



BAILLIES MILLS ACCORDION BAND CHILD PROTECTION & VULNERABLE ADULTS SAFEGUARDING POLICY

This Safeguarding policy is based on guidelines and legislation outlined in the following documents:

- Children (NI) Order 1995
- Our Duty to Care NI, DHSSPS 2007
- Getting It Right, DHSSPS 2004
- Co-operating to Safeguard Children DHSSPS 2003
- Protection of Children And Vulnerable Adults (NI) Order Information Notes 1 -3
- Area Child Protection Committee – Regional Child Protection Policy 2005
- Safeguarding Vulnerable Groups (NI) Order 2007

Safeguarding or Child Protection -The term child protection has been changed to safeguarding as it reflects the wider responsibility for health & safety & prevention as well as just protection from abuse. The word safeguarding has been used with increasing frequency over the last few years in a wide range of settings and situations, going well beyond the world of children and child protection. It may be defined as:

Doing everything possible to minimise the risk of harm to children and young people.

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe. This could include:

- ensuring potential members are properly checked when they are recruited
- guidelines for members who come into contact with young band members as part of their role, to ensure they know what they need to do to keep those young members safe
- guidelines for planning an event or activity which includes young band members, and putting measures in place to minimise the risk of safeguarding issues occurring.

The following is a safeguarding policy

Date Agreed by Band Management Committee _____

Date for Review _____

POLICY STATEMENT:

*Young band member is deemed to be under 18 years of age.

We at **BAILLIES MILLS ACCORDION BAND** are committed to good practice which protects young band members from harm. Members and volunteers accept and recognise their responsibility to provide an environment which promotes the safety of young band members at all times. To achieve this we will:

- Develop an awareness of the issues which may lead to young band members being harmed.
- Create an open environment by identifying a 'Designated person' to whom young band members can turn if they need to talk.
- Adopt child centred and democratic management styles.
- Adopt Safeguarding guidelines through codes of conduct for members and all adults including parents and volunteers.
- Ensure careful recruitment, selection and management procedures. These procedures will include regular support & supervision are provided to members/volunteers.
- Share information about concerns with young band members and parents and others who need to know.
- Provide information as required to the management committee.
- Ensure good and safe meeting/playing practices
- Be involved in training made available through the various agencies and strengthen links with these agencies.
- Keep Safeguarding policies under regular review (every 3 years minimum).
- Have procedures relating specifically to bullying, away trips, transport and use of photography (See Appendix 1).
- Make documentation/procedures available for parents, and young band members, clearly outlining their rights and responsibilities

Chairperson,
Baillies Mills Accordion Band

Date

The **Children (Northern Ireland) Order (1995)** is based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children.

Children have the right to be safe. All members/volunteers should ensure that this fundamental principle takes precedence over all other considerations.

This policy applies to all involved in **BAILLIES MILLS ACCORDION BAND**, members, volunteers and young band members.

CONFIDENTIALITY STATEMENT:

We at **BAILLIES MILLS ACCORDION BAND** will never promise to keep secrets. However, information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of the child paramount.

Considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm.

A full Safeguarding policy statement is available from the band Secretary for all interested parties to read.

AWARENESS OF THE ISSUES:

Background knowledge in relation to child abuse, the general principles of Safeguarding and the ability to recognise and respond to abuse are important issues. Of primary concern for **BAILLIES MILLS ACCORDION BAND** is the issue of the Safeguarding of our young band members within the operation of the band. However, being cognisant of the indicators of abuse in respect of young band members caused by others outside the band, are of an equal importance for the safety and well being of that young band member.

Co-operating to Safeguard Children 2003 formally recognises four types of abuse:

Physical Abuse:

Physical abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

Emotional Abuse:

Emotional abuse is the persistent emotional ill treatment 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 only insofar as they meet the needs of another person.

It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

Sexual Abuse:

Sexual abuse involves forcing or enticing a child to take part in sexual activities, 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 the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect:

Neglect is the persistent failure to meet a child's physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive (faltering growth).

