



Toddington Town Band Child Protection Policy

Approval date: 04/03/2014

Last Review date: 11/12/2023

Introduction

Toddington Town Band aims to create a safe and welcoming environment for its members of all ages, where making music together is fun and enjoyable, whilst striving for individual and collective musical improvement.

Toddington Town Band's Child Protection Policy is tailored to reflect the ethos, activities and structure of the organisation. To ensure that a culture of safety informs all that we do and to protect its members from false allegation, Toddington Town Band has developed this policy, which should be read in conjunction with Toddington Town Band's Constitution.

Definitions

Toddington Town Band: hereafter the words "we", "our", "us" and "the band" shall mean Toddington Town Band

Member: any person who has officially joined Toddington Town Band and has agreed to abide by the constitution

Volunteer: any person who has been requested by a member of the band committee to provide assistance to the band before, during or after any band event

Band committee: the designated body appointed by the band to oversee its administration

Band/rehearsal/concert room or venue: any premises that the Band uses for the purposes of practising or performing

Child/children/young person: any young person(s) under 18 years of age.

Child abuse: any neglect or physical, mental or sexual abuse of a child, including domestic abuse, bullying or cyberbullying and child sexual exploitation

Tutor: any person authorised by the Band to assist or to be solely responsible for the teaching of a child or young person

DBS: Disclosure and Barring Service

Useful Contacts / Numbers

Designated Child Protection Officer: Nick Wall

Telephone:

Mobile: 07822 805691

Email: nwall201@gmail.com

Deputy Designated Child Protection Officer: Victoria Jones

Telephone: 01707 268953

Mobile: 07944 690014

NSPCC

66-70 The High St,

Two Mile Ash,

Milton Keynes,

Buckinghamshire

help@nspccorguk

Childline

Child Protection Helpline 0808 800 5000

Childline Helpline for Children and Young People 0800 1111

<http://www.childline.org.uk>

Statement on Child Safeguarding

All members of Toddington Town Band and volunteers associated with the band will work to ensure that they:

- Safeguard to the best of their ability the welfare and wellbeing of children and young people linked to the band
- Provide a safe environment for the activities of the organisation where children and young people are always protected, listened to and encouraged to talk about any concerns that they may have
- Treat all children and young people equally
- Recognise that children and young people could suffer abuse in many forms; physical, sexual, emotional and/or neglect as defined in The Children Order 1995

Action Statement

All members of Toddington Town Band and volunteers associated with the band will be vigilant to recognise signs of abuse in any form. If a member or volunteer suspects or is informed that a child or young person is experiencing abuse no attempt will be made to investigate further. No judgement will be passed on what is reported; we will listen and offer support and reassurance where possible. The reporting procedure set out in this policy will be followed, which may lead to the designated child protection officer (or their deputy) seeking further advice from or passing information to the appropriate agency.

Conduct

The band's constitution details the conduct expected of all its members and associated volunteers to ensure consistency of practice and promote the safety, protection, enjoyment and comfort for all Band members, including children and young people.

All band members and volunteers should:

- Set a good example
- Treat everyone with respect
- Encourage players by the recognition of individual and collective achievements
- Refrain from bullying or participating in any other form of verbal or physical abuse, including cyberbullying through social media
- Refrain from drunkenness, rudeness, use of bad language, aggressive behaviour towards another person including any kind of verbal or physical threat
- Support diversity and additional needs
- Respect a child or young person's right to personal privacy
- Explain to the child or young person why an activity may require physical contact in a tutoring scenario
- Be vigilant in case an innocent action might be misinterpreted
- Not have inappropriate physical or verbal contact with a young person in their care
- Avoid situations where they are left alone with a child, other than where a parent has consented to their child being tutored on a one-to-one basis by an adult member of the band who has undergone DBS clearance

Supervision of children and young people

Toddington Town Band is committed to taking all reasonable steps to prevent unsuitable people from working with children and young people associated with the band. The band will therefore ensure that all adult members appointed to act as tutors, and those acting as musical director for both senior and development bands, have undergone DBS clearance to ensure that all children and young people are safely supervised during band rehearsals and

engagements. A tutor acts in 'loco parentis' and is expected to exercise the same care and control as a good parent would with a view to securing the health and wellbeing of all children and young people associated with the organisation. Dangerous behaviour by children will not be tolerated; any immediately necessary action will be taken by an adult member of the band to ensure the safety of all and any such incidents reported to the parent or carer. The designated child protection officer (or their deputy) will oversee the DBS clearance process.

