore be implemented in certain circumstances such as when anti-bullying procedures have failed to be effective; the bullying behaviour is persistent and severe resulting in the target of the bullying suffering/likely to suffer significant harm; there are concerns that the bullying behaviour is indicative of the child exhibiting this behaviour suffering/likely to suffer significant harm or where concerns exist in relation to the parents/carer's capacity to meet the needs of the child (either the target or the child exhibiting this behaviour).

Children Who Sexually Abuse Others or Display Sexually Harmful Behaviour

When abuse of a child is alleged to have been carried out by another child, the procedures outlined in **section 5** of this policy will be followed. It is important in such situations to distinguish between behaviours which are experimental in nature and those that are exploitative and harmful. Advice and support will be sought in such circumstances from Social Services Gateway Team and where appropriate a referral made to the statutory agencies. Appropriate services will also be provided for the children involved.

Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/ or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

The key factor that distinguishes cases of CSE from other forms of child sexual abuse is the concept of exchange – the fact that someone coerces or manipulates a child into engaging in sexual activity **in return for something** they need or desire and/or for the gain of those perpetrating or facilitating the abuse. The something received by the child or young person

can include both tangible items and/or more intangible 'rewards' OR 'benefits' such as perceived affection, protection or a sense of value or belonging.

Any child under the age of eighteen, male or female, can be a victim of CSE, including those who can legally consent to have sex. The abuse most frequently impacts upon those of a post-primary age and can be perpetrated by adults or peers, on an individual or group basis.

The potential indicators of CSE can include, but are not limited to:

- Acquisition of money, clothes, mobile phone etc without plausible explanation;
- Leaving home/care without permission;
- Persistently going missing or returning late;
- Receiving lots of texts/phone calls prior to leaving;
- Agitated/stressed prior to leaving home/care;
- Returning distraught/ dishevelled or under the influence of substances;
- Requesting the morning after pill upon return;
- Truanting from school;
- Inappropriate sexualised behaviour for age;
- Physical symptoms or infections e.g. bruising, bite marks, sexually transmitted infections;
- Concerning use of the internet;
- Entering or leaving cars driven by unknown adults or by taxis;
- New peer groups;
- Significantly older 'boyfriend' or 'girlfriend';
- Increasing secretiveness around behaviours;
- Low self-esteem;
- Change in personal hygiene (greater attention or less);
- Self harm and other expressions of despair;
- Evidence or suspicion of substance misuse.

Whilst these indicators can be usefully used to identify potential risk, it is important to note that their presence does not necessarily mean that CSE is occurring. More importantly, nor does their absence, mean that it is not.

When we become aware of young people below the age of consent engaging in sexual activity or where we have concerns about a 16/17 year old in a sexual relationship the Children's Officer has a duty to follow appropriate procedures and where necessary make a referral to Social Services.

Indecent Photographs

The offence of taking indecent pictures of children under 18 years can apply in a situation where a pupil has taken an indecent picture using a mobile phone of others under 18 years of age. It is also an offence to distribute, possess with intent to distribute or show such photographs to others. In such circumstances the PSNI and Social Services will be contacted.

Young Person whose Behaviour places him/her at Risk of Significant Harm

A child whose own behaviours e.g. self-harming behaviour, places him/her at risk of significant harm, may not necessarily constitute abuse as defined in Area Child Protection Committees' Regional Policy and Procedures (2005). The decision to initiate child protection procedures is a matter for professional judgement and each case will be considered individually with advice sought from Social Services Gateway Team. The criminal aspects of such cases will be dealt with by the PSNI.

Domestic Violence and Abuse

Is defined as threatening, controlling, coercive behaviour, violence or abuse (psychological, virtual, physical, verbal, sexual, financial or emotional) inflicted on anyone (irrespective of age, ethnicity, religion, gender identity, sexual orientation or any form of disability) by a

current or former intimate partner or family member.' (**Stopping Domestic and Sexual Violence and Abuse in Northern Ireland; A Seven Year Strategy: March 2016**)

Sexual Violence and Abuse

Is defined as 'any behaviour (physical, psychological, verbal, virtual /online) perceived to be of a sexual nature which is controlling, coercive, exploitative, harmful or unwanted that is inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability).'