In addition to these **BAILLIES MILLS ACCORDION BAND** recognises that we have a responsibility to:

"protect young band members from bullying, and to have policies and procedures in places to do so"

Co-operating to Safeguard Children DHSSPS, 2003

Members/Volunteers should challenge bullying in any form i.e. physical or emotional. Physical bullying can take the form of attacks, such as hitting, kicking, taking or damaging belongings. Emotional bullying may be a verbal assault, including name-calling, insults, repeat teasing, sectarian/racist assaults, or it may take more indirect forms, such as spreading malicious gossip, rumours or excluding someone from a social group. Bullying is not an accepted behaviour towards anyone in **BAILLIES MILLS ACCORDION BAND** be they member, young band member, volunteer or parent. Anyone found to be bullying others will be dealt with seriously both with regards to the behaviour exhibited. and the reasons for the behaviour. This band has an anti-bullying policy in place.

INDICATORS OF ABUSE:

The following is a list of some indicators of abuse, but it is not exhaustive:

PHYSICAL INDICATORS	BEHAVIOURAL INDICATORS
<ul style="list-style-type: none">▪ Unexplained bruising in soft tissue areas▪ Repeated injuries▪ Black eyes▪ Injuries to the mouth▪ Torn or bloodstained clothing▪ Burns or scalds▪ Bites▪ Fractures▪ Marks from implements▪ Inconsistent stories/excuses relating to injuries	<ul style="list-style-type: none">▪ Unexplained changes in behaviour - becoming withdrawn or aggressive▪ Difficulty in making friends▪ Distrustful of adults or excessive attachment to adults▪ Sudden drop in performance▪ Changes in attendance pattern▪ Inappropriate sexual awareness, behaviour or language▪ Reluctance to remove clothing

RESPONDING TO DISCLOSURE OF ABUSE:

Always

- Record what has been said ASAP
- Remain sensitive and calm
- Reassure young band member that they
 - are safe
 - were right to tell
 - are not to blame
 - are being taken seriously
- Let young band member talk - don't interview!
- Listen & hear, give the person time to say what they want.
- Ensure a positive experience
- Explain that you must tell, but will maintain confidentiality
- Tell young band member what will happen next*
- Involve appropriate individuals immediately
- Stay calm.
- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately.

*In most cases, any further action will be determined by the person making the complaint. If there is a risk to any members' health or safety, action will be determined/taken by band officials.

Never

- Question unless for clarification
- Make promises you cannot keep
- Rush into actions that may be inappropriate
- Make/pass a judgment on alleged abuser
- Take sole responsibility; consult the designated officer so you can begin to protect the child, and gain support for yourself.

DESIGNATED PERSON/CHILD PROTECTION OFFICER(S):

The Designated person (s) within **BAILLIES MILLS ACCORDION BAND**, is/are:

NAME: _____

CONTACT ADDRESS: _____

CONTACT NUMBER/S: _____

NAME: _____

CONTACT ADDRESS: _____

CONTACT NUMBER/S: _____

This person(s) shall be made known to young members, volunteers and parents alike; as the designated person to whom concerns will be addressed. If the concern is about the designated person please report to Band Chairperson.

Guidelines for recording/ dealing with incidents/accidents will be outlined later in this policy document.

SAFE RECRUITMENT PROCEDURES FOR MEMBERS:

- New band members will be carefully selected and supervised. The office bearers of the band committee must vouch for new members potential involvement, and their ultimate acceptance as a member must be ratified by the unanimous approval of the band committee.
- Individuals engaged in regulated activity(as defined by Access N.I.) must complete and sign the Access NI Disclosure Certificate Application Form which gives permission to enable **BAILLIES MILLS ACCORDION BAND** to administer an Access NI check (proof of identity MUST be provided).

- Declaration of past convictions or cases pending and agreement to have an Access NI check completed, is of course a pre-requisite to approval for the member/volunteer to work with young people.
- **ALL** members/volunteers must agree to abide by the band's Safeguarding Policy and all are required to sign the Code of Conduct.
- Any concerns or objections with regard to suitability of a member/volunteer should be submitted to the designated person.

