

Macclesfield Youth Brass Band

Child Safeguarding Policy

TERMS USED IN THIS POLICY

The following terms are used in this policy:

MYBB – Macclesfield Youth Brass Band

The trustees – the trustees of Macclesfield Youth Brass Band

Players – the children and young people who play in the band

The policy – this document

Volunteers – trustees, helpers and tutors who work with the players

WO - Welfare Officer

DWO - Deputy Welfare Officer

The current serving officers are:

Cath Wood (WO) Tel: 07951 612637

Sandie Critchley (DWO) Tel: 07490 252655

These officers are BandSafe trained and at least one of these will be available at all rehearsals and events.

RESPONSIBILITY AND COMMITMENT

The trustees of Macclesfield Youth Brass Band (MYBB) recognise that they have a responsibility to protect and safeguard the welfare of the players entrusted to their care.

MYBB is committed to:

- safeguarding the welfare and well-being of its players
- valuing, listening to, and respecting players
- promoting the welfare and protection of players
- having regard to these commitments when recruiting players
- adopting safe recruitment procedures for all volunteers
- supervising and training all volunteers
- adopting a procedure for dealing with concerns about possible abuse and bullying
- supporting those affected by abuse and / or bullying in MYBB.

POLICY

The trustees recognise the need to provide a safe and caring environment for players. They acknowledge that children and young people can be the victims of physical, sexual, emotional abuse, neglect and / or bullying. They also acknowledge that bullying can occur directly or indirectly and can be carried out by an individual or a group. The trustees have therefore adopted the procedures set out in the policy.

The trustees are committed to ongoing child safeguarding training for all volunteers, including training in dealing with all forms of bullying.

The trustees will review this policy and these procedures every year. This policy has been drawn up on the basis of law and guidance that seeks to protect, namely:

- Children Act 1989
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012

Appendix 1 lists examples of some specific types of bullying.

PROCEDURES

All volunteers will be made aware of the importance of safeguarding young people. Players and volunteers will be made aware that bullying is not acceptable. Anyone witnessing or suspecting bullying or abuse should follow the procedure laid out in this policy and report concerns to the WO or the DWO as soon as possible.

Appropriate external agencies to report to:

For players living within Cheshire East:

ChECS (Cheshire East Consultation Service), 0300 123 5012 or 5022 out of hours or the Local Authority Designated Officer, LADO (01606 288931).

For players living within Staffordshire:

First Response Team, 0800 1313 126 or 0345 604 2886 out of hours or Local Authority Designated Officer, LADO (0800 1313 126).

For players living within Derbyshire:

Child Protection Service (Starting Point), 01629 533190 or Local Authority Designated Officer, LADO (01332 642 376).

For players living within Stockport council:

MASHH, 0161 217 6028 or Local Authority Designated Officer, LADO (0161 474 5657).

VOLUNTEERS RESPONDING TO CONCERNS ABOUT PLAYERS

Where a volunteer has any concern about the well being of a player, including a change in behaviour, they will report the concern to the WO, or DWO as soon as possible. The concern will be recorded on the safeguarding note of concern form, at the end of this policy. The record will be kept in a safe place by the WO.

The WO will assess the nature of the concern, and of any previous concerns, and record decisions of action taken, which may include reporting to external agencies (see above for details), if appropriate. If the concerns, suspicions or allegations relate to the WO, the report will be made to the DWO. If the suspicions implicate both officers, the volunteer will contact the appropriate external agency.

VOLUNTEERS RESPONDING TO POTENTIAL SAFEGUARDING DISCLOSURES

If a player chooses to make a disclosure to a volunteer, that person will:

- Arrange a time and place to talk privately.
- Remain calm and positive, displaying no shock or disbelief.
- Reassure the player and be supportive.
- Listen without prejudice or making judgement, whilst taking what is said seriously.