Please note that coercive, exploitative and harmful behaviour includes taking advantage of an individual's incapacity to give informed consent. (**Stopping Domestic and Sexual Violence and Abuse in Northern Ireland; A Seven Year Strategy: March 2016**)

A child may live in a family where there is domestic abuse or a young person may be in a relationship where they become the subject of domestic abuse.

Appendix 2 - Tutors Code of Conduct

Tutors should

- Be positive during sessions, praise and encourage effort as well as results
- Plan and prepare appropriately
- Anyone working with children should do the child protection awareness course and hold up-to-date qualifications
- Involve parents where possible and inform parents when problems arise
- Keep a record of attendance at practices
- Keep a brief record of injury(s) and action taken
- Keep a brief record of problem/action/outcomes, if behavioural problems arise
- Report any concerns in accordance with this Code's reporting procedures
- Encourage young people to respect one another and to expect respect for their worth as individuals for their worth regardless of their ability
- Encourage young people and other tutors to develop and maintain integrity in their relationship with others

Where possible tutors should avoid:

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Taking children to their home
- Taking children on journeys alone in their car

Tutors should not:

- Use any form of punishment or physical force on a child
- Exert undue influence over a participant in order to obtain personal benefit or reward

- Undertake any form of therapy (hypnosis etc.) in the training of children
- Never communicate or form a “friendship” with children online with the intent of arranging to meet in the “real world”
- Never ask anyone to keep secrets of any kind

I agree to abide by the rules and procedures of the Britannia Band and in particular the Guidelines and Code of Conduct for tutors.

Name (in print): _____ Signature: _____

Date: -- / -- / ----

Appendix 3 - Code of Conduct for Young People

The Britannia Concert Band wants to provide the best possible environment for all young people involved in music. Young people deserve to be given enjoyable, safe opportunities and experiences, free of abuse of any kind. These participants have rights, which must be respected, and responsibilities that they must accept. Young people should be encouraged to realise that they have responsibilities to treat other participants and tutors with respect.

Young members of Britannia Band are entitled to:

- Be safe and to feel safe
- Be listened to
- Be believed
- Have fun and enjoy music making
- Have a voice in relation to their activities within the Band
- Be treated with dignity, sensitivity and respect
- Participate on an equitable and fair manner, irrespective of ability, disability, gender, religion, social class, etc.
- Make complaints and have them dealt with
- Get help against bullies- Say No
- Confidentiality (see section on confidentiality)

Young members should always:

- Treat tutors with respect.
- Look out for themselves and the welfare of others.
- Be organised (remember music), be on time, tell someone if you are leaving a venue.
- Bring a bottle of water if needed (no fizzy or sugary drinks), no sweets to be eaten during practices or performances.
- Have mobile phones off or on silent during practices and performances.
- Leave the practice room clean and tidy.
- Be helpful - clearing away stands, moving chairs etc.
- Talk to the Child Protection Officer if they have any problems.

Young Person's Code of Conduct

I have read and understood the Code of Conduct and agree to abide by the guidelines set out in the code.

Signature of member:	
Date:	
Name in Print:	

Signature of Parent / Guardian: _____

Date: _____

(Please note that the person signing the parent/guardian section must ensure that they have parental responsibility for the child).

Appendix 4 - Children's Officer– Roles and Responsibilities

Children's Officer

Designated persons are responsible for dealing with any concerns about the protection of children. The Children's Officer is responsible for reporting allegations or suspicions of child abuse to Social Services and PSNI. Children's Officers should review current policies in relation to young people, check that all activities are safe and fun, and inform adults of how to deal with any concerns that may arise in relation to the protection of young people.

Children's Officer

The appointment of the Children's Officer is an essential element in the creation of a quality atmosphere for young people in any organisation. They act as a resource to members with regard to children's issues and also ensure that children have a voice in the running of the organisation and can talk freely about their experiences.

Government guidelines advise that a children's officer should be appointed by all organisations and this should be done in accordance with recommended selection and recruitment procedures. The appointment of this person should be carried out in consultation with juvenile members and their parents/guardians. The Children's Officer should be on the Management Committee or have access to the Management Committee.