TRAINING FOR MEMBERS/VOLUNTEERS:

- Education and training in the basics of Safeguarding will apply to all members/volunteers/management committee members working with young band members. **BAILLIES MILLS ACCORDION BAND** is committed to continuous updating and review of their current Safeguarding Policy.
- Safeguarding training should include
 - Basic awareness of Safeguarding issues
 - Creating an awareness of the band's Safeguarding policies and procedures, including our Code of Conduct (See Appendix 3)
- Training will be carefully selected to ensure it is sufficient. The band will seek that training from a specific training provider with experience and knowledge of good practice.
- The band will ensure all members and volunteers receive induction, and training appropriate to their role. Training should be updated and reviewed regularly for new members/volunteers, in line with changing legislation.

CODE OF CONDUCT:

A Code of Conduct lets all our members/volunteers in the band know what behaviour is expected and what is unacceptable. It will also let all involved know what sanctions will be applied for non-compliance with the Code. A written Code of Conduct will be available, and communicated to everyone associated with the band. It will be applied consistently. This band has a code of conduct for members/volunteers and young band members (See Appendix 3).

GUIDELINES RELATING TO EXTENDED ENGAGEMENTS:

Travelling to engagements is sometimes necessary for the band. Trips may vary from short journeys to play at local events, or may involve more detailed arrangements including overnight stays. **BAILLIES MILLS ACCORDION BAND** is committed to ensuring that the guidelines below are followed to ensure the safety of young band members. Band officials will always insist on a Parental Consent Form being completed before travel commences (See Appendix 4).

GUIDELINES FOR REPORTING ACCIDENTS:

In the event of an accident, the following procedure will be carried out:-

- Make contact with parents/guardians
- Contact emergency services/GP if required
- Record in detail all facts surrounding the accident, witness's etc.

GUIDELINES FOR REPORTING ALLEGATIONS/INCIDENTS:

- Inform designated person ASAP
- Ensure confidentiality - only "need to know basis" (reference confidentiality statement)
- Inform parents, unless to do so may put the child at further risk
- The designated person will be responsible for storing any report in a safe and secure environment

See flow charts for further guidance.

USEFUL NUMBERS	
Health and Social Care Trust's	Bands adopting this policy should add the number of their local HSCT.
NSPCC Helpline	0808 800 5000
PSNI Public Protection Unit	028 9065 0222 Ask for your local Public Protection Unit
Childline	Freephone 0800 1111

CODE OF BEHAVIOUR:

YOU MUST:

- Treat all band members with respect.
- Provide an example of good conduct you wish others to follow.
- Ensure that, whenever possible, there is more than one adult present during activities with young band members, or at least that you are within sight or hearing of others.
- Respect a young band member's right to personal privacy, and encourage young band members and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Remember that someone else might misinterpret your actions, no matter how well – intentioned.
- Be aware that even physical contact with a young band member may be misinterpreted.

- Recognise that special caution is required when you are discussing sensitive issues with young band members.
- Operate within the band's principles and guidance, and any specific procedures.
- Challenge unacceptable behaviour, and report all allegations or suspicions of abuse.

YOU MUST NOT:

- Have inappropriate physical or verbal contact with young band members. Travel to band practice/engagements alone in private/public transport with a young band member, unless the young band member is a member of your immediate family.
- Allow yourself to be drawn into inappropriate attention –seeking behaviour, or make suggestive or derogatory remarks or gestures in front of young band members.
- Jump to conclusions about others without checking facts.
- Either exaggerate or trivialise about child abuse issues.
- Show favouritism to any individual.
- Rely on your good name or that of the band to protect you.
- Believe 'it could never happen to me'
- Take a chance when common sense, policy or practice suggests another more prudent approach.

IMPLEMENTATION AND AVAILABILITY OF INFORMATION:

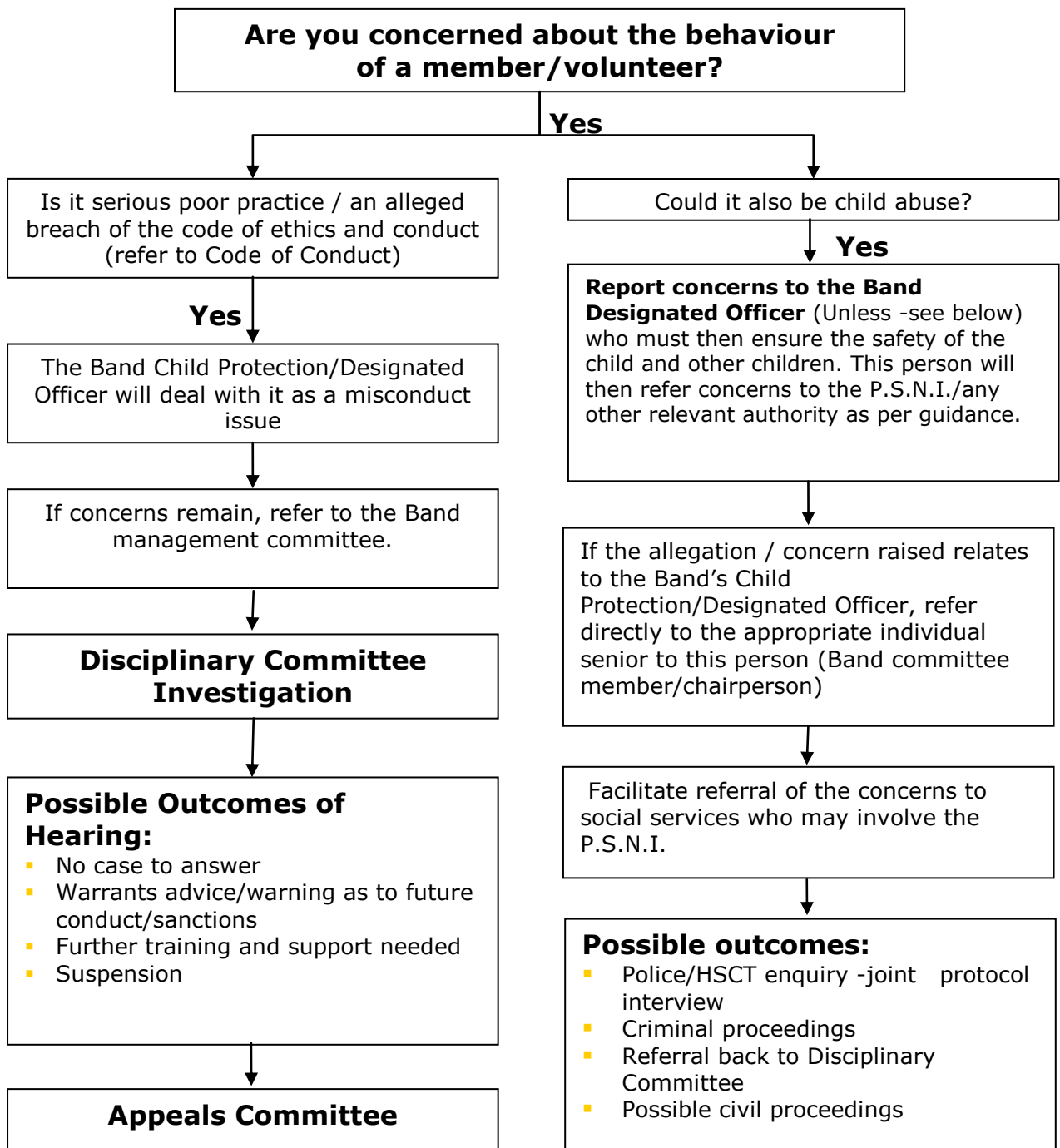
It is important that there is a free flow of information between members/volunteers, young band members and parents, in terms of the promotion of the band, and what the aims of the band are in relation to your young band member. The band will insist that a parent/guardian consent form is completed for each young band member under the age of 18.

Parents should know what we do and how we do it, and the members/designated person will always be on hand at band engagements for consultation or advice.

When appropriate, letters (or telephone contact) will be issued in relation to further information or specifics in respect of a band event etc.

A regular review of band policies will take place through meetings with members/volunteers and feedback from young band members and parents. The band has developed a plan for implementing their safeguarding procedures (See diagram below).

INTERNAL CONCERNS FLOW CHART



If you do not know who to turn to for advice or are worried about sharing your concerns with a senior band member, you should contact the Health and Social Care Trust (HSCT) Gateway Team direct (or the NSPCC on 0800 800 5000). At any stage during the process in the left hand column the issue can be referred externally, either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the band's Disciplinary Committee.

