

Safeguarding, Vulnerable Adult and Child Protection Policy

We in City of Lichfield Concert Band are committed to a practice, which protects children and vulnerable adults from harm.

Members of this organisation accept and recognise our responsibilities to develop awareness of issues, which cause vulnerable adults, children and young people harm.

We will endeavour to safeguard vulnerable adults, children and young people by:

- Adopting safeguarding and protection guidelines through a code of behaviour for members.
- Sharing information about safeguarding, child protection and good practice with children, parents and members.
- Sharing information about concerns with agencies who need to know, and involving vulnerable adults, parents, carers and children appropriately.
- Following carefully the procedures for recruitment of the Musical Director

We are also committed to reviewing our policy and good practice at regular intervals.

Statement of Intent

This policy will enable the City of Lichfield Concert Band to demonstrate its commitment to keeping safe the vulnerable adults, children and young people who are members of the band.

Vulnerable adults are defined as people aged 18 or over who are receiving or may need community care services because of learning, physical or mental disability, age, or illness. They are or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

The members of City of Lichfield Concert Band are mainly adults, however from time to time, young people (under the age of 18 years) become involved in the activities of the band usually as players. It is the policy of City of Lichfield Concert Band to safeguard the

welfare of all vulnerable adults, children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm.

The City of Lichfield Concert Band is committed to creating a safe environment in which vulnerable adults, children and young people can feel comfortable and secure while engaged in any of the band's rehearsals, concerts and social activities. Members should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of the City of Lichfield Concert Band.

Code of Behaviour

ATTITUDES

Members should be committed to:

- Treating all members of the band with respect and dignity

BY EXAMPLE

Members should endeavour to:

- Provide an example, which we would wish others to follow
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people
- Respect all members' right to privacy

ONE TO ONE CONTACT

Members should:

- Not spend excessive amounts of time alone with children or vulnerable adults, away from others
- In the unlikely event of having to meet with an individual child or young person make every effort to keep this meeting as open as possible and inform parents as appropriate.

- If privacy is needed, ensure that other members and/or parents as appropriate are informed of the meeting and its whereabouts

PHYSICAL CONTACT

Members should never:

- Engage in sexually provocative or rough physical games, including horseplay
- Allow, or engage in, inappropriate touching of any kind
- Do things of a personal nature for a child, young person or vulnerable adult that they can do for themselves.
- If such a need arises, for example, where a child or young person has limited mobility, the City of Lichfield Concert Band should ensure that an appropriate responsible adult accompanies them at band related activities

GENERAL

Members should:

- Be aware that even well-intentioned actions may be misinterpreted
- Never draw any conclusions about others without checking the facts
- Never be drawn into inappropriate attention- seeking situations such as tantrums or crushes
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in fun

RELATIONSHIPS

Members:

- Who are involved in relationships with other members of the band should ensure that their personal relationships do not affect their role within City of Lichfield Concert Band or the work of City of Lichfield Concert Band.

Sharing information about safeguarding, child protection and good practice

MEMBERS

Good communication is essential in any organisation. In the City of Lichfield Concert Band every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the committee to ensure that information is available to, and exchanged between all those involved in the City of Lichfield Concert Band and its activities. Some information is confidential.

Each new member will be made familiar with the City of Lichfield Concert Band's policies and procedures including the Safeguarding, Vulnerable Adults and Child Protection Policy and Code of Behaviour.

VULNERABLE ADULTS

Vulnerable adults have a right to information, especially any information that could make life better and safer for them. The City of Lichfield Concert Band will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, the City of Lichfield Concert Band members will ensure the vulnerable adult is involved in any process as appropriate and informed of the outcome.

CHILDREN AND YOUNG PEOPLE

Children and young people have a right to information, especially any information that could make life better and safer for them. The City of Lichfield Concert Band will act to

ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, the City of Lichfield Concert Band members will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

PARENTS

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by:

- Ensuring all children under the age of 16 years are accompanied to all Band related activities by a parent or guardian
- Ensuring that the named Designated Child Protection Person(s) and the procedure for making a complaint are published on the website www.lichfieldconcertband.co.uk
- Ensuring that a full copy of the Child Protection Policy is published on the website www.lichfieldconcertband.co.uk

OTHER BODIES

A copy of our Safeguarding, Vulnerable Adults and Child Protection Policy will be made available to any other appropriate body.

Recruitment and Selection of the Musical Director and other paid members of the City of Lichfield Concert Band

City of Lichfield Concert Band operates employment procedures that ensure highest priority is given to issues relating to safeguarding and child protection.

From March 2015 each new member of paid staff (Musical Director) will be required to undergo a police check as part of our recruitment policy

Complaints Procedure

Any complaints regarding the safety of vulnerable adults, young people, children and/or the conduct of members towards them are to be referred to the Designated Safeguarding Persons (see below) in the first instance. He/she will then raise it with the committee as a whole, who will decide what further action should be taken, if relevant. The committee will then report back to the complainant.

If one of the Designated Safeguarding Persons is implicated in the concerns the concerns should be discussed with the other Designated Safeguarding Person or another member of the committee.

It is important to recognise that a vulnerable adult, child or young person could disclose serious allegations of abuse to any member of the band. It is essential that should this be the case, the band member concerned contacts the Designated Safeguarding Persons (or another member of the committee should the Designated Safeguarding Person be implicated in the concerns) and follows the correct procedure for reporting the allegations as outlined in Appendix 1 and 2.

Designated Safeguarding Persons

To be advised at the AGM annually.

