



# Crystal Palace Band

## Child Protection Policy

### Operating Principles

Children and Young People are most likely to participate in the Crystal Palace Progress Band which is the training section of the Crystal Palace Band. Child Protection arrangements will therefore be applied by the Progress Band as per this policy. Should the main Crystal Palace Band have Child/Children members then it will adopt the same policies as per this document and will appoint a Child Protection Officer.

### Definitions

- Child/Children: any young person(s) under 18 years of age.
- Child abuse: any neglect or physical, mental or sexual abuse of a child
- Band: Crystal Palace Progress Band.
- Band Room: Any premises that the band uses for the purposes of practicing or performing.
- Music Director: The person appointed by the Progress Band to normally take rehearsals and/or direct performances.
- Committee: The Crystal Progress Band Committee appointed by its members which acts as a sub-committee of the Crystal Palace Band Committee.
- Child Protection Officer in the singular or plural refers to the Designated Child Protection Officer together with the Alternate Child Protection Officers.

### Objective

The Crystal Palace Progress Band exists to give the opportunity for people of all ages to enjoy making music together. It is our objective to ensure this takes place within a safe, secure and supportive environment, particularly for children and young people.

### Responsibility for child protection

- Ultimate responsibility for ensuring the band complies with child protection requirements rests with the Committee on the basis of advice from the Designated Child Protection Officer.
- All band members are required to fulfill the requirements of this policy.
- A Designated Child Protection Officer and Alternate Child Protection Officers will be appointed by the Committee with the following duties

### Designated Child Protection Officer

The person appointed as Designated Child Protection Officer shall be a full member of the

band and a Committee member with the following duties:

- To monitor the application of the band's child protection policy and advise the band committee on compliance.
- To develop the band's Child Protection Policy as necessary.
- To receive reports of alleged child abuse and to take the necessary steps and actions set out in Appendix 1 of this policy.
- To ensure all band members, children and their parents/guardians are informed of the details and requirements of this policy.

### **Alternate Child Protection Officers**

Persons designated as Alternate Child Protection Officers will be full members of the band or parents/guardians of children in the band. They will be appointed by the Committee with the following duties:

- To deputise for the Child Protection Officer in his/her absence
- To receive reports of alleged child abuse which cannot be raised with the Child Protection Officer.

### **Public Liability Insurance**

The band maintains a policy of Public Liability Insurance.

### **Child Protection Training**

The band's Child Protection Officers and Music Director will periodically attend appropriate training on child protection through courses approved as necessary by the Committee. These may be courses provided by appropriate employers or voluntary agencies.

The band's Child Protection Officers will ensure that awareness and protection advice is given to all band members on an annual basis.

### **.Appointment of Child Protection Officers and Music Director.**

- Persons appointed are to have DBS Enhanced Checked status.
- New appointments to the post of Music Director or any tuition role with children will be based on an appropriate application form confirming no grounds exist which would prevent taking responsibility for children.
- References will also be sought.
- The Committee will interview applicants.
- The Music Director and any other person appointed to give tuition to children must use appropriate teaching methods. This will be monitored by the Child Protection Offices and the Committee.

### **Band Procedures for Child Protection**

- Any Child, Parent/Guardian or Band Member having a concern or allegation over a Child Protection issue must report it at the first available opportunity to the

Designated Child Protection Officer or if necessary to an Alternate Child Protection Officer as per Appendix 1 to this policy.

- Crystal Palace Progress Band will not accept or continue membership of any person who is known by the Committee to be on an offenders register for inappropriate behavior with children or who is under investigation for offences which if proven may place them on such a register.
- It is a requirement for members to advise the Child Protection Officer if they do not comply with the above condition of membership.
- Rehearsals and Performances involving children will only take place when at least one of the Child Protection Officers or Music Director is present.
- Rehearsals and Performances may be taken by persons other than the Music Director but only in the presence of a Child Protection Officer and on the basis they comply with the child protection requirements and procedures for members outlined in this policy.
- Band members should not engage/communicate with any child using digital media e.g. emailing, Facebook, phone texting etc. except on band related business. Parents/carers should be copied in to all such messages.
- Behavior of adults should always be appropriate to the presence of children in the band.
- Band Members should ensure they are never in a position of being alone with a child in the Band Room or its associated facilities.
- All band members who fetch and carry children (other than members of their own family or those for whom they act as legal guardian) to and from rehearsals or band functions are instructed not to be in a situation of having a lone child in their car at any time.
- A Child Protection Officer will always be available to ensure children do not leave the Band Room without their parent or Guardian unless the parent or guardian has given specific permission for their child aged 15 or over to make their own way to/from rehearsals or performances.