The Children's Officer should have the following functions:

- To promote the Code of Ethics & Good Practice

- To familiarise with ***Children First and Our Duty to Care*** to ensure they can act as an information source to other members of the organisation
- To influence policy and practice and prioritise children's needs
- To ensure that children know how and whom they can report their concerns to within the club. Information disclosed by a child should be dealt with in accordance with the guidelines in the Code of Ethics for Young People
- To encourage the participation of parents/guardians in club activities
- To co-operate with parents to ensure that each child enjoys his/her participation in the band
- To report regularly to the management committee
- To monitor changes in membership and follow up on any unusual drop-out, absenteeism by children or volunteers
- Have knowledge of categories and indicators of abuse.
- Be prepared to undertake training in relation to child protection.
- Communicate with parents and/or agencies as appropriate.
- Inform local duty social worker in the local Social Services and PSNI of relevant concerns about individual children
- Advise Administrators on strategies to deal with poor practice and bullying concerns
- Advise Administrators on issues of confidentiality/record keeping/data protection.

The Children's Officer does not have the responsibility of investigating or validating child protection concerns and have no counselling or therapeutic role. This responsibility lies with the Health Services and the PSNI.

Appendix 5 - PHOTOGRAPHS AND IMAGES OF CHILDREN:

Use of Photographic and Mobile Equipment

The Britannia Concert Band has adopted a policy in relation to the use of images of young people on their websites and in other publications as part of its commitment to providing a safe environment to young people. The Band will take all necessary steps to ensure that young people are protected from the inappropriate use of their images in resource and media publications, on the internet and elsewhere. There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on websites and other publications. Where possible we will try to use models or illustrations when promoting an activity and avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention. This is not to avoid parents/guardians taking photographs of their children but to ensure that best practice is put in place wherever and whenever photographs and recorded images are taken and stored.

General Guidelines for use of photography:

- Ask for parental permission to use the image and consult with the parents about its usage. This ensures that they are aware of the way the image is to be used. A parental permission form is one way of achieving this.
- If the young person is named, avoid using their photograph.
- If a photograph is used, avoid naming the young person
- Only use images of young people in suitable dress to reduce the risk of inappropriate use. The content of the photograph should focus on the whole band not on a particular child
- Create recognised procedures for reporting the use of inappropriate images to reduce the risks to young members. Follow the child protection procedures, ensuring the Child Protection Officer or, if necessary, the social services and/or police are informed.

Amateur photographers/film/video operators wishing to record an event or practice session should seek accreditation with the tutor in charge/ Children's Officer and/or event organiser of session.

When commissioning professional photographers or inviting the press to an activity or event we will ensure they are clear about our expectations of them in relation to child protection. Professional photographers/film/video operators wishing to record an event or practice session should seek accreditation with the chairperson or event organiser by producing their professional identification for the details to be recorded. Ensure that you:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Keep a record of accreditations
- Inform young people and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Do not allow unsupervised access to young people or one to one photo sessions at events
- Do not approve/allow photo sessions outside the events or at a member's home

Videoring as a teaching aid: Video equipment can be used as a legitimate teaching aid. However, permission should first be obtained from the young person and the young person's parent/carer. Anyone concerned about any photography taking place at events or training sessions can contact the senior officer, event director and ask them to deal with the matter.

MOBILE PHONES

Mobile phones provide children with security and enable parents to keep in touch and make sure that they are safe. However, this technology also allows for direct personal contact with young people, in some cases used to cross the boundaries of what is appropriate and cause harm to young people. Responsible and secure use of mobile phones by adults and young people needs to be encouraged in the Britannia Band.

As a young person remember:

- If you receive an offensive photo, email or message, do not reply, save it, make a note of times and dates and tell a parent or the Children's Officer.
- Be careful about who you give your phone number to and don't respond to unfamiliar numbers
- Change your phone number in cases of bullying or harassment
- Don't use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person.
- Treat your phone as you would any other valuable item so that you guard against theft

As a tutor remember:

- Use group texts for communication among members and inform parents of this at the start of the season.
- It is not appropriate to have constant communication for individual young members.
- Don't use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person.