Chairman's Signature: _____

Adopted on: _____

Date to be reviewed: _____

Appendix 1

Procedure for reporting allegations of child abuse

Immediate Action to Ensure Safety

Immediate action may be necessary at any stage in involvement with children and families. In all cases it is vital to take whatever action is needed to safeguard the child/ren ie:

If emergency medical attention is required an ambulance should be called (dial 999) or the child taken to the nearest Accident and Emergency Department.

If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via Police Protection Order.

Recognition of abuse or neglect

Abuse or neglect of a child is caused by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting: by those known to them or more rarely by a stranger.

PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms, of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as, fabricated illness by proxy or Munchausen Syndrome by proxy.

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 in so far 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 (eg rape or buggery) or non-penetrative acts. This may include 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.

It is good practice to be as open and honest as possible with parents/carers about any concerns.

However, you must not discuss your concerns with parents/carers in the following circumstances:

- where sexual abuse is suspected
- where organised or multiple abuse is suspected
- where fictitious illness by proxy (also known as Munchausen Syndrome by proxy) is suspected
- where contacting parents/carers would place a child, yourself or others at immediate risk.

What to do if children talk to you about abuse or neglect

It is recognised that a child may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are present. In these situations you must:

- Listen carefully to the child. DO NOT directly question the child.
- Give the child time and attention.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared.
- Reassure the child that:
 - you are glad they have told you;
 - they have not done anything wrong;
 - what you are going to do next.
- Explain that you will need to get help to keep the child safe.
- Do NOT ask the child to repeat his or her account of events to anyone.

Consulting about your concern

The purpose of consultation is to discuss your concerns in relation to a child and decide what action is necessary.

You may become concerned about a child who has not spoken to you, because of your observations of, or information about that child.

It is good practice to ask a child why they are upset or how a cut or bruise was caused, or respond to a child wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.

If you are concerned about a child you must share your concerns. Initially you should talk to one of the Designated Safeguarding Persons (details on p 4). If one of those people is implicated in the concerns you should discuss your concerns with another member of the committee or directly with Social Services.

You should consult externally with your local Social Services Department in the following circumstances:

- When you remain unsure after internal consultation as to whether child protection concerns exist
- When there is disagreement as to whether child protection concerns exist
- When you are unable to consult promptly or at all with the Designated Safeguarding Persons
- When the concerns relate to any member of the organising committee.

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Social Services or the Police should progress.

Making a referral

A referral involves giving Social Services or the Police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.

In certain cases the level of concern will lead straight to a referral without external consultation being necessary.

Parents/carers should be informed if a referral is being made except in the circumstances outlined on p 6.

However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with Social Services about how and when the parents should be approached and by whom.

If your concern is about abuse or risk of abuse from someone not known to the child or child's family, you should make a telephone referral directly to the police and consult with the parents.

If your concern is about abuse or risk of abuse from a family member or someone known to the children, you should make a telephone referral to your local Social Services Office. (see list p. 9).

Information required

Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

- Your name, telephone number, position and request the same of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of child and siblings.
- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.

- The names of professionals' known to be involved with the child/family eg: GP, Health Visitor, School.
- The nature of the concern; and foundation for them.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and family.
- Whether the consent of a parent with parental responsibility has been given to the referral being made.

Confidentiality

The City of Lichfield Concert Band should ensure that any records made in relation to a referral should be kept confidentially and in a secure place.

Information in relation to child protection concerns should be shared on a "need to know" basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child's need for protection.

If in doubt, consult.

Appendix 2

Procedure for Reporting Allegations of Abuse of Vulnerable Adults

Recognising the signs and symptoms of abuse

Abuse includes:

- physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material
- psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation
- financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits
- neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs
- discriminatory abuse: including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment
- institutional or organisational: including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

The roles and responsibilities of the Designated Safeguarding Person(s) are:

- To ensure that all members and employees are aware of what they should do and who they should go to if they have concerns that a vulnerable adult may be experiencing, or has experienced abuse or neglect.
- To ensure that concerns are acted on, clearly recorded and referred to an appropriate agency where necessary.
- To ensure confidentiality is maintained

Responding to people who have experienced or are experiencing abuse

The City of Lichfield Concert Band recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of adult abuse is never easy.

How to respond if you receive an allegation:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

- To call an ambulance if required
- To call the police if a crime has been committed
- To preserve evidence
- To keep yourself, staff, volunteers and service users safe
- To inform the Designated Safeguarding Person in your organisation

All situations of abuse or alleged abuse will be discussed with the Designated Safeguarding Person or another member of the committee.

If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral (alert) will be made to Social Services.

Confidentiality

The City of Lichfield Concert Band will ensure that any records made in relation to a referral are kept confidentially and in a secure place.

Information in relation to allegations of abuse of a vulnerable adult should be shared on a “need to know” basis. However, the sharing of information is vital to their protection and, therefore, the issue of confidentiality is secondary to a vulnerable adult's need for protection.

If in doubt, consult.

Useful Contacts

Social Services (children and young people):

Lichfield Area Office, Venture House, Davidson Road, Lichfield, WS14 9DZ

Tel: 0300 111 8010

Fax: 01543 510827

Email: lichfield.socialservices@staffordshire.gov.uk

Out of hours contact: Emergency Duty Service 07815 492613

Police:

Tel: 101

Tel: 999 in an emergency

NSPCC

Tel: 0808 800 5000 or

Text: 88858

ChildLine

Tel: 0800 1111

Staffordshire County Council Vulnerable Adult Abuse Helpline

Tel: 0845 604 2719

Crimestoppers

Tel: 0800 555 111

Action on Elder Abuse

Tel: 0808 808 8141

Care Quality Commission (CQC)

Tel: 03000 616 161