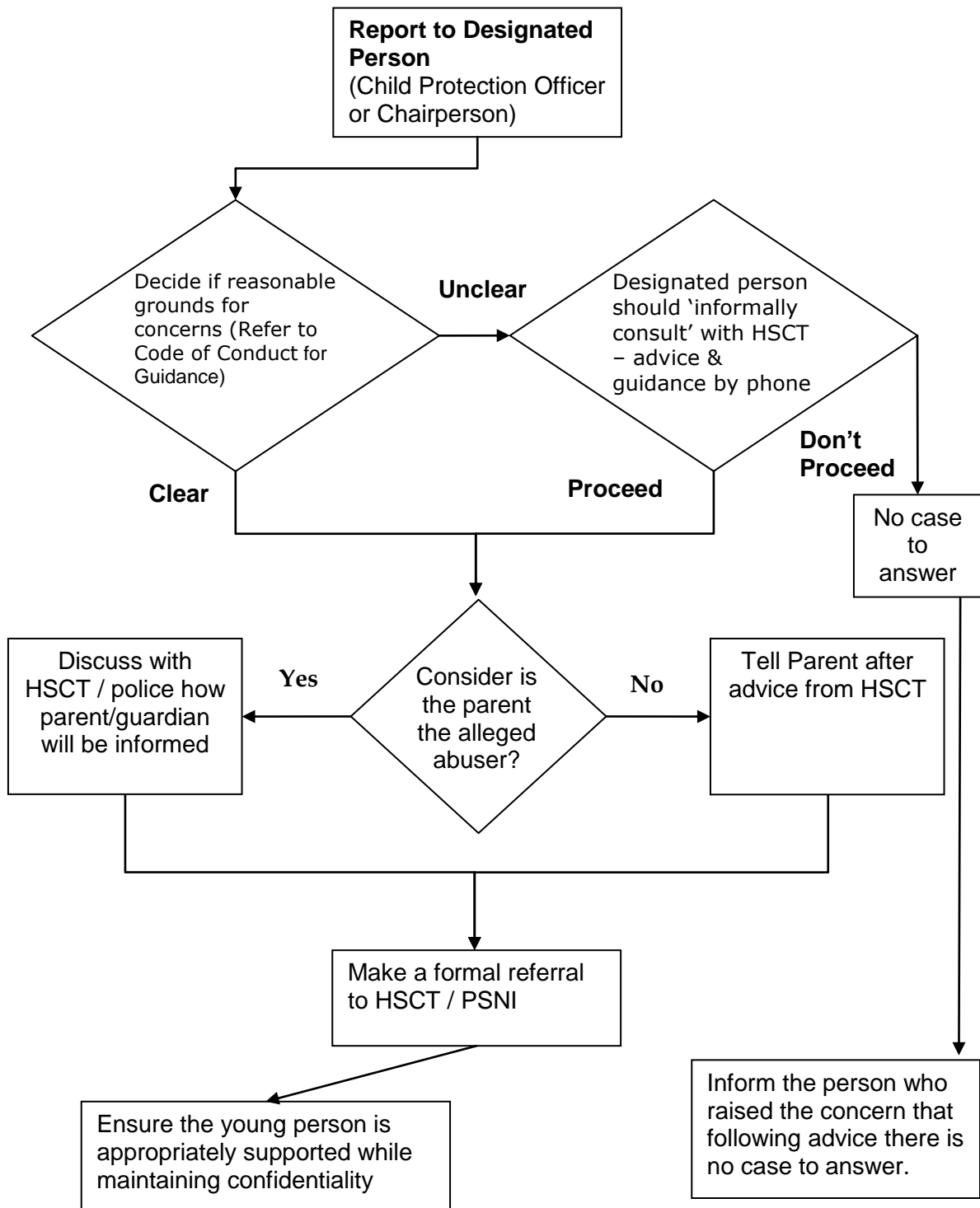
Dealing with concerns about another band member:

The vast majority of people who work with children are well motivated and would never harm a child. Unfortunately a few do and it is essential that the band creates a culture that makes members/ volunteers willing and comfortable to voice their concerns, particularly those about someone with whom they work or whom they know. Again, the band's Safeguarding procedures should be followed.

During an investigation, support should be given both to the individual who voices concerns and to the suspected abuser. Once the investigation is completed, the band committee will decide what action, if any, is necessary to prevent a similar situation arising again.

