



Child Protection Policy

**Concord Drum and Bugle Corps
Sheffield**

Established 1984

Registered Charity Number 519001

Member of Drum Corps United Kingdom

(Policy updated : March 2010)

CHILD PROTECTION POLICY

Legislation

There is a considerable body of legislation designed to ensure that children and young people are protected and it is important to understand that everyone is responsible for the safety of children and young people. The main acts include: -

Children Act 2004

The intention of the Children Act is to protect children and ensure that their welfare and development is paramount and promoted. The Act gives a local authorities responsibility for ensuring that this happens by working together with all the relevant agencies. The Act says that only the Police, Social Services, and the NSPCC have the legal right and responsibility to investigate concerns about child abuse.

The Children (Protection from Offenders) (Miscellaneous Amendments) Regulations 1997

These regulations came into force in October 1997. They are mainly concerned with preventing the approval of people as foster carers or adoptive parents where either they or any member of their household over the age of 18 is known to have been convicted of, or cautioned for, relevant offences. These are regulations also apply to child minding, private fostering and residential care.

The United Nations Convention on the Rights of the Child

The United Nations Convention sets out of the rights of all children, including their right to be protected from harm.

Rehabilitation of Offenders Act 1974

This Act allows people not to declare convictions to employers. People who are involved in situations where they have sustained or prolonged access to children are exempt from the Rehabilitation of Offenders legislation. This means that prospective employers, self-employed workers and volunteers must declare all criminal convictions relating to children, however long ago; and that these will be taken into account when deciding on their suitability for working with children.

Health and Safety at Work Act 1974

The Health and Safety at Work Act gives all organisations a legal responsibility to prevent injuries and ill-health to employees and others, including members of the public. Much of this responsibility is delegated to managers who have control of work activities but the legislation also provides employees with an obligation to take reasonable care of themselves and others.

The welfare of the child is paramount and all reasonable steps must be taken to prevent them from harm.

GUIDELINES FOR SAFEGUARDING CHILDREN'S WELFARE

Please read the following guidelines carefully – they will help you to understand child abuse.

Forms of child abuse

What to look for

Sexual abuse

Both boys and girls can be sexually abused in the following ways: -

- full sexual intercourse, masturbation, oral sex and fondling
- showing children pornographic books and videos
- asking children to take part in making videos or taking pornographic photographs.

- pain, itching, bruising or bleeding in the genital area
- stomach pains
- discomfort when walking
- unexplained sources of money
- inappropriate drawings, language or behaviour
- aggressive, withdrawn behaviour or fear of one person.

Physical abuse

Physical abuse can be in the form of injuries sustained through hitting, shaking, squeezing, biting, or burning. ***In certain situations, abuse may occur when the nature and intensity of training exceeds that capacity of the child's body.***

- unexplained or untreated injuries
- injuries on unlikely parts of the body
- cigarette burns, bite or belt marks, scalds
- fear of parents being contacted, going home or receiving medical advice
- flinching when touched
- refusal to discuss injury
- covering arms and legs.

Neglect

Where adults: -

- fail to meet a child's basic physical needs e.g. for food, warmth and clothing
- constantly leaves children alone or unsupervised
- fails or refuses to give children love, affection or attention.

- poor personal hygiene
- constantly hungry
- inappropriate clothing or dress
- constantly tired
- lonely, no friends
- underweight
- no parental support or interest
- dishevelled appearance.

Neglect might also occur during organised activities if young people are placed in an unsafe environment, are exposed to extreme weather conditions, or where they are at risk of being injured.

Emotional abuse

This form of abuse includes: -

- persistent lack of love or affection
- frequently shouting at children
- taunting children
- over protection which can lead to poor social skills.

- over-reaction to mistakes
- sudden speech disorders
- extremes of emotions
- self-mutilation.

Emotional abuse may include situations where parents, coaches or organisers subject children to constant criticism, bullying or unrealistic pressure to perform to high expectations.

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What to do if the child or young person tells about abuse

- Most importantly, you should listen attentively and let him/her know it was right to tell someone about their worries.
- Stay calm and make sure that the child feels safe and knows that he/she is not to blame for what has happened.
- Explain that you will have to tell someone else about the abuse if it is to stop.
- Try to establish the basic facts but leave detailed questioning to the professionals.
- Make a note of what the child said and the date and time of your conversation.
- Don't act without seeking help from the Corps' Child Protection Officer, or from Social Services or the Police, who must be informed about all suspected cases of child abuse.
- Seek advice before telling parents or carers about the conversation or let any person suspected of abuse know what's happened - you could be putting the child in greater jeopardy by doing so.
- Don't worry that you may be making things worse by reporting your concerns - few things are worse than allowing child abuse to continue. Many children are devastated by the experience of abuse and, in the most severe cases, may be seriously harmed.

