

# SHEPLEY BAND POLICY FOR SAFEGUARDING CHILDREN

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# SHEPLEY BAND POLICY FOR SAFE GUARDING CHILDREN

## **Introduction**

This policy was written following 'Safe and Sound'-Guidelines for Community Groups. This document will be followed by all band members and promoted by those in a position of leadership within the organization.

## **Safe Guarding Statement**

Shepley Band is committed to safeguarding and promoting the welfare of all its children and young people. The welfare of each child or young person is of paramount importance and we will always take a considered and sensitive approach in order to support them.

## **1.0 POLICY**

As recommended by the Safe and Sound Guidelines the Shepley Band Committee will nominate a Safeguarding Children Officer and a Deputy, who will be made known to all band members. These officers will also be responsible for following procedures in cases where there are allegations against band members.(see section on Procedures)

### **1.1 ROLE OF THE SAFEGUARDING CHILDREN OFFICER (SCO)**

The SCO is:

- 1.1.1 A point of contact for band members to make complaints or disclosures.
- 1.1.2 Responsible for implementing and reviewing policies and procedures on safe guarding children.
- 1.1.3. Willing to undertake training on the issues of safeguarding children.
- 1.1.4. Committed to keeping Shepley Band up to date on issues of safeguarding children.
- 1.1.5. The link between children and young peoples services.
- 1.1.6. The point of contact if there are allegations against a band member.

### **1.2 MAKING A REFERRAL**

Shepley Band recognizes that making a good referral is of utmost importance. Clear records will be kept by the SCO after a disclosure has been made (See section on **Procedures**)

### **1.3 CONFIDENTIALITY**

- 1.3.1 Shepley Band recognizes that any child protection case will be kept confidential.
- 1.3.2 Only designated SCO's and those involved in the case will be made aware of any child protection issues.
- 1.3.3 It is recognized that the SCO will pass on information to the management committee on a need to know basis.
- 1.3.4 Records of observations will be stored securely by the designated SCO. The SCO will inform children that those they inform of abuse cannot keep such a disclosure a secret and they have a duty to share the information to the appropriate bodies
- 1.3.5 It is recognized that should an agency such as the Police, or The Children and Young Peoples Service contact the SCO regarding a child member, Shepley Band is legally obliged to share records with them.

### **1.4 EMERGENCY**

- 1.4.1 In the event of an emergency it is recognized that it may be necessary to call for an ambulance before calling Children and Young Peoples Services.
- 1.4.2 It is recognized that children should go to hospital in an ambulance rather than an individual's car.

### **1.5 PROTECTING A BAND MEMBER AGAINST AN ABUSIVE ADULT**

- 1.5.1 Shepley Band recognizes that it is of great importance to protect members against an abusive adult after a disclosure of abuse has been made.
- 1.5.2 Preventing the adult from entering the premises used for rehearsals or calling the police are procedures that will be used to ensure safety.

## **1.6 TRAINING BAND MEMBERS IN MATTERS OF SAFEGUARDING CHILDREN**

1.6.1 Shepley Band recognizes that SCOs and interested committee members should be willing to receive external training on matters relating to safeguarding children.

## **1.7 USE OF SAFEGUARDING POLICIES AND PROCEDURES**

1.7.1 Shepley Band recognizes that the policy document on safeguarding children should be made accessible to all members including our children and young people.

1.7.2 It is recognized that the policy will need to be reviewed every two years after it is initially passed by the Shepley Band management committee.

1.7.3 A copy of the policy will be kept by the SCO's and also be posted on the Shepley Band website.

1.7.4 A Presentation of the policy will be made to members of Shepley Band, including parents and children upon it being passed by the management committee.

1.7.5 When the policy is up for review adult band members, children and parents will be consulted. Suggested contributions from the above group of people will then be discussed by members of the management committee and with guidance from Children and Young Peoples Services may be added to the policy.

1.7.6 New members will receive notification of the policy in the Shepley Band Welcome Pack.

## **1.8 APPOINTMENT OF SAFEGUARDING CHILDREN OFFICERS AND NEW BAND MEMBERS**

1.8.1 Shepley Band's designated Safeguarding Children Officers will always hold an up to date CRB (Criminal Record Bureau) check in accordance with current regulations.

## **1.9 ALLEGATIONS AGAINST BAND MEMBERS**

1.9.1 Where an allegation against a band member is made the band will follow the protocol laid down in the Shepley Band Constitution para 5.6 This constitution is to be found on the Shepley Band website (<http://www.shepleyband.co.uk>) or by contacting the Chairman of the band).

## **2.0 PROCEDURES**

All members of Shepley Band have a responsibility to report any concerns of abuse to the Safeguarding Children Officer(s) .It is a band member's duty to refer any such concern of abuse, but not to investigate.

### **2.1 PROMOTING GOOD PRACTICE SHOULD AN ALLEGATION OF ABUSE TAKE PLACE**

#### **DO**

React calmly.