EXTERNAL CONCERNS FLOW CHART

When the concern is about possible abuse outside the band





Appendix 1:

Guidelines on –

The Transportation of Young Band Members to Engagements in Private Cars

The Use of Photography/Video Images of Young Band Members

Young Band Members on Extended Engagements/Trips Away



Guidelines For Transporting Young Band Members in Private Cars:

These guidelines give guidance, advice and good practice when band members are transporting young band members, in their own vehicles. This can be for the purposes of band practices, band engagements etc.

These guidelines must be followed to ensure that the duty of care to band members and young band members is being fulfilled by assessing and managing the associated risks, and implementing appropriate control measures, where necessary.

Parents must give their permission for young band members to be transported in a band member's vehicle, where this is necessary. Every effort should be made to gain written consent, but where this is not practically possible, details of the verbal consent should be recorded (See Attached Parental Consent Form).

If no type of consent is obtained, transportation should not be permitted

- Band members are not specifically required to transport young band members in their own vehicles unless it is part of their band role, or they have indicated that they are willing to do so.
- Band members should discuss any proposals for transporting young band members in their own vehicles with senior band officials, and agree appropriate arrangements.
- It is advised that band members are accompanied by another adult when transporting young band members, as this significantly reduces the risk of distraction, accident, injury and allegation of misconduct or abuse. If this is not practically possible the risks must be assessed, and measures put in place to ensure that the risks are reduced to the lowest level. This should be documented.



Parental Consent Form for Transportation in a Band Member's Private Car

Dear Parent/Guardian,

Baillies Mills Accordion Band is committed to providing a safe environment for young band members under the age of 18. Essential to this commitment, is to ensure that all necessary steps are taken to reduce risk, and protect those who could be vulnerable.

As your son/daughter is under 18, we require you to please sign below to give your permission for your son/daughter to be a passenger in a vehicle that is owned, maintained and driven by a band member of Baillies Mills Accordion Band. All band members are issued with guidelines for transporting young band members safely (a copy is available on request).

Date/s of journey _____

Destination _____

I give permission for my son/daughter (name) _____
to travel in a vehicle driven by a band member of Baillies Mills Accordion
Band on the date, and to the destination detailed above.

Print Name _____ Signature _____

Note: Every effort will be made to obtain written consent, but where this is not practically possible verbal consent must be given, and the details recorded below.

Name of person giving consent _____

Date consent given _____

Information taken and recorded by _____
(Name of band member)



Guidelines For The Taking and Use of Photographic and Video Images of Young Band Members:

Baillies Mills Accordion Band is committed to providing a safe environment for young band members under the age of 18. Essential to this commitment is to ensure that all necessary steps are taken to protect young band members from the inappropriate use of their images in resource and media publications, on the internet, and elsewhere. Photographs can be used as a means of identifying children and young people when they are accompanied with personal information, for example, - *this is X who is a member of Baillies Mills Accordion Band who likes Westlife and supports Manchester United*. This information can make a young band member vulnerable to an individual who may wish to start to "groom" that young band member for abuse. Secondly, the content of the photo can be used or adapted for inappropriate use. There is evidence of adapted material finding its way onto child pornography sites. Baillies Mills Accordion Band therefore feels there is a need to develop guidelines in relation to the use of images of young band members on their web site, and in other band publications. When assessing the potential risks in the use of images of young band members, the most important factor is the potential of inappropriate use of these images. Baillies Mills Accordion Band is aware of the potential risks, and through these guidelines are taking appropriate steps to minimise the potential for the misuse of images.

- Parents/carers and children must provide written consent for young band members images to be taken and used
- Images should convey the best principles and aspects of the band's ethos for fairness and fun
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse
- Images should only be taken by authorised persons, as agreed in the protocol for a particular band engagement
- All images of children should be securely stored
- In the case of images used on the band's web-site, particular care will be taken to ensure that no identifying details facilitate contact with a young band member by a potential abuser



Parental Consent Form for The Taking of Digital and Video Images

Baillies Mills Accordion Band recognises the need to ensure the welfare and safety of all young band members. In accordance with the child protection policy and procedures, we will not permit photographs, video or other images of young band members to be taken without the consent of the parent/guardian and young band member/s

The band will follow the guidance for the use of photographs, a copy of which is available from the band Secretary. The band will take all possible steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the band Secretary immediately.