Our Child Protection Officer is : Roger C Steele (Corps Director)
Tel No : 0114 249 1460

Responding to signs of abuse advice sheet

It is not the responsibility of everyone working with children to decide if child abuse is taking place. It is, however, their responsibility to act on any concerns and to safeguard children in order to allow the appropriate agencies to take any necessary action. Social Services and the Police have a legal responsibility to safeguard the welfare of a child and have a duty to investigate any potential case of child abuse. When concerns about the safety of a child arise the following action should be taken :If a volunteer has concerns that a child is being abuse they must report their concerns to the Child Protection Officer. The Child Protection Officer will decide whether to involve Social Services. If the signs are insufficient to warrant reporting the incident a note should be made in an incident book held by the person in charge; recording date, times, nature of injury or behaviour and child's explanation of what had happened. The notes should be based on fact only and should not refer to child abuse. It is the responsibility of the Child Protection Officer to inform Social Services. In their absence, the volunteer who was first concerned should contact Social Services. If the Child Protection Officer decides not report the incident but the volunteer continues to be seriously concerned they may decide to contact Social Services in their own right. Out of office hours it may be difficult to contact Social Services, in these circumstances where it is necessary to avoid delay contact the Police. Parents are the most important people in a child's life and should be involved in decisions relating to their child. Where Social Services are to be involved, decide with them how parents or carers are to be informed.

All concerns regarding child abuse should be treated as a priority and acted upon immediately.

Recording information

The Child Protection Officer should maintain a confidential record book in which staff or volunteers can log details of any incidents and circumstances that have caused them concern. It is important that all concerns should be recorded whether Social Services are to be involved or not.

The following information should be recorded:

- Name and address of child.
- Age and date of birth
- Name and address of adults involved if known
- Date and time of alleged incident
- Nature of injury or behaviour
- If the child arrived with an injury, child's explanation of what happened in their own words
- Adult's explanation of what happened
- Date and time of the record
- Any questions that were asked
- Signature of person recording the incident

Local Professional Contacts List

South Yorkshire Police

Telephone: - contact via main Police switchboard on **0114 220 2020**

The nearest **South Yorkshire Police** station with responsibility for general enquiries is:

Sheffield Central, West Bar Police Station, West Bar Green, Sheffield.

Telephone : contact via main Police switchboard on **0114 220 2020**
In emergency, dial **999**

Sheffield Safeguarding Children Service

Floor 2, Redvers House, Union Street, Sheffield, S1 2JQ Tel: **0114 273 4934**
Floor 4, Palatine Chambers, Pinstone Street, Sheffield, S1 2HN Tel: **0114 273 6238**

Our offices are open 8.45am to 5.15pm Monday to Thursday and 8.45am to 4.45pm on Friday.
The Safetynet helpdesk is open 9.30am to 4.30pm

If you need to refer a child who you think is at risk of significant harm outside of office hours, you should ring the **Out of Hours Service** (Mon – Thurs 16.30 to 09.00, Fri – Mon 16.30 to 09.00) telephone **0114 205 3332**

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THE CHILD SAFETY CODE FOR STAFF AND VOLUNTEERS

Do:

Treat all young people with respect and take notice of their reactions to your tone of voice and manner.

Always seek the parents and child's consent if he/she is very young or disabled and needs help to go to the toilet.

Remember that it is okay to touch children in a way that is not intrusive, disturbing or threatening.

Make sure that any allegations or suspicions are recorded and acted upon.

Do not:

Engage in rough physical games including horseplay.

Touch a child in an intrusive or sexual manner.

Make sexually suggestive comments to a child, even as a joke.

Do things of a personal nature that a child can do for themselves, such as a going to the toilet or changing clothes.

Try to avoid:

Spending too much time alone with the child.

Giving a child a lift in your car.

Taking a child to your home.

If some of these situations are unavoidable, try to get parental permission first. If this isn't possible make sure you let the parents know what happened as soon as you can.

Remember : The welfare of the child is paramount and all reasonable steps must be taken to prevent them from harm.

ALLEGATIONS INVOLVING VOLUNTEERS AND STAFF

Concord Drum and Bugle Corps will not tolerate any inappropriate behaviour or misconduct by members of staff, volunteers or members of the governing body.

Any reports of misconduct by members of staff, volunteers or members of the governing body should initially be reported to the Corps Director / Child Protection Officer. Should the report involve the Corps Director, contact should be made with the Chair of the governing body.

Wherever possible the report should be in writing and accompanied by any witness statements of the alleged incident(s). Reports should contain full details of the alleged incident(s) with dates, times and details of those allegedly involved. All reports will be treated in the strictest confidence and will initially only be seen by the Child Protection Officer and the Chairman of the governing body.

Any member of staff, volunteer or member of the governing body who is the subject of any allegations of misconduct may be immediately suspended from regular involvement with the activities of the group. They will be advised in writing of any such decision.

Where considered necessary any reports of misconduct may be referred to police authorities or child safeguarding agencies.

Any member of staff, volunteer or member of the governing body found guilty of any misconduct will be dismissed from membership of the organisation.

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VOLUNTEERS AND STAFF DECLARATION

I understand the nature of my role and responsibilities at : CONCORD DRUM & BUGLE CORPS

I confirm that I have received a copy of the organisation's child protection policy including the "Volunteers and Staff Support Sheet" and the "Guidelines For Safeguarding Children's Welfare" and am committed to the child protection policy of this Corps. I have read and understood the "Guidelines For Safeguarding Children's Welfare" and I accept my responsibility to care for the children and young people with whom I come into contact. I can confirm that there is no reason why I should not have unsupervised access or otherwise to children or young people whilst working within the Corps.

I have declared all my previous convictions (subject to the Rehabilitation of Offenders Act 1974) to the Corps. There are no criminal convictions, civil findings, or injunctions relevant to this declaration, and I am willing for a criminal conviction check to be carried out. I understand that failure to disclose, or purposely withhold such information will lead to my instant dismissal from the Corps and in some circumstances may lead to criminal prosecution being taken against me.

Signature

Name (print)

Date
