

Galashiels Town Band Child Protection Policy



The Galashiels Town Band (GTB) wishes to ensure that best practice is adopted by the band in all its activities to safeguard the interest of children.

This policy details the types of practice required by all persons in contact with children as a result of their association with GTB, whether as band members, tutors or any other role. The types of practice are categorised into good practice, practice to be avoided and practice never to be sanctioned.

Suspensions or allegations of non-compliance with the Policy by any individual must be referred in the first instance to the GTB Child Protection Officer who will take the appropriate action.

Policy statement

GTB is committed to the following:

- Making the welfare of young people paramount
- Ensuring equal opportunities for all young people. Young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in brass music in an enjoyable and safe environment.
- Taking all reasonable steps to protect young people from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- Taking action swiftly and appropriately to all suspicions and allegations of poor practice or abuse.

This policy statement reflects the child protection guidelines for the Arts entitled “**Creating Safety**,” produced by Children in Scotland and the Scottish Arts Council. GTB agree to follow these guidelines, which have been produced to assist those working in the arts to create the best possible environment in which children and young people can enjoy arts activities.

Terms and abbreviations

The following terms and abbreviations are used in this document:

- Anyone under the age of 18 is considered to be a child/young person.
- ‘Parent’ is used as a generic term to include parents, carers and guardians.
- ‘Personnel’ includes all volunteers of GTB as well as tutors or others undertaking general administrative/organisational duties.
- ‘Child Protection Officer’ or CPO is the individual within the band whose responsibilities are explained in the section Child Protection Officer below.

Good Practice

GTB supports and requires the following good practice by Personnel when in contact with children:

- When working with children, make playing an instrument fun, enjoyable and promote confidence, teamwork and enjoying playing as a soloist or in a group.
- Always work in an open environment e.g. avoid private or unobserved situations and encourage an open environment for activities.
- Treat all children equally, with respect and dignity.
- Put the welfare of each child first before winning or achieving performance goals.
- Be an excellent role model, for example by not smoking or drinking alcohol in the company of children.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Ensure that if any form of manual or physical support is required for a child it is provided openly, the child is informed of what is being done and their consent is obtained.
- Deliver educational instruction first verbally, secondly role-modelled, and thirdly, and only if necessary, with hands on which must be accompanied by telling the child where you are putting your hands and why it is necessary, and obtaining their consent.
- Build balanced relationships based on mutual trust that empower children to share in the decision making process.
- Recognise the developmental needs and capacity of children and avoid excessive undue pressure on them.
- Communicate regularly with parents and involve them in decision-making. Gain their consent in writing to act '*in loco parentis*' to give permission for the administration of emergency first aid or other medical treatment if the need arises.
- Insist on adherence to Child Protection procedures.

Important Note: The practices above are desirable and should be put into action wherever possible. If there are reasonable and justifiable reasons to carry out practices out with those described above these would need to be discussed with the Child Protection Officer. It is important to remember they are children and must be treated with care at all times.

Taking and transporting children away from home

If it is necessary to provide transport or take children away from home the following good practice must be followed:

- Where practicable request written parental/guardian consent if members are required to transport children.
- Always tell another member that you are transporting a child, give details of the route and the anticipated length of the journey.
- Ensure all vehicles are correctly insured.
- All reasonable safety measures are taken, e.g. children in the back seat, seatbelts are worn.
- Ensure, where possible, a male and female accompany mixed groups of children. These adults should be familiar with and agree to abide by this GTB child protection Policy.

- Always plan and prepare a detailed programme of activities and ensure copies are available for other personnel and parents/guardians.

Practice to be avoided

The following are regarded as poor practice and should be avoided by all personnel:

- Avoid having 'favourites' - this could lead to resentment and jealousy by other children and could lead to false allegations.
- Unnecessarily spending excessive amounts of time alone with children and young people away from others.
- Taking children and young people alone in a car on journeys, however short.
- Taking children and young people to your home where they will be alone with you.
- Sharing a room with a child.
- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allowing or engaging in inappropriate touching of any form.
- Allowing children and young people to use inappropriate language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Letting allegations a child makes go unchallenged, unrecorded, or not acted upon.
- Doing things of a personal nature that children and young people can do for themselves.
- Having children and young people stay at your home with you unsupervised.

Important Note: It may sometimes be necessary for members to do things of a personal nature for children, particularly if they are very young. These tasks should only be carried out with the full understanding and consent of the child and where possible their parents/guardians. It is important to respect their views.

If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible, particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Do not take on the responsibility for tasks for which you are not appropriately trained.

In special cases room sharing may be required for health and safety reasons or if the child is very young or particularly vulnerable. If so, explain why this is necessary to the child and their parent or guardian and seek their consent. Where possible ensure that at least two adults, preferably male and female are in the room.

Practice never to be sanctioned

The following practices should never be sanctioned:

- Never engage in sexually provocative games, including horseplay.
- Never engage in rough or physical contact except as permitted within the rules of the game or competition.
- Never form intimate emotional or physical relationships with children.

- Never allow or engage in touching a child in a sexually suggestive manner.
- Never allow children to swear or use sexualised language unchallenged.
- Never make sexually suggestive comments to a child, even in fun.
- Never reduce a child to tears as a form of control.
- Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Never invite or allow children to stay with you at your home.

First Aid and Treatment of Injuries

If, in your capacity as a member of the band, a child requires first aid or any form of medical attention whilst in your care, then the following good practice must be followed:

Only those with a current, recognised First Aid qualification should respond to any injuries.

Where practicable all parents/guardians of children under 16 should be requested to provide information of any pre-existing medical conditions, medicines being taken by participants.

Concerns

If you are concerned that a child or young person is at risk of harm or if they have made a disclosure of abuse:

- Never promise a child or young person that you will not tell anyone.
- Your reaction should be neutral and non judgemental.
- Do not press the child or young person for more information.
- Keep in mind that the child or young person may have been told not to tell anyone about the abuse.
- Write down what the child has told you as soon as you can.
- Report all the information to the CPO.

Vetting

The Child Protection Officer and nominated individuals working with children and young persons will have to have an Enhanced Disclosure check carried out.

Child Protection Officer

GTB will appoint a Child Protection Officer to advise the committee on compliance with all the procedures described in this protection policy and to act as a focal point for reporting any concerns.

This person will have the primary responsibility to check that everyone who has significant access to young people within the organisation is suitable for that role and has been vetted as described above. The person appointed should be identifiable to the junior members of the band and their parents, but should have a degree of independence from their activities - for example he or she should not be the junior co-ordinator or actively teach or conduct in the organisation. The Child Protection Officer should be a member of the committee.

Managing the Child Protection Policy

GTB through the committee will continue to monitor these guidelines and amend as required.

GTB will receive support and guidance on Child Protection through the related SBBA policy and procedures related to Child Protection and assistance on disclosure from the Central Registered Body in Scotland (CRBS)

This Policy adopted at the Special General Meeting of Galashiels Town Band on Tuesday, 2nd November 2010, at 6a Roxburgh Street, Galashiels.

John Hind
Chairman

Neal Wade
Secretary

Iain Wilson
Treasurer