- Write brief but accurate notes as soon as possible - complete the safeguarding report form included on the last page of this policy (printed copy also kept in the admin box) and hand to the WO, or if not available, the DWO, as soon as possible, ensuring that the absence of either of these does not delay in action. Written records will be kept in a safe place by the WO.
- In cases of physical injury, complete the body map included in this policy following the guidelines. The completed body map will be given to the WO as soon as possible.
- Report immediately to the WO, DWO or the police if the WO and DWO are not available, if it is believed that the player is under threat of **immediate harm**.
- Seek support for themselves, if needed.

The person receiving the disclosure will not:

- Promise confidentiality (as reports may be made to outside agencies as outlined below).
- Carry out their own investigation into the issues disclosed.
- Interrupt the player.
- Ask for unnecessary repetition.
- Act emotionally.
- Discuss the disclosure with anyone other than the WO, DWO (or other trustee in the absence of both officers), including the player's parents.

WO/DWO RESPONDING TO ALLEGATIONS OR SUSPICIONS OF ABUSE OR NEGLECT

In the event of allegations or suspicions of abuse, including if the player is afraid to return home, where a player has a physical injury or symptoms of abuse or neglect the WO or DWO will:

- Seek medical help if needed urgently, informing the doctor of any suspicions.
- Contact the Police, if it is believed that the child is at risk of immediate harm.
- Refrain from discussing the suspicions with anyone other than the nominated WO or DWO.
- Ensure there is a clear written record of the concerns, using the form at the end
- Contact the appropriate external agency for advice (see above).
- Keep the records in a safe place.
- Review actions and support for the player in question.

TRUSTEES' RESPONSE TO ALLEGATIONS OR SUSPICIONS OF ABUSE

The other trustees will support the WO or DWO in their roles and will accept that information must be shared on a strictly limited basis.

Where the alleged or suspected abuse has taken place within, or by means of MYBB, they will also:

- Contact the LADO.
- report the matter to the Charity Commission as a serious incident.
- make a barring referral to the Disclosure and Barring Service (DBS).
- inform MYBB's insurance company, if required to do so by the conditions of the policy.

ENSURING THE SUITABILITY OF VOLUNTEERS

MYBB will ensure that only suitable volunteers work with MYBB (either on a regular basis or on an ad hoc basis when required) by

- complying with the requirements of the scheme operated by the DBS.
- determining the suitability of volunteers for roles which require them to work with players in an unsupervised capacity by means of criminal records checks and, where necessary, risk

assessments, to be made prior to the appointment of new volunteers and thereafter every three years.

- seeking and assessing two written references in respect of volunteers before engaging them in roles which require them to work in an unsupervised capacity. The references should detail any previous work carried out by them with children.
- conducting a formal interview with volunteers for roles which require them to work with players in an unsupervised capacity, to assess their commitment to maintaining the safety and well-being of the players.

The term “volunteers” in the Statement of Practice which follows refers only to those for whom these steps have been completed to the trustees’ satisfaction.

STATEMENT OF PRACTICE

- Respect will be shown by players towards one another and towards volunteers, and also by volunteers towards one another and towards players.
- Individual rights will be respected.
- Everyone will be treated equally and with dignity, regardless of age, gender, ethnic background or disability.
- The welfare of each player will be paramount at all times.
- Neither bullying nor any other form of verbal or physical abuse will be tolerated.
- Encouragement will be given to players by the recognition of individual and collective achievements.
- Feedback to players will be enthusiastic and constructive.
- People within MYBB will be encouraged to listen to one another.
- Annual training will be given to trustees and volunteers on safeguarding, including the prevention of bullying.
- There will be efficient and effective communication with parents by means of newsletters, email and the MYBB website to ensure that misunderstandings over timings, venues and supervision are avoided.
- Transport to band rehearsals and local events will be the responsibility of the player’s parents / carers.
- Transport to band events at greater distance will be via a coach booked and organised by MYBB. This will be clearly communicated to parents. There will be a minimum supervision ratio of 12 players: 1 volunteer (DBS checked).
- During performances, tours and residential activities, there will be a minimum supervision ratio of 12 players: 1 volunteer (DBS checked).
- On tours and residential overnight stays, players over the age of 16 and up to the age of 19 will not share bedrooms with players aged 15 years or below.