Appendix 6 - GUIDELINES ON GENERAL ISSUES

Travelling With Children

There is extra responsibility placed on Tutors when they travel with children to events. When travelling with young people Tutors will:

- Ensure that there is adequate insurance cover.
- Not carry more than the permitted number of passengers.
- Ensure use of safety belts.
- Avoid being alone with one participant, put passenger in the back seat, drop off at central locations or seek parental permission to transport an individual participant on a regular basis and clearly state times of pick- up and drop off.

Supervision

- Make sure there is an adequate adult: child ratio. This will depend on the nature of the activity, the age of the participants and any special needs of the group. As a guide a ratio of 1:10 for under 12 years of age and 1:12 for participants over 12 years of age. This is only a guide and will change depending on the circumstances, e.g. players with special needs or away trips.
- There should be a minimum of 2 adults per group at any one time.
- Where there are mixed groups there should be tutors of both genders.
- Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others.
- Clearly state time for start and end of training sessions or competitions, leaders should remain in pairs until all participants have been collected.
- Keep attendance records and record of any incidents / injuries that arise.
- Facilitate parents who wish to stay and supervise sessions (for safety and supervision, not necessarily for their 'technical' expertise). If they are agreeing to take on this role, they should sign up to the Code of Conduct and agree to the checking services available in the respective jurisdictions.

Away Trips / Overnight Stays

- Separate permission forms should be signed by parents and participants, containing emergency contact number.
- Young participants should sign a behaviour agreement.
- Appoint a group leader who will make a report on returning home.
- A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details.
- Rooming arrangements – adults should not share rooms with children, children share rooms with those of same age and gender and adults should knock before entering rooms.
- All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).
- Alcoholic drink, smoking or other illegal substances are forbidden to members.
- There must be at least one adult of each gender with a mixed party, there should be a good adult – child ratio, 1: 6, and proper access to medical personnel.
- Lights out times should be enforced.
- Young players should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission

Young people

- Should sign a behaviour agreement
- Should not be asked to share a bed or room with an adult
- Should be happy with the arrangements
- Should show respect to the host families
- Should not stay on their own with a host family, there will always be at least two young people staying with the same family

The Britannia Band should

- Provide a travel pack to hosting families
- Check out that the hosting families are known to the host association/ organisation
- All travel and accommodation arrangements should be made known to parents and players
- Gather information on destination and venue
- Inform parents as far as possible with whom their child is staying

Host Families should

- Agree to abide by the Code of Conduct
- Consent to appropriate checks and references
- Attend host family meetings before competitions or events
- Provide a safe and supportive environment for young people
- Always be given the contact number of the adult responsible for the travelling group and should know that they are free to contact this person if they encounter any difficulty.
- Be given contact numbers for parents plus an additional contact which may be used in an emergency, details of medical conditions, medication requirements or allergies
- It should be made absolutely clear to members, to parents of members being hosted and to the host families that the use of substances such as alcohol is not allowed for underage members.

At the start of the Year:

- Parents should be advised of the regulations and guidelines for Hosting.
- Parents who still have a concern should be encouraged to voice their concerns and to make suggestions for greater safety.
- No pressure should be put on young players/parents to travel or undertake return hosting if they have concerns in this area.

Before travelling- young players & their parents (as a group where possible)

- Be advised of the hosting arrangements.
- Be advised of the name of travelling adult to whom concerns can be reported.
- Be made aware of the importance of reporting concerns.
- Parents should be asked to make their children aware of particular behaviours that may be a cause for concern.
- The name and phone number of the host family should be given to the parent of each travelling player.
- Parents should supply all relevant information, their contact numbers, plus additional emergency contact number, medical condition, medication requirements, or allergies and this information should be passed on to the host family.
- Parents should be advised that if players behave inappropriately, arrangements will be made for the player's early return home. The player's parents must meet any extra expense.

Health:

Britannia Band members should be prepared to treat each child according to their own needs and responses to any condition they may have. Volunteers will be appraised of the individual and diverse range of health issues existing amongst their group of young people via the parental information disclosed in the health form.

