

# **Policy**

for

## **Safeguarding/Child Protection**

### **The Romford Drum and Trumpet Corps**

adopted on the 7th September 2016

## **1. Safeguarding/Child Protection**

It is the policy of The Romford Drum & Trumpet Corps to safeguard the welfare of all members by protecting them from neglect, physical, sexual and emotional harm.

Accordingly, The Romford Drum & Trumpet Corps is committed to:

- 1) taking into account, with all its engagements and activities, the interests and well-being of young people;
- 2) respecting the rights, wishes and feelings of the young people with whom it is working;
- 3) taking all reasonable practicable steps to protect them from neglect, physical, sexual and emotional harm;
- 4) promoting the welfare of young people and their protection within a relationship of trust.

## **2. Responsibilities**

All adults aged 18 or over within the organisation are responsible for the operation of the organisations Safeguarding/ Child Protection Policy.

It is the responsibility of all adults to ensure that:

- 1) their behaviour is appropriate at all times;
- 2) they observe the rules established for the safety and security of young people;
- 3) they follow the procedures following suspicion, disclosure or allegation of child abuse;
- 4) they recognise the position of trust in which they have been placed;
- 5) in every respect, the relationships they form with the young people under their care are appropriate.

The 'Young Members First' policy sets out a Code of Behaviour, which is essential for all adults in the organisation to follow. Adults who fail to implement the Code of Behaviour may have the matter drawn to the attention of Executive/ Board of Trustees committee who must take appropriate disciplinary action. Adults directly responsible for young people on Band engagements and activities must not consume alcohol and must not permit young people (aged under 18 years) to consume alcohol whilst in the care of the Romford Drum & Trumpet Corps. The use of illegal substances on Band Engagements is unacceptable and appropriate action should be taken where necessary by Band Officers & Welfare Staff and then reported to the Executive/Board of Trustees committee.

We have a nominated Child Protection Officer who has responsibility for Child Protection and who undertakes regular training for this role. This person is Julie Fearon and can be contacted on 07588043660.

We have a deputy who will act in the nominated Child Protection Officer's absence. This person is Heidi Foreman and can be contacted on 07917698878.

Those named above have received appropriate training. The nominated Child Protection Co-ordinator and their deputy will undertake training every two years and all staff will receive training every three years.

The role of the nominated Child Protection Coordinator / Deputy Child Protection Coordinator is set out in another attached document.

The Executive/Board of Trustees committee must be satisfied that all adults and staff (voluntary or paid) are 'fit and proper' persons to carry out the tasks given to them and are aware of their responsibilities under the organisations Safeguarding Policy. The necessary checks will be carried out and copies of the DBS certificates held on file. All new instructors, Welfare staff and volunteers will be given a copy of our safeguarding procedures, training and a copy of the "Young members first policy" as part of their induction into the organisation.

All adult members/ staff will be expected to know how to access edition 5 of the London Child Protection Procedures at [www.londonlscg.gov.uk](http://www.londonlscg.gov.uk).

The nominated Child Protection officer and the welfare team, or those deputising for them, is responsible for:

- 1) Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- 2) Ensuring that all such records are kept confidential.

### **3. What to do after a child or young person has talked to you about abuse. (Disclosure)**

#### **The procedure**

- a. Make notes as soon as possible (ideally within one hour of being told). You should write down exactly what the child or young person has said and what you said in reply and what was happening immediately before being told (i.e. the activity being delivered).
- b. You should record the dates, times and when you made the record. Cause for concern forms and an incident book are kept in the first aid bag. These should be passed to the Child Protection Officer on the day of the incident and filed securely. All members of staff will know how to respond to a child who discloses abuse. It is vital that our actions do not abuse the child further or prejudice further enquiries.

For example.

- 1) Listen to the child carefully. Try not to express shock by what is being said.
- 2) Do not promise confidentiality however, you can promise privacy, reassure the child they have done the right thing and explain who you will have to tell and why.
- 3) If a child is making a disclosure, the pace should be dictated by the child. Do not ask leading questions, for example, 'What did they do next?' It is our role to listen and not to investigate or make judgements. Use open questions such as, 'Is there anything else you wish to tell me?'
- 4) Accept what they are telling you.
- 5) Acknowledge how hard it was for them to tell you.

