



## Hook Norton Brass Band Child Protection Policy and Guidelines

**The Hook Norton Brass Band Child Protection Policy is designed to address the following points:**

1. To safeguard the welfare of all members and young people associated with Hook Norton Brass Band (HNBB) by committing to a Code of Practice that protects them.
2. To introduce, maintain and apply agreed procedures across the organisation for protecting young people.
3. To introduce, share and issue guidelines to all members, officers, parents and volunteers on how to deal with any disclosure or discovery of abuse or harm.
4. To identify and implement any training for its members, officers, parents and volunteers, relating to implementation and administration of policy procedures and best practice in the prevention of child abuse.
5. To make all children and young people associated with HNBB aware that they may get help and talk with an independent person if they are concerned in any way.
6. To follow and apply the Child Protection guidelines issued by the British Federation of Brass Bands, BFBB October 2007.

***(Important Note: All aspects of the HNBB CP policy also apply to vulnerable adults)***

## Hook Norton Brass Band Protection Policy Statement

**The Hook Norton Brass Band Committee and all Volunteers associated with the organisation will work to ensure that we:**

- Safeguard to the best of our ability the welfare and well-being of the children and young people linked to our group;
- Provide a safe environment for the activities of the organisation where children and young people are always protected, listened to and encouraged to talk about their experiences or any concerns that they may have;
- Recognise that children and young people may suffer abuse in many forms – physical, sexual, emotional and/or neglect.

## Hook Norton Brass Band Code of Conduct

**Hook Norton Brass Band will always:**

- Treat children and young people with respect and tolerance;
- Treat all members, officers, parents and volunteers with respect and set an example of good conduct for others to follow;
- Are non-judgmental when dealing with children and young people and respect their individual rights and opinions;
- Respect the 'right to privacy';
- Recognise and encourage the achievements of all band members;
- Remember that insults or verbal abuse from anyone will not be tolerated and must be challenged;
- Are vigilant when dealing with a sensitive matter or situation;
- Are aware of the possible implications of physical contact with children and young people.
- Recognise that actions, no matter how well intended, might be misinterpreted;
- Ensure that all children and young people are properly supervised at all times and whenever possible by more than one adult and that activities are within sight or hearing of others;



- Ensure reasonable precautions are taken to protect children and young people from 'outsiders' in particular when attending venues for events or performances;
- Seek advice whenever in doubt.

#### **At Hook Norton Brass Band we DO NOT:**

- Allow bullying or allow children or young people to feel "down trodden" or to be made a "fool of";
- Make suggestive remarks, gestures or derogatory comments in the presence of children and young people;
- Exaggerate or trivialise child abuse issues;
- Allow ourselves to be drawn into any situation which might appear improper;
- Jump to conclusions or 'take a chance' where common sense, policy, or practice suggests another more prudent approach.

#### **Action Statement**

We will be proactive at all times and be ready to recognise the signs and symptoms. If we suspect, or are informed that a child or young person is experiencing abuse, we NEVER try to investigate further. We will always refer to the guidelines as set out for reporting an allegation and seek further advice from specialist services. We do not pass judgement on what is said. We will try to reassure the child or young person. We do not ask questions about what we might suspect. We make it clear that we are available to listen and can offer support but that we MUST pass on the information.

If an allegation is made, or concerns are raised, the person in receipt of the alleged allegation or concern should ensure that a record is made by completing a Hook Norton Brass Band CPP Incident Report and immediately reporting to the Welfare Officer, or in their absence to the Chairman of the Committee. Remember...Do not try to sort it out yourself.

#### **The Internet**

Hook Norton Brass Band makes use of the Internet via its website at [www.hooknortonbrassband.org.uk](http://www.hooknortonbrassband.org.uk), its group on Facebook and via email in order to communicate to and interact with members and the public. We will undertake to monitor website activity as far as possible and to safeguard communications via email to prevent any inappropriate or unwanted contact. Email communications to young members will only be sent to parents and not directly to young members. Photographs of band members may, with their consent appear on the Website but only without the identification of the band members. Parental consent is required before a young person's photograph is published.

#### **Administration of Policy**

Administration, monitoring and implementation of all procedures in support of this Child Safety Policy will be the responsibility of the HNBB Welfare Officer.

All adult volunteers of the Hook Norton Brass Band organisation MUST complete the HNBB Declaration form and sign to confirm that they have read and agree to comply fully with our Child Protection Policy. All information will be treated in the strictest confidence.



## CRB Checking and Disclosures

CRB Disclosure checks will be taken up on Hook Norton Brass Band Committee Members, Volunteers, Musical Directors, and Tutors who have significant and regular contact with young people in the organisation, as determined by the Welfare Officer and the Management Team.

Volunteers / Musical Directors who give private tuition to members of Hook Norton Brass Band must make it clear to parents that such private arrangements are outside of the Hook Norton Brass Band organisation, and are not subject to the Hook Norton Brass Band Child Protection Policy and Guidelines.

## Further Information and Documentation.

**This policy is Version 1.0 and was adopted by Hook Norton Brass Band on 14<sup>th</sup> April 2011.**

### Forms and Documents

Hook Norton Brass Band CPP Incident Report can be downloaded from the website

Hook Norton Brass Band CPP Declaration Form can be downloaded from the website

### Useful Contacts and Phone Numbers:

HNBB Welfare Officer:	Lisa Phillips	01295 266604
HNBB Chairman	Mark Dickin	01926 612123
Police, Child Protection Referral Desk		01926 415834
NSPCC 24- hour Helpline		0800 800 5000
Childline		0800 1111
BFBB CRB Officer	Derek Atkinson	0174 475 5463