I _____ (parent/carer) consent to Baillies Mills Accordion Band, or a photographer appointed by the band, taking digital photographs or videos of _____ (child's name) showing their involvement in band engagements, for the purposes of publicising and promoting the band.

Signed: _____

Date: _____



Guidelines For Taking Young Band Members on Extended Trips

These guidelines bring together the various policies and procedures which apply to Baillies Mills Accordion Band when travelling to engagements which require extended travel i.e. Norway, and when young band members will be members of the travelling party. Before taking young band members to extended engagements, Baillies Mills Accordion Band will consider the following as minimum requirements for ensuring their safety and protection:

- a child protection statement stating the band's commitment to the overall safety and welfare of young band members
- procedures for reporting concerns, and for what to do in cases of suspected child abuse or disclosure of abuse
- a designated person for dealing with concerns or allegations of abuse
- a code of conduct for members and parents
- written information about the trip to members and parents which includes transport details, pick up points/times, destination, contact numbers etc.

Risk Assessment:

No amount of planning can guarantee that a trip will be totally incident free, but good planning and attention to safety measures helps to reduce the likelihood, severity and consequences of any incident. To ensure that appropriate procedures are in place for an extended trip, the first step is to identify and assess likely problem areas. Ultimately, young band members must not be placed in situations that expose them to an unacceptable level of risk. Risk assessments should be based on the following considerations, and a detailed written record of every assessment you undertake kept:

- What are the hazards?
- Who might be affected?
- What safety measures need to be in place to reduce the risks to an acceptable level?
- Can the band leader put these safety measures in place?
- What steps will be taken in an emergency?

These questions should be asked of each and every aspect of the trip, including: the venue, transportation, sleeping arrangements, food and catering arrangements, and all the activities included in the programme.

Supervision:

Extra supervision may be required to address the unfamiliarity of surroundings etc. if abroad on an extended trip. It is particularly important that band members meet in advance of the trip to discuss roles and responsibilities. It is important to brief those with particular responsibility for young band members, to ensure that they are clear about their responsibilities.

Sleeping Arrangements:

It is important to ensure that appropriate sleeping arrangements are put in place to protect young band members. Adults should sleep in separate but nearby sleeping quarters, and attention needs to be given to adequate provision for each gender prior to the trip, with the accommodation provider. Attention also needs to be given to safe access for the young band members to adult members, and to toilet facilities during the night.

Insurance:

Insurance documents, either for group travel or as an individual, should be scrutinised by band officials to ensure that adequate cover is provided in the event of an incident requiring insurance cover (e.g. hospital treatment for a young band member).

Communication:

Members/Young Band Members should be aware of the travel plans, including venue and time of collection, time of return and any costs. They should also have a clear understanding of what standard of behaviour is expected of them.

Parents – should be made aware of the above, and must have completed a consent form (See Attached Consent Form) detailing any medical issues that the band Secretary should be aware of. Parents should also have the name and contact details of the band Secretary in the event of an emergency.

Emergency Medical Facilities:

In order that members of the band are covered for medical treatment under EU reciprocal agreements, it is advised that the band Secretary obtains a European Health Insurance Card (EHIC) for each participant, or advises them to apply for their own. This card entitles individuals to free or reduced health treatment. It must be completed by the parents of young band members under 16 years of age. An application form is available by calling Freephone 0800 555 777, or by accessing www.dh.gov.uk/travellers. for delivery within seven days.



Parental Consent Form for Extended Engagements, Trips Away.

Name of Member: _____

Engagement: _____ Date: _____

As your son/daughter is under 18 years of age your consent is required for their participation in the above band engagement. Failure to give this consent will mean that your child will not be able to participate.

Please list any medical details that we should be aware of (medication, allergies, illnesses etc.), this will be treated confidentially:

I certify that my child is in good health, and is able to participate in normal band activities. In the event of an accident or illness I request that band officials take any necessary action at the time. I understand that every effort will be made to contact me in the event of any such medical emergency, and I give permission for my child _____ to attend the above band engagement.

Signed (Parent/ Guardian): _____

Print name: _____ Date: _____

Telephone numbers including Area Codes (For Contact Purposes):

_____ (h) _____ (w) _____ (m)