- 6) Do not criticize the perpetrator since this may be someone they love.
- 7) You should report your discussion with the designated person as soon as possible. If this person is implicated, you need to report to their Deputy, Heidi Foreman. If both are implicated, report to the Executive/Board of Trustees Chairperson. (Refer to Whistleblowing policy)
- 8) The Child Protection officer should use the form "Multi Agency Referral Form (M.A.R.F)". This form is attached at the back of this policy. (Appendix 1)
- 9) You should under no circumstances discuss your suspicions or allegations with anyone other than those nominated above.
- 10) After a child or young person has disclosed abuse, the designated persons should carefully consider whether or not it is safe for a child or young person to return home to a potentially abusive situation. On these rare occasions, it may be necessary to take immediate action and contact Social Services to discuss putting safety measures into effect.
- 11) The conduct of staff when in a 1:1 situation with a child is managed in a way that will not lead any reasonable person to question their motives or intentions. All staff must ensure that their behaviour and actions do not place children or themselves at risk of harm or of allegations of harm to children. All staff must be aware of the 'Whistle blowing Policy' and how to access it.
- 12) All parents/careers are made aware of the possibilities of voluntary staff members actions with regard to child protection procedures.
- 13) A copy of the Safeguarding Policy will be shown to all parents as part of the child induction process. Copies are available to view in the band canteen/meeting area, in the office and on the band's website [www.rdtc.org/](http://www.rdtc.org/)
- 14) Our procedures will be reviewed annually by the Executive/Board of Trustees committee and nominated Child Protection Officer and up-dated accordingly.

#### **4. Action if there are concerns**

A record of any day to day concerns are recorded by Welfare and Band Officers. These records are checked regularly by the Child Protection Officer so any patterns can be observed.

#### **5. Concerns about suspected abuse & allegations against a member of staff/volunteers**

We understand that a child or third party may make an allegation against a member of staff.

We will assure all staff/volunteers that we fully support and protect anyone who in good faith reports his or her concern that a colleague is, or may be, abusing a child or young person. Where there is a complaint against a member of staff there may be three types of investigation:

- 1) criminal investigation
- 2) A child protection investigation

### 3) A disciplinary or misconduct investigation

The result of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

In cases where there is an allegation or suspicion of child abuse, The Welfare and Band Officers, as appropriate, must immediately take steps to ensure that no situation arises which could cause further concern and that no adult or youth member is placed in a position which could cause further compromise.

We understand that an allegation is wider than just those where it is considered there is reasonable cause to believe a child has suffered, or is at risk of suffering significant harm. Some allegations may indicate that a staff member is unsuitable to work with children.

An allegation may be:

- a) Behavior that in a way that has harmed a child, or may have harmed a child;
- b) possibly committed a criminal offence against or related to a child;
- c) behaved towards a child or children in a way that indicates that s/he is unsuitable to work with children.

If such an allegation is made, the member of staff receiving the allegation will immediately inform the Executive/Board of Trustees Chair; this must be done within one working day.

- a) On all such occasions they will discuss the content of the allegation with Local Authority Designated Officer (LADO).
- b) If the allegation made to a member of staff concerns the Executive/Board of trustees Chairperson, the nominated Child Protection Officer will immediately inform the Local Authority Designated Officer (LADO), or Police; this must be done within one working day.
- c) The organisation will not internally investigate unless instructed by the LADO.
- d) The parents or carer's of the child or young person will be contacted as soon as possible following advice from the social services department.

### **6. Concerns about poor practice:**

- 1) If, following consideration, an allegation is clearly about poor practice; this will be dealt with as a misconduct issue.
- 2) If the allegation is about poor practice by the Designated Person, or if the matter has been handled inadequately and concerns remain, it should be reported to the Chair who will decide how to deal with the allegation and whether or not the organisation should initiate disciplinary proceedings.
- 3) The Designated Person or Chair will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

- 4) Irrespective of the findings of the social services or police inquiries, the organisation will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the organisation must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child or young person should remain of paramount importance throughout.

### **Copies of**

- "What to do if you are worried that a child is being abused" 2015
- "Working together to safeguard children" 2015
- London Child Protection procedures
- Multi Agency Referral form (MARF). (Printed copy also attached)

are stored in the Office at the bands headquarters.

### **5. Physical Intervention**

Our policy on physical intervention by staff is set out in a separate policy and acknowledges that staff must only ever use physical intervention as a last resort and that at all times it must be the minimal force necessary to prevent injury to another person.

We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures. Staff need to be aware that if a child sustains an injury as a result of physical intervention, Child Protection processes must be adhered to.

### **6. Bullying**

Our policy on bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

### **7. Prevention**

We recognise that the Romford Drum & Trumpet Corps plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The organisation will therefore:

- a. Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- b. Ensure that all children know there is an adult in the setting whom they can approach if they are worried or in difficult situation.



<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Safeguarding Children and Safer Recruitment in Education - <http://webarchive.nationalarchives.gov.uk/20130401151715/https://www.education.gov.uk/publications/standard/publicationdetail/page1/dfes-04217-2006>

NSPCC [www.nspcc.org.uk/](http://www.nspcc.org.uk/)