## **Parents and Guardians**

- Parents and guardians must accompany their child or children in their care into the band room or performance venue and not leave him/her/them anywhere outside the premises unless specific advice has been given to the Designated Child Protection Officer or the Music Director that their child aged 15 or over may make their own way to/from rehearsals or performances.
- Parents and guardians will be given a time at which it is expected the rehearsal or concert will end and are expected to be present to collect their child. They should advise a Child Protection Officer or the Music Director when taking the child away from the Band Room at the end of rehearsal or if another adult has been asked to do this for them.
- In the event that the parent or guardian is not present at the appointed time, two adult members of the band will remain with the child until the parent or guardian arrives or until other arrangements for the transportation of the child are agreed.
- The parent or guardian of a child will be asked for general consent to their child(ren) being able to participate in band events as a condition of their membership.
- The parent or guardian is responsible for informing the band of any special circumstances affecting their child.

- Parents and Guardians must instruct their child(ren) to follow the instructions of the Music Director and Child Protection Officers when in the Band's care.

### **Band Tours**

- On any tour the band will ensure that sleeping and toilet arrangements for children and adults are separate. The only exception will be family groups travelling together and who accept or request communal arrangements.
- Sleeping arrangements for children outside family groups will be overseen by an adult member of the band of the appropriate sex who will be available nearby in a separate room.

### **Third Party Activities in which the band participates**

- The band will only participate in external activities involving children where we are assured adequate safeguarding measures to protect children are in place consistent with this policy.
- At performance venues the band will continue to take responsibility unless parents/guardians are present.

### **Photography and Filming**

- For the purpose of this section the terms "photograph" and "photography" shall include other media such as film and video and cover both digital and physical mediums and includes camera phones and all other image recording technology of any kind.
- The band encourages photography both to promote the band and to celebrate the achievements of its members especially those of its child members,
- Parents and Guardians will be asked to consent to their child(ren) being featured in official band photographs when they sign the general consent form. Such photographs may appear in the public domain.
- The band will not allow details to be published which would allow the address and personal contact details of a child to be identified.
- The band advises that at events to which the general public are invited or are otherwise free to attend they cannot restrict the taking of photographs unless this infringes any copyrights applying to the material being performed.

## Appendix 1

### Handling Allegations of Abuse - “Whistle blowing”

- It is the duty of everyone in the band to pass on any concerns or allegations of child abuse without delay.
- Ideally all concerns will be referred to the Designated Child Protection Officer who will refer the concern to Social Care Services.
- It is important that any child protection concern is shared with Social Care Services and that a joint and open decision is made as how to proceed.
- In the rare situation that the concern or allegation involves the Designated Child Protection Officer the matter should be raised with an Alternate Child Protection Officer. If this is also inappropriate the band member may refer directly to Social Care Services.
- In an emergency dialing 999 may be the only sensible course of action.
- Both Social Care Services and the police will advise, assist and support us or you in any future actions we need to take, such as informing parents.
- Any disclosure made in good faith to a Child Protection Officer will be protected if the whistleblower has a reasonable suspicion of child abuse

### Confidentiality and Information Sharing

- All personal information will be treated as confidential. Contact information, limited to email addresses and phone numbers, may be stored only in the members only area of the band website or ‘closed’ Facebook groups etc.
- Confidential information may be disclosed to Social Care Services or the police if a child’s health and welfare needs protecting, or when a crime has been, or may be, committed.
- In cases where medical or other sensitive information is held members of the band will only be informed on a “need to know” basis.
- If a disclosure of abuse is made by a child or young person it is important for everyone to understand that they may not promise confidentiality.
- A young person of 16 years or older (if they can understand and make their own decisions) may give or refuse consent to referring a disclosure.

### Reporting Allegations

An allegation against a band member may arise from a number of sources e.g. a report from a child, a concern raised by another adult in the band, or a complaint by a parent or carer.

### Initial Action by Person Receiving or Identifying an allegation or concern

The person to whom an allegation or concern is first reported should treat the matter seriously and keep an open mind.

They should not:

- Investigate
- Ask leading questions if seeking clarification
- Make assumptions
- Offer alternative explanations
- Promise confidentiality (see below)

They should:

- Make a written record of the information (where possible in the child/adult's own words) including time, date, and place of incident(s), persons present and what was said.
- Sign and date the written record. (including their own printed name)
- Give assurance that information will only be shared on a need to know basis.
- Immediately report the matter to the Designated Child Protection Officer (DCPO), or an Alternate Child Protection Officer (ACPO) in his or her absence or where the DCPO is the subject of the allegation.

**Initial Action by the DCPO or ACPO**

The DCPO or the ACPO will refer any concerns where appropriate to the relevant social services.