- All children and youths should be given a copy of the health form to be completed by their parent/guardian at the beginning of each year. A revised copy prior to any trip may support this if the parent/guardian has any amendments or additional information to provide. **See Appendix 11**

- The volunteer in charge of that child/youth to alert them to any personal or health difficulties arising should access this confidential form.
- No medication should be given to any child without the written consent of the parent/guardian or doctors treating the child.
- In the event of an urgent health or medical crisis arising, professional help should be sought immediately.
- Any medicines, which the child carries with them to a meeting or trip, should be clearly marked with the child's name and parents/doctor's signed instruction for use. The allocated volunteer/ tutor in charge of medication should then, if necessary, carry them, to be taken as prescribed.
- All venues should carry the name and phone number of the nearest contact in a medical emergency and have telephone access. (i.e. if the group are out on a trip the volunteer/ tutor in charge should carry the contact numbers with them alongside a mobile telephone).

Insurance:

All children's and youth work activities should have professionally advised and adequate insurance cover to include key areas of: -

- Personal Accident
 - Public Liability
 - Property and Contents Insurance
 - Vehicle Insurance
- It is the responsibility of the activity organiser and the Britannia Band Committee Member (Junior Band Representative) to ensure that all relevant insurance policies are currently valid.
 - In this care of activities or events which are considered 'high risk', high risk activities form should be completed along with an activities insurance form by the activity organiser and relevant workers and submitted to the Children's Officer who will decide on the appropriateness of the cover verse the risk.
 - No high-risk activity should be engaged upon without first following the above procedure to ensure insurance cover is provided.
 - Insurance cover for transportation of children/youths should be adhered to.

Equipment:

All equipment used by a youth organisation must be safe and suitable for children to use. Where a National Standards is applicable, the equipment should conform to it.

- All equipment should be thoroughly checked for defects before use.
- If there are defects the equipment should not be used.
- All defects must be reported on the activity organiser.
- All tutors should be fully conversant with assembly and use of equipment.
- A tutor must monitor use of all equipment.
- Care should be taken that all paint, glue, felt tips, etc. are non-toxic.
- Safe storage should be provided for all equipment.

Premises:

The premises used for all children's and youth work should be suitable and safe.

It is the responsibility of the Britannia Band Members to make sure the premises are of a safe and suitable standard. The tutors in charge have a responsibility to ...

- Leave the premises in a clean, tidy and secure condition.

- Notify the organisation of any defects or hazards in the working/meeting environment. Ensure these points are documented in a memo/health and safety notebook.
- Any damage caused should be reported immediately to a Committee Member. Damage should be noted in a memo/health and safety notebook along with implications, action to be taken and by whom.
- Regular scheduled fire drills should occur within each organisation.

Appendix 6 - Procedure where a complaint has been made about possible abuse by a member of Britannia Concert Band.

Key Points

An allegation has been made against a Band member; inform the Children’s Officer.



Guidance on the Next Steps

Children’s Officer then establishes the facts, seeks advice from the key agencies as appropriate, usually through informal discussion.



Possible Outcomes

Following on from establishing the facts, seeking advice from Key Agencies and discussion with the Chair of the Management Committee a way forward must be agreed from the options below.



Precautionary suspension is not appropriate and the matter is concluded.

Allegation addressed through relevant disciplinary procedures.

Precautionary suspension under Child Protection procedures imposed

Alternatives to precautionary suspension imposed

Appendix 7 - Allegation / Incident Record Form Child Protection

Name of organisation:	
Your name:	
Your position:	
Child's name:	
Child's date of birth:	
Child's address:	
Parents/carers Names and Address:	
Date and time of incident:	
Your Observations:	
Exactly what the child said and what you said: (Remember do not lead the child- record actual details. Continue on separate sheet if necessary)	
Where a report is made by a Parent/ Guardian, what did they say:	

Action taken so far:	
Children's Officer Informed:	Yes No
External agencies contacted (date and time)	
Police Yes No	If yes-Which: Name and contact number: Details of advice given:
Social Services Yes No	If yes-Which: Name and contact number: Details of advice given:
Local Council or Education Department Yes No	If yes-Which: Name and contact number: Details of advice given:
Other (e.g. NSPCC) Yes No	Which: Name and contact number: Details of advice given:

Signature

Date

Appendix 8
Accident Report Form

ACCIDENT REPORT FORM

TUTOR IN ATTENDANCE: _____

INJURED PARTY

Name: _____

Date of Birth: _____ **Age:** _____

Address: _____

ACCIDENT DETAILS

Date: _____ **Time:** _____

Event: _____

Exact location: _____

Injury: _____

How accident happened: _____

SEVERITY:

Minor

Considerable

Severe

FIRST AID INVOLVED?

