

WHAT HAPPENS IF

You suspect a child is being abused; emotionally, physically or sexually within or outside the band:

- Tell your Appointed Person. Record any facts that support your suspicions.
- Agree with the Appointed Person what action, if any is to be taken and seek advice from Social Services or the Police Child Protection Team.

A child discloses to you abuse by someone else

- Allow the child to speak without interruption, accepting what is said, but do not investigate.
- Alleviate their feelings of guilt and isolation, while passing no judgment – reassure them you will get help from the right people.
- Advise that you will try to offer support, but that you must pass on the information.
- Record all facts as soon as possible about the child's account: what, when, where etc.
- Tell your Appointed Person immediately.

You receive an allegation about any adult or about yourself

- Immediately tell your Appointed Person or contact Social Services for advice.
- Record all facts, as you know them.
- Try to ensure no one is placed in a position that could cause further compromise.

You must refer - you cannot investigate

Police Child Protection Team **01934 638171 / 01934 638768**
Social Services Daytime **01275 888888**
Socials Services Emergency **01454 615165**

CADBURY WIND BAND

CODE OF PRACTICE

**for all those involved with young people
please read and keep for reference.**

These notes are part of our developing policy to safeguard children from harm, produced in response to the following recommendations for voluntary groups.

Recommendations:

1. Adopt a Policy Statement on Safeguarding the Welfare of Children.
2. Plan the work of the organisation so as to minimise situations where the abuse of children could occur.
3. Introduce a system whereby children may talk to an independent person.
4. Apply agreed procedures for protecting children to all paid staff and volunteers. Get them to sign to say that they have read and agree them.
5. Treat all would be volunteers and paid staff as job applicants for any position involving contact with children.
6. Gain at least one reference from a person who has experience of the applicant's paid work or volunteering with children.
7. Explore all applicants' experience of working or contact with children in an interview before appointment.
8. Make paid and voluntary appointments conditional on the successful completion of a probationary period
9. Issue guidelines on how to deal with the disclosure or discovery of abuse.
10. Appoint an individual Child Protection Officer who can monitor the Child Protection Policy of the Band. That person would normally be someone with the appropriate background who volunteers for such work.

'Safe from Harm - A Code of Practice for Safeguarding The Welfare of Children in Voluntary Organisations in England and Wales' Published by the Home Office London 1993 <http://www.homeoffice.gov.uk/acu/harm.htm>

YOU SHOULD

- Treat all children with respect and dignity.
- Endeavour to ensure that children's welfare and safety is a first consideration at all times, including break times.
- Liaise openly with parents and carers.
- Provide an example you wish others to follow.
- Plan activities that involve more than one other person being present, or at least are within sight or hearing of others.
- Make all activities fun and enjoyable.
- Respect a young person's right to personal privacy.
- Only allow changing where separate facilities can be provided.
- Have separate sleeping accommodation for adults and young people when away.
- Provide access for young people to talk to others about any concerns they may have.
- Avoid physical horseplay such as wrestling or tickling.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Recognise that caution is required even in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse.
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviours they do not like.
- Listen to and act upon any disclosures, allegations or concerns of child abuse.
- Endeavour to ensure a member of the committee is sent on child protection training when available.

YOU SHOULD NOT

- Permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying).
- Play physical contact games with young people.
- Have any inappropriate physical or verbal contact with young people.
- Jump to conclusions about others.
- Allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes.
- Show favouritism to any individual.
- Exaggerate or trivialise issues concerned with child abuse.
- Make suggestive remarks or gestures.
- Rely on just your good name to protect you.
- Believe it could never happen to you.

Kinds of Abuse

Physical

Where children or young people are deliberately physically hurt or injured.

Sexual

Where adults seek sexual gratification by using the young or by exposing young people to sexual images.

Emotional

Where the young are harmed by constant lack of love and affection or by threats and taunting.

Neglect

Where there is failure to protect a child from exposure to danger or failure to carry out aspects of care.