

# Cottenham Brass Band and Cottenham Brass Juniors

## Child Protection Policy

### Introduction

Cottenham Brass Band (CBB) and Cottenham Brass Juniors (CBJ) fully recognise their responsibilities with regard to safeguarding and promoting the welfare of children. CBB and CBJ will ensure that:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have at all times and in all situations, a right to feel safe and protected from any situation or practice that results in them being physically or psychologically damaged.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.

All staff (paid/unpaid) working in social activities/hobbies have a responsibility to report concerns to the appropriate officer.

### Policy Statements

CBB/CBJ have a duty of care to safeguard all children involved in CBB and CBJ from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be considered. CBB and CBJ will ensure the safety and protection of all children involved in CBB and CBJ through adherence to the Child Protection Guidelines adopted by CBB and CBJ.

A child is defined as a person under the age of 18 (The Children Act 1989).

This policy should be used in conjunction with the multi-agency code of practice '[Working Together to Safeguard Children](#)'.

## **Band Commitment**

CBB and CBJ will meet their commitment to safeguard children through the following means:

**Awareness:** Ensuring that all staff and volunteers are aware of the problem of child abuse and the risks to children.

**Prevention:** Ensuring, through awareness and good practice, that staff and others minimise the risk to children.

**Reporting:** Ensuring that staff and volunteers are clear what steps to take where concerns arise regarding the safety of children.

**Responding:** Ensuring that action is taken to support and protect children where concerns arise regarding possible abuse.

In order that the above standards of reporting and responding are met, CBB and CBJ will ensure that it:

- Takes seriously any concerns raised.
- Takes positive steps to ensure the protection of children who are the subject of any concerns.
- Support children, staff or other adults who raise concerns or who are the subject of concern.
- Act appropriately and effectively in instigating or co-operating with any subsequent process of

investigation.

- Listen to and take seriously the views and wishes of children.
- Work in partnership with parents/carers and/or other professionals to ensure the protection of children.

## **Designated Person**

CBB and CBJ have a designated person who takes on responsibility for child protection issues. The designated person is CBJ bandmaster Craig Gallacher who has undergone appropriate training with regard to Child Protection issues through his employment as a Kung Fu instructor and Special Police Constable and has knowledge and skills in recognising and acting upon child protection concerns. In his absence Emma Holliday may also act as the Designated Person. If they are not available in person then a phone call can be made to either one of them. If that is not possible then a member of the Cottenham Brass committee should be contacted.

The role of the Designated Person is to:

- Ensure that the local authority Child Protection Procedures are followed.
- Ensure all staff are aware of these procedures.
- Ensure that all staff know to whom they must pass on their concerns.
- Act as a source of expertise and advice within the Band.
  
- Co-ordinate action with the Band and develop an effective working relationship with other agencies.
  
- Make referrals where child abuse is likely to occur, or is suspected or disclosed.

### **Procedures**

All staff are issued with a copy of the Band's Child Protection Policy; in addition to this a handout had been produced for reference when dealing with a disclosure. Parents are informed of the Band's duties and responsibilities under the Child Protection Policy which shall be accessible via the Band's website.

- If a member of staff is concerned about a child, he or she must inform the Designated Person immediately. In the absence of the Designated Person, Emma Holliday should be informed instead. If neither of the two Designated persons are available in person they can be contacted via phone. Their phone numbers are made readily available to all staff.
- Notes should be made about the concerns as quickly as possible.
- The Designated Person will decide whether an immediate referral is necessary. They may decide to seek advice initially from Social Services/Police.
- After a verbal referral has been made to Social Services, the Designated Person will forward a written report confirming the telephone conversation.
- Particular attention will be paid to the physical, social and emotional development of any child who has been identified as being at risk.

### **Types of Abuse**

The following definitions of abuse have been taken from the multi-agency code of practice '[Working Together to Safeguard Children](#)'.

#### Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

#### 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 feature age or developmentally inappropriate expectations being imposed on children. 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.

#### Sexual Abuse

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. 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 in 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 basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include

neglect of, or unresponsiveness to a child's basic emotional needs.

### **When to be Concerned: Recognising Signs of Abuse**

It is not always easy to spot when children have been abused. However, some of the more typical symptoms which should trigger suspicions would include:

#### Physical Abuse

- Unexplained or untreated injuries.
- Injuries on unlikely or unusual parts of the body. Cigarette burns, bites or belt marks, scalds.
- Fear of parents being contacted, going home or receiving medical attention.
- Flinching when touched, refusal to discuss injury.
- Covering arms or legs.
- Aggressive or withdrawn.
- Fear of one person.

#### Emotional Abuse

- Over-reaction to mistakes.
- Sudden speech disorders.
- Extremes of emotions.
- Self-mutilation.
- Poor personal hygiene.

#### Sexual Abuse

- Pain, itching, bruising or bleeding to genital areas.
- Stomach pains.
- Discomfort when walking.
- Unexplained source of money.
- Inappropriate sexual drawings/language/behaviour.

#### Abuse by Neglect

- Constantly hungry.
- Inappropriate clothing or dress.
- Constantly tired, lonely, no friends.

- Underweight.
- No parental support or interest.
- Disheveled appearance.

### **Dealing with a Disclosure**

If a child discloses that s/he has been abused, the member of staff should:

- Listen carefully to what the child says without displaying shock or disbelief.
- Accept what is being said.
- Allow the child to talk freely.
- Reassure the child but do not make promises which it may not be possible to keep.
- Do not promise confidentiality – it may well be necessary to inform Social Services.
- Reassure that child that it is not his or her fault.
- Stress that it is right to tell.
- Listen, do not ask direct or leading questions.
- Do not criticise the perpetrator – the child may well still love him or her.
- Explain what you have to do next.
- Thank him or her for confiding in you.