YES / NO

MEDICAL ATTENTION REQUIRED?

YES / NO

WAS HOSPITAL TREATMENT REQUIRED?

YES / NO

If injured party is Under 18:

WAS PARENT/GUARDIAN INFORMED?

YES / NO

HOW WAS PARENT INFORMED?

Any Additional Information:

WITNESSES:

Witness 1

Name: _____

Address: _____

Contact Number: _____

Signature: _____

Witness 2

Name: _____

Address: _____

Contact Number: _____

Signature: _____

FORM COMPLETED BY (Please Print):

Signed by individual who completed the form:

Date:

Signed by injured party:

Date:

Signed by Parent/Guardian if under injured party is under 18 years old:

Date:

Appendix 9

Application for New Tutors

Every person wishing to work with the Junior Britannia Band should fill in this form. They should also be given the relevant information and copy of the Britannia Band Child Welfare and Protection Policy and guidelines.

Name: _____ Maiden Name (If applicable): _____
DOB: _____ NI Number: _____
Address: _____ Previous Address over the last 5 years: _____

Telephone Number: Home: _____ Mob: _____

How long have you lived at this address? _____

Are you a member of the Britannia Band Yes No
How long have you been a member? _____

If you have been coming to the Britannia Band for less than 2 years please indicate any previous youth work/voluntary experience & relevant qualifications:

Do you suffer from or have ever suffered from any illness which may directly affect your work with children or young people Yes No

Are you willing to attend meetings and training days? Yes No

If you have been known to the Britannia Band as a volunteer for more than 2 years we will require a reference from another source. Please supply a name, contact address and telephone number of someone who knows you well. This should not be a family member.

Name: _____

Address: _____

Tel: _____ Relationship/Position: _____

Appendix 10

Declaration / Vetting Permission

In applying to work/volunteer with the Junior Britannia Band you must understand the great responsibility involved in working with children and young people and the need to ensure their safety.

We would therefore ask you to sign the following declaration.

I understand that I must also complete an AccessNI Application Form and that this check must be carried out before my application for registration/appointment can be confirmed.

Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges? (NB the disclosure of an offence may be no bar to your appointment)

Yes No

If yes what was the nature of the offence? _____

When did this offence or charge take place? _____

What was the outcome of any investigation? _____

Name (please print): _____

Signed _____ Date: _____

(You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 Order as amended by the Rehabilitation of Offenders Act 1974 you should declare all convictions including 'spent' convictions)

I have read and I am in agreement with the principles and guidelines put forward in the Child Welfare and Protection Policy and Guidelines document.

Signed _____ Dated: _____

PLEASE RETURN THIS FORM TO : Andrew McPherson or Martyn Goodman, Britannia Band Committee Members

Appendix 11

Confidential Reference Form:

Private and confidential

Re: _____

The above named has applied for a volunteer tutor position for the Junior Britannia Band and have given your name as referee.

In connection with this, I would be grateful if you could complete the questionnaire overleaf.

A brief job description is enclosed

Where appropriate

[The post for which the application has applied is exempt from the provisions of the rehabilitation's of Offenders Act 1974 by virtue of the Rehabilitation's of Offenders Act 1974. Consequently it will not contravene the Act to disclose information which you may have in connection with this applicant regarding which would otherwise be considered 'spent']

Please be assured that all information provided would be held in the strictest of confidence.

May I take this opportunity of thanking you for your help in this matter.

I enclose a stamped address envelope for your reply, which I look forward to receiving as soon as convenient.

Yours sincerely

The Britannia Concert Band

Re: _____

How long have you known this person?

In what capacity is the applicant known to you?

Please comment on his/her suitability and personality?

Please comment on his/her suitability for voluntary work with the Junior Britannia Band

Please state any further information which is relevant to this reference

Signature: _____

Date: _____

Position Held: _____