Volunteers will maintain a safe and appropriate distance from players by ensuring:

- At least two volunteers are present for the scheduled duration of rehearsals, playing engagements, band competitions, social events and other occasions requiring players’ attendance.
- Volunteers only make physical contact with players where it is appropriate to the circumstances, and will not say anything to them that could be interpreted as inappropriate.
- At least two volunteers are present when first aid is being administered.
- Volunteers are not alone with an individual player when they are changing clothes.
- Specific parental consent is sought for any residential MYBB tour and its activities, in respect of players under the age of eighteen years.

- MYBB make a written record of any injury and / or treatment given, and the parents informed.
- A photograph of a player aged under 18 years will not appear on the MYBB website or any other media without parental consent in line with our Digital Images Policy.
- MYBB takes all reasonable steps to ensure that players are not exposed to risk from its use of social media.
- Volunteers apply this policy equally to players who have additional needs, and are aware that those players can be at greater risk of abuse.
- A volunteer tutoring one individual player will keep the practice room door open.

This policy was adopted on: 8th September 2020

Signed Chair

Name: Louise Renshaw

Next review date: September 2021

Safeguarding note of concern

Player's name:	Band:	Date of referral:
D.O.B.		
<p>ISSUE: Please record the details of the incident/issue you are concerned about. In cases of disclosure, write the name of the person making the statements. Include verbatim comments where possible. Please keep the account very factual.</p> <p style="text-align: right;">(please continue on additional paper if necessary)</p>		
Signature of reporting volunteer:		Date:
How did you become aware of the issue? (please circle)	Observation	Disclosure
Reported to:	Date and time report completed:	

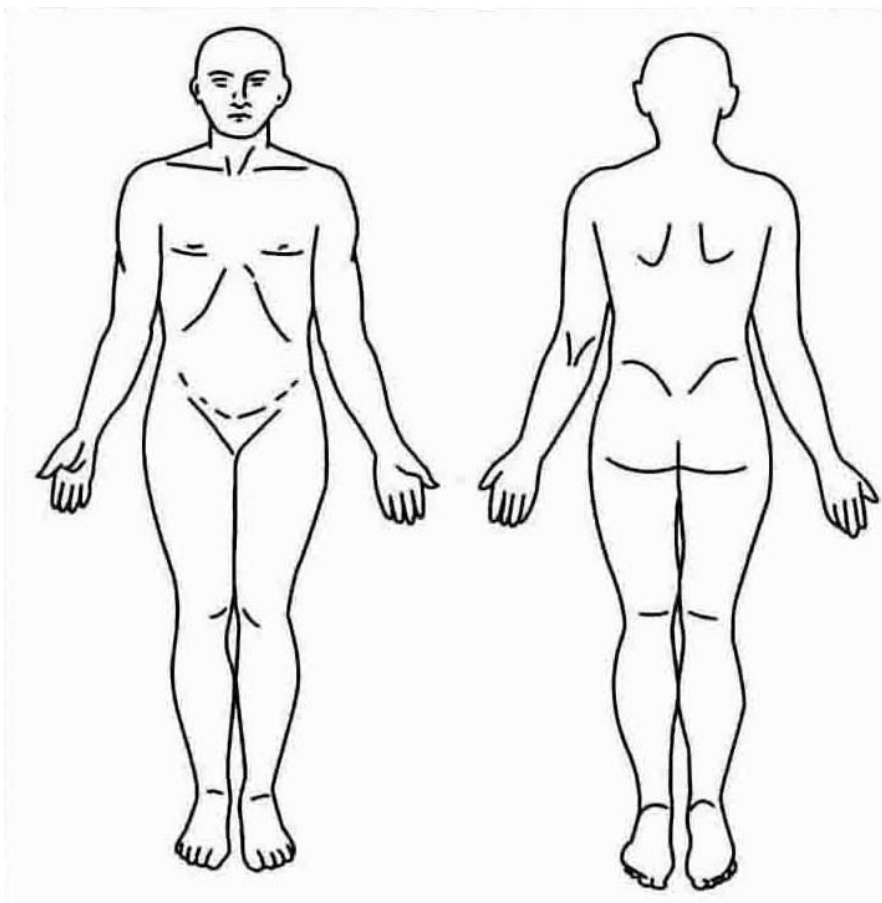
Outcome: Please include the outcome of discussions with parents/carers where this is appropriate.