### **Record Keeping**

When abuse is disclosed or suspected the member of staff should:

- Make brief notes as soon as possible giving quotes if they can be recalled.
- The staff member may be asked to fill in a Log of Concern Form which can be found on the Cottenham Brass website and in the Cottenham Brass Juniors Admin folder.
- Dates and times should be recorded.
- Notes should be factual and precise.
- These notes must not be destroyed, even if a more detailed report is later written. They may be needed in court.
- Draw a diagram to indicate any marks or injuries observed.
- All Child Protection files are marked 'Strictly Confidential' and are kept separate from other Band records.

- Parents do not have access to Child Protection files.

### **Support**

Dealing with child protection is always difficult and stressful. Members of staff should consider seeking support for themselves, initially from the Designated Person.

## **Cottenham Brass Band / Cottenham Brass Juniors - Handout for Staff**

What should I do if a child tells me they are being abused?

Always:

- Stay calm – ensure the child is safe and feels safe.
- Show and tell the child that you are taking what they say seriously.
- Reassure the child and stress that they are not to blame.
- Be honest, explain you will have to tell someone else to help stop the alleged abuse.
- Make a note of what the child has said as soon as possible after the event. Be factual in your account of what the child has said.
- Maintain confidentiality – do not tell anyone who does not need to know.
- Inform one of the Designated Persons of the disclosure immediately (Craig Gallacher or Emma Holliday). If they are not available in person then a phone call can be made to either one of them. If that is not possible then make contact with a member of the Cottenham Brass committee.

Never:

- Rush into actions which may be inappropriate.
- Make promises you cannot keep, including confidentiality.
- Interrogate the child, just ask if they want to tell you any more.
- Show shock or disbelief.



# **Cottenham Brass - Anti-Bullying Policy**

## **Introduction**

Cottenham Brass is committed to providing a caring, friendly and safe environment for all band members, so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in our rehearsals/events. If bullying does occur all our band members should be able to tell a member of staff and know that incidents will be dealt with promptly and effectively. We would like to promote a **telling** band culture. This means that anyone who knows that bullying is happening is expected to tell a member of staff as soon as possible, so that it can be dealt with promptly and effectively.

## **What is Bullying?**

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim, (bullying can be unintentional).

Bullying can be:

- Emotional – being unfriendly, excluding, tormenting (e.g. name calling, threatening gestures).
- Physical – pushing, kicking, hitting, punching or any use of violence.
- Racist – racist taunts, graffiti, gestures.
- Sexual – unwanted physical contact or sexually abusive comments.
- Homophobic – because of, or focusing on the issue of sexuality.
- Verbal – name calling, spreading rumours, teasing.
- Cyber – All areas of internet, such as email and internet chat room misuse. Mobile threats by messaging or calls. Misuse of associated technology, i.e. camera and video facilities are also included.

## **Why is it Important to Respond to Bullying?**

Bullying hurts and no one deserves to be a victim of bullying. Everybody has the right to be treated with respect and band members who are bullying need to learn different ways of behaving. We have

a responsibility to respond promptly and effectively to issues of bullying. Once bullying has been identified an outcome will be found where all parties feel they can move forward in a positive way without further fear. This is central to CBJ ethos of promoting positively self-confidence.

### **Objectives of this Policy**

The objectives of this policy are as follows:

- To make all staff, band members and parents aware of what bullying is.
- To inform all staff about the CBJ anti bullying policy, and how to follow it when bullying is reported or noticed/recognised by staff.
- To inform all band members and parents about the CBJ anti-bullying policy, and what they should do if bullying arises.
- To make it clear that bullying will not be tolerated.

### **Signs and Symptoms**

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Changes their usual routine.
- Becomes withdrawn anxious, or lacking in confidence.
- Starts stammering.
- Has unexplained cuts or bruises.
- Becomes aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Is frightened to say what is wrong.
- Gives improbable excuses for any of the above.

These signs and behaviour could indicate other problems, but bullying should be considered a possibility and should be investigated.

### **Procedures**

- Report bullying incidents to tutors.
- In cases of serious bullying, the incidents will be recorded by staff.
- In serious cases parents will be informed and will be asked to come in to a meeting to discuss the problem.
- If necessary and appropriate, the police will be consulted.
- The bullying behaviour or threats of bullying must be investigated, and the bullying stopped quickly and efficiently.
- We aim to support the child whose behaviour is not acceptable in changing this behaviour.

## **Outcomes**

- The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
- In serious cases, suspension or even exclusion will be considered
- If possible, the band member(s) will be reconciled about the incident.
- After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place. However, we will not hold grudges and if it is deemed appropriate for a second chance to be given then that is what will happen.

We will use the charity KIDSCAPE'S methods for helping children to prevent bullying. As and when appropriate, these may include:

- Writing a set of band rules.
- Signing a behaviour contract.
- Having discussions about bullying and why it matters.

## **Relevant Organisations**

Advisory Centre for Education (ACE) 0808 800 5793

Children's Legal Centre 0845 345 4345

KIDSCAPE Parents Helpline (Mon-Fri, 10am-4pm) 0845 1 205 204

Parentline Plus 0808 800 2222

Youth Access 020 8772 9900

Bullying Online [www.bullying.co.uk](http://www.bullying.co.uk)

KIDSCAPE [www.kidscape.org.uk](http://www.kidscape.org.uk)