

Daventry Brass Band

DBB Policies and Procedures:

Review due: May 2019 Author: Karen Heagren

Introduction

These policies and procedures replace the previous Daventry Brass Band (DBB)'s Child Protection Policies and Procedures. Our policies have been written to take account of the most recent Government guidance and local multi-agency procedures that inform the DBB of children, young people and adults. Government guidance includes; 'Working Together to Safeguard Children: a guide to inter-agency working together to safeguard and promote the welfare of children 2015' and duties to safeguard adults, set out in The Care Act 2014. In addition they take account of changes to criminal record checks, now undertaken by the Disclosure and Barring Service (DBS)

Our policies are also informed by the NSPCC Safe Network core DBB standards, produced in 2011 and 2013 specifically for voluntary and community groups.

Safe Network describes DBB as being about everything an organisation does to keep children and young people safe and the principles below also apply to DBB adults:

- 1. Minimising risk of harm and accidents.**
- 2. Having safe recruitment and procedures**
- 3. Having a code of conduct for staff**
- 4. Having policies and procedures in place to deal with issues, if they occur.**

This document sets out DBB's position, role and responsibilities, and clarifies what is expected of everyone, whatever their role in DBB, and their individual and collective responsibility for DBB the welfare and safety of children, young people and adults.

Importantly, it's clear that working together, listening to children, young people and adults and giving them a voice makes a difference when it comes to having effective safeguards.

Remember it's not your responsibility to decide if abuse is taking place, but it is your responsibility to report any concerns.

The procedures explain what you should do and to whom you should report any concerns you may have.

Daventry Band (DBB) acknowledges its responsibilities to safeguard the welfare of children, young people and adults. We believe that children, young people and adults should be able to participate in playing music in an enjoyable and safe environment and be protected from poor practice and abuse.

We recognise and fully endorse The Human Rights Act 1998 and the United Nations Convention on the Rights of the Child, which protect the rights of adults and children and young people, including the right of everyone to live a life free from abuse and exploitation. Our policies recognise our duties and commitment to upholding that right.

Our policies also recognise the obligations and duties of care on organisations working with children, young people identified in The Children Act 1989 and 2004. These acts define children and young people as anyone up to the age of 18 years and extend our responsibilities for young people with learning disabilities until they are 25 years of age. We recognise that similar responsibilities cover our work with adults.

Our policies apply to all the children, young people and adults, with whom we work, regardless of their gender, sexual orientation, disability, race, nationality or country of origin. Our policies are designed to encourage and guide good practice so as to prevent the physical, emotional, internet, sexual abuse and exploitation and neglect of children, young people and adults while they are in our care, including the financial abuse of adults.

We believe that it is the responsibility of all individuals to be alert to the signs of abuse and provide a prompt and effective reporting procedure should abuse be suspected, disclosed or discovered, regardless of the setting in which the abuse has taken place.

DBB is committed to raising awareness of DBB and are working towards having the following policies and procedures to support that commitment:

- Child and Adult Protection**
- Health and Safety and Risk Assessment and Management**
- Safe Recruitment, Selection and Induction**
- Codes of Conduct**
- Whistleblowing**
- Discipline and Grievance Procedures**
- Management of Allegations against Adults Members of DBB**
- E-safety**

Our policies are also intended to protect those who work with children, young people and adults from behaving in ways which may well-intentioned but inadvisable, and from unfounded accusations. They enable us to fulfil our duty of care to all members of DBB.

DBB are committed to ensure that that there is a recognized and appropriately checks member to monitor DBB. Children and Young people are advised of who this is.

We are committed to reviewing our policies annually to ensure they remain consistent with government guidance and legislation, changes to local multi-agency procedures and lessons learned from our own experiences of applying them.

Child Protection Policy

This policy applies to all Members of DBB, including players, parents/carers, Musical Directors, Tutors, Committee Members and Trustees

The purpose of this policy:

- to protect children and young people who are members of DBB. This includes the children of adult members.**
- to provide members of DBB with the overarching principles that guide our approach to child protection**

DBB believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. Furthermore we are committed to do everything we can to ensure we provide a safe and caring environment whilst they attend our activities.

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Acts 1989 and 2004**
- United Nations Convention on the Rights of the Child 1991**
- Data Protection Act 1998**
- Sexual Offences Act 2003**
- Protection of Freedoms Act 2012**
- Relevant Government Guidance on DBB children, including Working**

Together to Safeguard Children 2015

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989**

- All children and young people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have a right to equal protection from all types of harm or abuse
- Some children and young people are additionally vulnerable because of the impact of previous experience, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them
- Adopting child protection practices through procedures and a code of conduct for members of DBB
- Ensuring that safe recruitment and selection practices are followed, including ensuring all necessary checks are made
- Sharing information about child protection and good practice with children, young people, parents and members of DBB
- Providing effective support, supervision and training for members of DBB
- Sharing concerns with agencies who need to know, and involving children, young people and parents/carers appropriately

DBS Checks

DBB requires anyone offering musical tuition to children or young people. DBB will ensure that there are members of the band with the relevant DBS checks.