Rehearsal/engagements

Parents or carers must accompany their child into the band room or concert venue and not leave them anywhere outside the premises unattended. Parents and carers will be given a time at which it is expected the rehearsal or concert will end, and are expected to be present to collect the child at that time. Parents or carers can give consent to allow their child to arrive and/or leave the band room or concert venue unsupervised if the parent or carer deems this appropriate for their child (preferably no younger than school year 6) and this consent is made known to one of the two child protection officers. Following all rehearsals or engagements, an adult member of the band with a valid band DBS clearance will remain with any unaccompanied member of the band or guest player under the age of 18 until that child is collected, in order to ensure the safety of the child.

Lessons

Parents or carers will be asked to consent to their child being tutored by an adult band member who has a valid band DBS clearance certificate. All steps will be taken to ensure that children or young people are not tutored in isolation.

Transport

Unless in case of emergency, it is not advisable that any band member or associated volunteer should be alone in a vehicle with a child or young person, other than members of their own family.

Photography/filming

The Band encourages photography both to promote the band, commemorate its events and to celebrate its achievements. Parents and carers will be asked to consent to their child/ren being featured in photographs (digital or physical) which appear on the band website or in any other publicity material or social media content produced by the band. The band recognises that during events to which the general public are invited or are otherwise able to attend, they cannot restrict the taking of photographs and the subsequent publication of these in the public domain.

Photographers from outside the band membership may attend rehearsal or performances at the request of the band to take pictures for publicity purposes. At least two adult members of the band who have undergone DBS clearance will be present at all times while photographs are being taken.

First Aid

Under normal circumstances a person trained in first aid will be present at band rehearsals and engagements. Any first aid treatment required will be administered in the presence of an adult band member who has undergone DBS clearance. A basic first aid kit will be available for use by any appropriately trained band member during rehearsals and engagements. Any incidents requiring the administration of first aid will be recorded in the band's incident record book and the parent or carer will be advised.

Parents or carers are required to inform the designated child protection officer of any pre-existing medical conditions as part of the registration process. It is the responsibility of the parent or carer to keep the designated child protection officer advised of any change in their

child's condition. It is also the responsibility of the parent or carer to ensure that their child has any necessary medication with them at all times.

Physical Restraint

A child must never be physically restrained except in the following situations:

- To prevent physical injury to the child, or to other children, or to themselves or other band members
- To prevent damage to property
- To prevent the young person committing a criminal offence

If physical restraint is deemed necessary it must always be appropriate and reasonable. Any incidents which have required the physical restraint of a child or young person will be investigated by the Designated child protection officer, recorded in the band's incident record book, and the parent or carer will be advised.

Reporting Procedure for dealing with an allegation of child abuse

It is not always easy to recognise situations where abuse has taken place or may occur, even for those experienced in working with child abuse. The band acknowledges that its members and associated volunteers are not experts in such recognition. It is not the responsibility of any band member or volunteer to decide whether or not child abuse has taken or is taking place. However there is a responsibility to inform appropriate agencies of possible abuse so that any necessary action is taken to protect the child or young person.

It is the duty of all band members and associated volunteers to pass on any concerns they may have about the welfare of a child or young person as soon as possible to the designated child protection officer (or their deputy), who will then assume responsibility to oversee the process and determine the course of action.

Band members should not attempt to deal with any alleged or reported child abuse personally but should report any allegations made to the designated child protection officer (or their deputy) immediately.

Any allegation of abuse made against a member of the band or associated volunteer will be investigated and dealt with as laid down in the band's constitution.

Confidentiality

All personal and sensitive details which have been confided to any member of the band or an associated volunteer (for example, regarding family situations, personal details, etc.) will not be talked about or passed on to others without prior consent, unless failing to do so would compromise the safety of a child or young person. Any band member or associated volunteer must share any such concerns with the designated child protection officer (or his/her deputy).

Information of a confidential nature will only be communicated to a third party as deemed appropriate by the designated child protection officer (or their deputy).

Designated child protection officer

the role and responsibility of the designated child protection officer is to:

- hold a valid band DBS clearance certificate

- provide information and advice on child safeguarding within the band
- ensure that the band's Child Protection Policy is followed and reviewed to align with national guidelines
- coordinate the processing of DBS clearance paperwork as required by band members
- act as the first point of contact and support to either a child or young person, or to a band member or associated volunteer, reporting concerns of abuse
- record an allegation of abuse made by a child using the reporting form below, and take further action deemed appropriate, including passing on information to the appropriate agency
- report any allegation of abuse made against a band member to the committee for discussion and decision regarding disciplinary action

The designated child protection officer will continue to hold this post until any successor appointed by the band at the AGM is in receipt of a valid band DBS clearance certificate.

The above responsibilities also apply to the deputy designated child protection officer, who is appointed to act in the absence of the designated child protection officer.

This Policy will be reviewed bi-annually the Committee and will be approved by the Band at the AGM.