

This policy was ratified at the Manea Silver Band annual general meeting on 20/01/2014.

This policy reflects guidance on “Safeguarding Children” published by the Charity Commission ([www.charitycommission.gov.uk/supporting\\_charities.protection.asp](http://www.charitycommission.gov.uk/supporting_charities.protection.asp)) and guidance from Cambridgeshire County Council’s Office of Children and Young People ([www.cambridgeshire.gov.uk/education/parents/welfare/childprotection.htm](http://www.cambridgeshire.gov.uk/education/parents/welfare/childprotection.htm))

The policy is available on MSB’s website ([www.maneasilverband.co.uk](http://www.maneasilverband.co.uk)) and copies are available at the bandroom (Manea Methodist Chapel).

### Introduction

Manea Silver Band (MSB) encourages the participation and teaching of children both as part of its junior band and at senior band rehearsals and engagements throughout the year.

MSB fully recognises the responsibility it has to have arrangements in place concerning the safeguarding and promotion of welfare of children.

This document sets out how MSB will meet those responsibilities, which fall into three categories:

- Code of conduct
- What action adults volunteering with MSB will take if they suspect a child is being abused
- Ensuring that as far as possible all people working or helping with MSB are suitable.

### Key principles

The key principles of this policy are as follows:

- the welfare of the child is paramount
- all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs
- the policy is approved and endorsed by the MSB committee
- children and parents/guardians will be made aware of the policy through MSB’s website and other publicity materials
- the policy will be kept under review and will be reviewed regularly

Manea Silver Band members have a role to play in picking up indicators of possible abuse or neglect through their contact with children. It is important that all members know what to do if they have any such concerns.

When a child appears to be in danger or at risk of abuse, the MSB committee members, tutors and helpers will:

- Maintain an ethos where children are encouraged to talk and are listened to.

- Have an awareness of the indicators of abuse and always take any concerns seriously.
- If they have any suspicion that a child is being abused, report this via a committee member or trustee to Cambridgeshire County Council's Office of Children and Young People, or the Police, or NSPCC.

Note Appendix 1 for categories of abuse. If a committee member has any doubts about the appropriateness of a child protection referral they will take further advice from the committee member with responsibility for Child Protection or an appointed trustee.

Ensure that if a child discloses s/he has been abused, they must *not* promise to the child that this will be kept a secret.

What should you do?

- Listen to the child
- Take what the child says seriously
- Act fast
- Share your concerns with the County Council's Children and Young People's Service, the Police or NSPCC: they are there to help you
- Continue to offer the child support.

Don't:

- Put it off
- Press the child for explanations
- Leave it to someone else to help the child
- Be afraid to voice your concerns, the child may need urgent protection and help.

### **Code of Conduct for adult members of Manea Silver Band**

- Band members are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Physical contact between adults and children in MSB should be limited to the minimum required. Adults should avoid any physical contact which could be misconstrued.
- All members are aware of the need for maintaining appropriate and professional boundaries in their relationships and never anywhere or at any time engage in any sexual relationship with children in the band.
- Band members should avoid working in one to one situations with children, and should ensure that within reason there is always another adult present. Where a one to one situation is necessary, they should ensure there is visual access, and remote or secluded areas should be avoided.
- Band members will never allow or condone bullying, racism or other forms of physical or verbal abuse by adults or children in the band.
- Adults should not transport MSB children in their vehicles without the agreement of parents/guardians except in cases of emergency.
- Adults should be careful not to entrust the supervision of children to those under the age of 18. Where helpers are under the age of 18, care should be taken to ensure that they are not left alone with children.
- Parents are asked to agree on registration forms to photographs being taken of their child for use in MSB publicity materials, provided these are not attributed.

## **Abuse of Trust**

The Sexual Offences Act 2003

It is an offence for a person over 18 (e.g. teacher, sports coach, youth worker) to have a sexual relationship with a young person under 18 where that person is in a position of trust in respect of that young person even if the relationship is consensual. This applies where the young person is in full-time education and the teacher/responsible adult works in the same establishment as the young person, even if he/she does not teach the young person.

## **Preventing Unsuitable People from Working with Children**

The very nature of the junior and senior bands mean that we welcome parental support and assistance. Therefore we do not insist on checks being in place for all helpers. However, any adult left with responsibility for children in the band should have appropriate Disclosure and Barring Service (DBS) checks.

A general principle which MSB operates is that no adult should be in one-to-one contact with children and that the adult coaching or supervising role should be shared among more than one adult at any one time.

In the event of an allegation being made against an adult working with Manea Silver Band, the band will consult with the Office of Children and Young People at Cambridgeshire County Council and adhere to the relevant procedures.

## **Appendix 1**

### **The Four Categories of Abuse**

Physical Abuse - includes hitting, shaking, throwing, poisoning, burning /scalding, drowning, suffocating, and factitious or induced illness

Neglect - may involve persistent failure to

- provide adequate food, shelter and/or clothing,
- protect a child from physical harm or danger,
- ensure access to appropriate medical care or treatment

Emotional Abuse - is the persistent emotional ill treatment so as to cause severe and adverse effects on a child's emotional development – some level of emotional abuse is present in all types of ill treatment although it may occur alone.

Sexual Abuse - involves forcing or enticing a child or young person to take part in sexual activities - whether or not the child is aware of what is happening. It may include physical contact including penetrative acts or non – penetrative acts such as looking or producing pornographic material, watching sexual activity or encouraging children to behave in sexually inappropriate ways.

## **Appendix 2**

### **Useful Contacts and Further Information**

Cambridgeshire County Council – Office of Children and Young People:  
0845 045 5203 (from 8 am to 8 pm Monday to Friday)  
Outside hours Emergency Duty Team:  
01733 234724

Cambridgeshire Police:

Single Non-Emergency Contact Number 0845 456 456 4  
Emergency Number 999

National Society for the Protection of Children:  
0808 800 5000