Procedure for Responding to Concerns about Children or Young People at Possible Risk of Abuse

This procedure applies to everyone within the Daventry Band who may be concerned about the safety and protection of a child or young person.

Purpose and aim of this procedure

We aim to ensure those children/young people who are members of the DBB receive the protection and support they need if they are experiencing or at risk of abuse.

This procedure provides a clear direction to Members of DBB if they have concerns that a child/young person is in need of protection.

Ways that abuse might be brought to your attention:

- a child/young person might make a direct disclosure about him or herself**
- a child/young person might make a direct disclosure about another child**
- a child/young person might offer information that is worrying but not a direct disclosure**
- a member of DBB might be concerned about a child/young person's appearance or behaviour or about the behaviour of a parent or carer towards a child**
- a parent or carer might make a disclosure about abuse that a child/young person is suffering or at risk of suffering**
- a parent might offer information about a child/young person that is worrying but not a direct disclosure.**
- an anonymous contact e.g. via letter, telephone, email, or via the DBB website etc. expressing concerns about the welfare of a named child/young person**

Talking to a child or young person who has told you that he/she or another child or young person is being abused

- Reassure the child that telling someone about it was the right thing to do.**
- Tell them that you might need to talk to someone else to help you to work out how best to help them**
- Don't try to anticipate what the child might say e.g. by putting words into their mouth. Let them tell you in their own time and in their own words.**
- Don't try to investigate, ask leading questions or quiz the child, but try to make sure that you are clear as to what he/she is saying.**
- Let the child know what you are going to do next and who else needs to know about it.**
- Ask the child what he/she would like to happen as a result of what he/she has said, but don't make or infer promises you can't keep.**

- Give the child the ChildLine phone number: 0800 1111
- Make a written record as soon as possible

Helping a child or young person in immediate danger or in need of emergency medical attention

- If the child/young person is in immediate danger and is with you, remain with him/her and call the police.
- If the child/young person is elsewhere, contact the police and explain the situation to them.
- If he/she needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.
- If the first aider is not available, use any first aid knowledge that you may have yourself to help the child/young person
- You also need to contact the DBB DBB Officer or Band Representative to let them know what is happening.

A decision will need to be made, in consultation with the DBB DBB Officer or DBB Representative about who should inform the child or young person's parents/carers and the local authority children's services/MASH and when they should be informed. If you have involved the police and/or health services, they should be part of this decision. Consider the welfare of the child/young person in your decision-making as the highest priority.

Issues that will need to be taken into account are:

- The child's wishes and feelings
- The parent's right to know (unless this would place the child or someone else in danger, or would interfere with a criminal investigation)
- The impact of telling or not telling the parent/carer
- The current assessment of the risk to the child and the source of that risk
- Any risk management plans that currently exist

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the flowchart on page 12.

Keeping a record of your concerns

Use the proforma reporting form (Appendix 4) to record the concern and how it is dealt with. The relevant sections of the form should be completed and signed at each stage of the procedure. It can be used to forward information to the statutory child protection authorities if a referral to them is needed.

The form should be signed and dated by all those involved in its completion and kept by the DBB DBB Officer.

The name of the person making the notes should be written alongside each entry.

Reporting child protection concerns

If a child is in need of emergency medical attention or in immediate danger, follow the procedure set out in the section 'Helping a child in immediate danger or in need of emergency medical attention'

You should then take the steps set out in the flowchart on page 12 to ensure the concern is dealt with.

Flowchart: Responding to Concerns about the Safety or Welfare of a Child/Young Person

(ref: Procedures pages 10 & 11)

Concerned about a child's safety or welfare?

Make notes of your concerns using the reporting form in Appendix 4 and discuss them with the DBB DBB representative.

If the child's family does not already know about the concerns, DBB DBB e discusses it with them unless:

- A family member might be responsible for abusing the child**
- Someone might be put in danger by the family being informed**
- Informing the family might interfere with a criminal investigation**

If any of these circumstances apply, discussions with the family should only take place after this has been agreed with the local authority children's social care/MASH department.

If there is still uncertainty about the concerns the DBB DBB Officer or DBB Representative can seek advice from the local authority children's social care/MASH department without disclosing the identity of the child/family.