Reassure the child that they were right to tell and take what he child says seriously

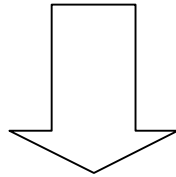
Be careful not to be deemed as putting words into the child's mouth - use open-ended questions where possible.

Do not promise confidentiality - you will have to inform the SCO.

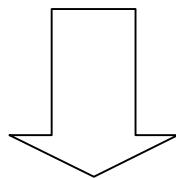
Make a full written record of what has been said as soon as possible and pass on to SCO. (The disclosure will then be recorded on Shepley Band's Record of Concerns, see Attachment at end of document)

## 2.2 PROTOCOL IN THE EVENT OF A DISCLOSURE OF ABUSE

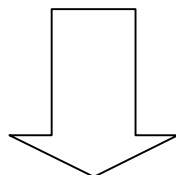
Adult Band Member informs SCO about concern for child



Adult Band Member and SCO complete Child Protection Record Sheet



SCO to contact parent/guardian unless child is placed at more risk in doing so and inform them  
Social Services are to be contacted



SCO to contact Social Services

NB: In an emergency (child at risk of significant harm or child needs medical assistance) the appropriate services will be contacted prior to calling Social Services. It may be also necessary (in line with band policy) to secure the band's rehearsal premises to prevent further abuse of the child and to keep band members safe from harm.

## **IF THERE IS COMPLAINT OR ALLEGATION ABOUT YOU OR A BAND MEMBER :**

Immediately tell the SCO.

Write notes of what you witnessed.

Ensure no-one is placed in a position that could cause further compromise.

SCO to decide course of action to be taken.

Course of action will determine whether to use disciplinary procedures as laid down in Shepley Band's Constitution.

In the case of a criminal offence being committed SCO will contact the LADO (Local authority Designated Officer) or police if a child or band member is at immediate risk of harm.

You must inform SCO of disclosure as failing to do so could damage any investigation taking place.

### **2.3 CODES AND CONDUCTS TO MINIMISE ALLEGATIONS OF ABUSE**

#### **DO:**

Treat everyone with dignity and respect.

Avoid situations where you are alone with a young band member.

Remember someone else might misinterpret your actions, no matter how well intentioned.

#### **DO NOT:**

Do things of a personal nature for a child that they can do for themselves.

Make sexually suggestive comments to a child, even in fun.

Engage in rough, physical or sexually provocative games, including horseplay

Take a child anywhere in your own car without parents consent.



## 3.0 DEFINITIONS OF ABUSE AND RECOGNISING SIGNS OF ABUSE

In accordance with Kirklees Safeguarding Children guidelines band members must acquaint themselves with what is meant by the term abuse. The following terms and definitions are designed promote this.

NB: As in the Children Acts 1989 and 2004, a child is anyone who has not yet reached his/her 18<sup>th</sup> birthday.

**Harm** means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; **Development** means physical, intellectual, emotional, social or behavioural development; **Health** includes physical and mental health; **Ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.

**Abuse and Neglect** are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting: by those known to them, or, more rarely by a stranger. They may be abused by an adult or adults or another child or children.

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

**Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities including, prostitution whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities or encouraging children to behave in sexual inappropriate ways.

**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 insofar as they meet the needs of the other person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as over protection and limitation of exploration and learning or preventing the child participating in normal social interaction. It may also seeing or hearing the ill-treatment of another. It may involve serious bullying causing children to feel frequently 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.

**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.

Appendix A



**Safeguarding Children: Record of Concerns**

Date of Incident:	Time:
Name of Child/Address:	
Contact Tel No:	
Name of reporting adult:	
Details of concern: (What you saw: what the child/adult said or did)	

## Safeguarding Children: Record of Concerns (cont)

Action taken as a result of concerns

Name of Reporting Adult:

Signature of Reporting Adult:

Date:

Name of SCO:

Signature of SCO:

Date:

## **Appendix B**

# USEFUL CONTACTS

Your Shepley Band designated Safeguarding Children Officers are:

**Jill McKinna Tel:01484 426416**

**Heidi Ryan Mob: 07595335056**

**Kirklees Safeguarding Children's Services (only to be contacted by Shepley Band's Designated SCO's)**

**24 Hours**

**Social Service Information points:01924 325070**

**During working hours**

**Safeguarding Duty Teams: 01924 326093/ 483792**

**Out of hours**

**Emergency Duty Service 01924 36489**

**Police**

**Police Child Protection Unit: 01422 337042(South Kirklees)  
01924 293811(North Kirklees)**

**Child Protection and Review Unit**

**Knowle Park House**

**Crowlees Road**

**MIRFIELD**

**WF149PR**

**Tel:01924 483749**

**Kirklees Safeguarding Children Board**

**8<sup>TH</sup> Floor Oldgate House**

**HUDDERSFIELD**

**HD1 6QF**

**Tel;01484 225161**

**Website:www.kirkleessafeguardingchildren.com**

**NSPCC Helpline:0808 800 5000**