FURTHER ACTION: (to be completed by Designated Safeguarding Lead - Welfare Officer) Please briefly describe actions to be undertaken, for example if monitoring is required, how will this be done.

Continue to monitor	Arrange meeting with parents / carers	Arrange meeting with band member	Refer to Social Services/Police
Signature of WO / DWO:		Date:	
FORM VIEWED BY:			

SAFEGUARDING NOTE OF CONCERN- BODY MAP

- Please use the following body map to record the location, size and number of injuries which may have been caused as a result of abuse or inappropriate care.
- Provide brief details for each injury, e.g. measurements of wound, colour of bruise, etc using arrows (a ruler is provided to assist with measurement)
- Attach this body map to your safeguarding note of concern and give to CPO or DCPO.



Signature of reporting member of volunteer:	Date and time of recording:
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BODY MAP GUIDANCE FOR VOLUNTEERS

- Body Maps should be used to document and illustrate visible signs of harm and physical injuries. Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.
- Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

At no time should an individual volunteer take photographic evidence of any injuries or marks to a child's person, the body map should be used.

Consider whether the player requires the attention of a First Aider. Concerns should be recorded and reported using MYBB's safeguarding policy.

MYBB's safeguarding procedure

1. Record safeguarding concern on a Safeguarding Note of Concern Form. This can be found
2. Hand the Safeguarding Note of Concern Form to CPO or DCPO.
3. CPO or DCPO will then respond accordingly.

When recording the injury to a child, aim to record the information in respect of each mark identified. For example-

- The apparent nature of the injury e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns
- Exact site of injury on the body, e.g. upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?



APPENDIX 1

Intentional bullying includes:

- verbal abuse, such as name-calling, gossiping, teasing or making fun of someone
- non-verbal abuse, such as hand signs or text messages
- emotional abuse such as threatening, intimidating or humiliating someone
- exclusion, such as ignoring or isolating someone, or pressuring others not to be friends with them
- undermining, by constant criticism, spreading rumours or inappropriate images
- stealing or damaging someone's belongings
- controlling or manipulating someone
- harassment on the basis of race, gender, sexuality, appearance or disability
- physical assaults, such as hitting and pushing (unless very minor, must be dealt with as abuse under MYBB Child Safeguarding Policy)
- sexual assault
- forcing someone to do something embarrassing, harmful or dangerous
- making silent, hoax or abusive calls
- online or cyberbullying, including by means of "trolling" and "sexting".

Unintentional bullying includes:

- behaviour which is thoughtless or insensitive causing harm to someone
- behaviour or attitudes which lack ongoing empathy with the needs or feelings of others
- aggressive behaviour not recognised as such by the aggressor
- actions claimed to be justified as being in the best interests of the organisation or recipient despite an awareness that they may cause harm
- actions causing pain or harmful consequences of which the perpetrator is unaware
- gossip encouraging hurtful attitudes and behaviour
- using one's recognition of unintentional bullying by others as evidence that one cannot be a perpetrator oneself
- behaviour based on unchallenged minor prejudices
- justifying being the cause of painful embarrassment on the grounds of "having a laugh"
- seeking to excuse potentially harmful behaviour by apologising.