No longer concerned

No further child protection action needed. You and the DBB Safeguarding Officer or DBB Representative decide whether to discuss the initial concern with other services (e.g. school) to ensure the child's needs are being met elsewhere

Concerned

DBB Safeguarding Officer or DBB Representative refers to local authority children's social care department/MASH and confirms information in writing in 48 hours

Adult Protection Policy

This policy applies to all Members of DBB.

The purpose of this policy:

- to protect adults who maybe 'Adults at risk' of abuse and who are members of DBB.**
- to provide members of DBB with the overarching principles that guide our approach to adult protection**

Definitions of adult and adult abuse

Defined as any person aged 18 years and over, who has needs for care and support (whether or not the authority is meeting any of those needs), who is experiencing or at risk of, abuse or neglect, and as a result of those needs is unable to protect himself or herself against the abuse or neglect or risk of it. The adult experiencing, or at risk of, abuse or neglect will be referred to as 'the adult' throughout these procedures.

Our Commitment

DBB believes that no adult should experience abuse of any kind. Furthermore, we recognise we have a duty of care to individuals within our organisation and are committed to do everything we can to ensure we provide a safe and caring environment for everyone whilst they attend our activities.

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect adults, namely:

- The Care Act 2014**
- The Human Rights Act 1998**
- Data Protection Act 1998**

- **Sexual Offences Act 2003**
- **Protection of Freedoms Act 2012**

We recognise that:

- **All adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have a right to equal protection from all types of harm or abuse**
- **Some adults are additionally vulnerable because of the impact of previous experience, their level of dependency, communication needs or other issues**
- **Working in partnership with adults, their relatives, carers, advocates and other agencies is essential in DBB and promoting their well-being.**

We will seek to keep adults safe by:

- **Valuing them, listening to and respecting them**
- **Adopting good adult protection practices through procedures and a code of conduct for members of DBB who are in positions of trust**
- **Ensuring that safe recruitment and selection practices are followed, including ensuring all necessary checks are made**
- **Sharing information about adult protection and good practice with members of DBB**
- **Providing effective support, supervision and training for members of DBB**
- **Sharing concerns with agencies who need to know, and involving adults, their relatives, carers, advocates appropriately**

DBS Checks

Procedure for Responding to Concerns about an Adult at Possible Risk of Abuse

This procedure applies to everyone within the Daventry Band Organisation (DBB) who may be concerned about the safety and protection of an adult.

Purpose and aim of this procedure

We aim to ensure that adults who are members of DBB receive the protection and support they need if they are experiencing, or are at risk of, abuse.

This procedure provides clear guidance for members of DBB should they have concerns that an adult is in need of protection.

Ways that abuse might be brought to your attention

- **The adult might make a direct disclosure about him or herself**
- **The adult might offer information that is worrying but not a direct disclosure**
- **A member of DBB might be concerned about the adult's appearance or behaviour or about the behaviour of another person towards the adult**
- **A relative, carer or friend might make a disclosure about abuse that the adult is suffering or at risk of suffering**
- **A relative, carer or friend might offer information about the adult that is worrying but not a direct disclosure**
- **An anonymous referral to DBB might be received via letter, email, social media etc.**

Responding to an adult who is making a disclosure

- **Assure them that you are taking them seriously.**
- **Listen carefully to what they are telling you, stay calm, get as clear a picture as you can, but avoid asking too many questions at this stage.**
- **Do not give promises of complete confidentiality.**
- **Explain that you have a duty to tell the DBB Safeguarding Officer or DBB Representative and that the adult's concerns may be shared with others who could have a part to play in protecting them.**
- **Reassure them that they will be involved in decisions about what will happen.**
- **Explain that you will try to take steps to protect them from further abuse or neglect.**
- **If they have specific communication needs, provide support and information in a way that is most appropriate to them.**
- **Do not be judgemental or jump to conclusions.**

Helping an adult in immediate danger or in need of emergency medical attention

- **Make an immediate evaluation of the risk and take steps to ensure that the adult is in no immediate danger. Are there any other adults who need DBB? Evaluate the risk to them and the need for a protection plan. Where appropriate, dial 999 for an ambulance if there is need for emergency medical treatment.**
- **Consider supporting and encouraging the adult to contact the police if a crime has been or may have been committed. If the adult is unable or unwilling to contact the police, immediate consideration must be given as to whether this needs to be done on their behalf, in their best interest or in the interest of others who may be at risk.**
- **Do not disturb or move articles that could be used in evidence, and secure the scene (for example, by locking the door to a room).**
- **Contact the Local Authority Children's Social Care if a child is also at risk.**
- **Any possible steps should be taken to ensure that others are not at risk.**

Who should I report concerns to in DBB?

You have a duty to report concerns that an adult is in need of protection to the DBB Safeguarding Officer or DBB Representative. If you are unable to contact/do not wish to speak to the Welfare Officer or DBB Representative you should speak to another member of the DBB Committee.

Once any immediate risks and/or emergency medical needs have been attended to, you should, if you haven't done so already, speak to the DBB Safeguarding Officer or DBB Representative as a priority.

If you suspect a member of DBB has abused an adult you have a duty to report your concerns immediately to the DBB Safeguarding Officer, DBB Representative or a member of the DBB Committee. See separate procedures: 'Responding to Allegations against an Adult Member of DBB' and Whistleblowing

Once you have reported your concerns to the DBB Safeguarding Officer, DBB Representative or member of the DBB Committee, they must decide, without delay, on the most appropriate course of action.

Alerting and sharing information with the local authority adult social care (lead agency)

If a decision is made to raise an alert with the lead agency, this will be undertaken by the DBB Safeguarding Officer, DBB Representative or DBB Committee member, within 24 hours of receiving the information.

An alert must always be made when the person is an adult and there is a concern that they are being, or are at risk of being abused or neglected, and are at risk of, or have experienced harm.

Anyone, can make an alert to the lead agency and it may be appropriate for the person raising the concern to do so in situations, for example, where discussions with the DBB Safeguarding Officer, DBB Representative or DBB Committee member will involve delay in a high risk situation or where the person has already raised concerns with the appropriate persons within DBB but no action has been taken.

If the incident occurs outside normal working hours and cannot wait for a response until the next working day, it should be reported to the relevant Emergency Duty Team

Recording

It is important to make an accurate record as soon as possible after the event, including:

- Date and time of the incident;**
- The appearance and behaviour of the adult;**
- Any injuries observed;**
- Exactly what the adult said, using their own words (that is, their account) about the abuse and how it occurred. Alternatively, this may take the form of exactly what was reported to you;**
- The views and wishes of the adult;**
- Any actions and decisions taken at this point;**
- Exactly what you saw if you witnessed the incident;**
- A record of what any witnesses said;**
- The name and signature of the person making the record.**

Notes should be kept safe by the DBB Safeguarding Officer as it may be necessary to make records available as evidence and disclose them to a court.

Dealing with Allegations against an Adult member of DBB Introduction

This procedure outlines what members of DBB, including parents or carers should do if they have concerns about the behaviour of another adult member of DBB.

This procedure sets out the roles and responsibilities of DBB officers, including; the DBB Safeguarding Officer; DBB Representatives; the Chairs of committees and Lead Trustee for DBB in dealing with allegations and managing investigations that may result from them.

The scope of the procedure

The procedure should be applied in all situations where it is alleged that an adult member of DBB has:

- Behaved in a way which has harmed or may have harmed a child, young person or adult;**
- Possibly committed a criminal offence against or related to a child, young person or adult;**
- Behaved towards a child, young person or adult in a way that indicates they may pose a risk of harm to children, young people or adults;**

This includes allegations where it might indicate that the person is unsuitable to continue to work with children, young people and adults in their current position.

This also includes where there are indications that the person has employed behaviour which could constitute grooming.

Allegations of historical abuse should be responded to in the same way as contemporary concerns.

The aims of this procedure are:

- To ensure that children, young people or adults who participate in banding with DBB, and any other children, young people or adults who may come to our attention, are protected and supported following an allegation that they may have been abused by an adult involved with DBB**
- To ensure there is a fair and robust response to any allegations made, so that the risk posed to other children, young people or adults by an abusive individual is managed effectively**

- To make sure there is an appropriate level of investigation into allegations, whether they are said to have taken place recently, at any time the person concerned has been associated with DBB or prior to the person's involvement with DBB
- To ensure that DBB continues to fulfil its duty of care towards members of DBB who may be subject to such investigations
- To ensure that individuals are able to continue in their role if they have been at the centre of allegations that are unfounded or deemed to be malicious in origin.

How you might find out about a possible case of abuse

Ways that allegations might be made against an adult involved with DBB include:

- A child, young person, adult or parent/carer making a direct allegation about an adult member of DBB;
- A child, young person, adult or parent/carer expressing discomfort with the behaviour of an adult member of DBB that falls short of a specific allegation
- Another member of DBB directly observing behaviour that is a cause for concern
- DBB being informed by the police or another statutory agency that an adult member of DBB is the subject of an investigation
- Information emerging from the renewal or updating of a DBS check that suggests an adult member of DBB may have committed an offence or been involved in an activity that could compromise the safety of children, young people or adults in DBB
- A member of DBB disclosing that they have been the subject of allegations, have actually harmed or committed an offence against (or related to) a child, young person or adult.

Responding to a Child, Young Person or adult who is making a disclosure:

- Reassure her/him that telling someone was the right thing to do and that you are taking them seriously;
- Stay calm and listen carefully to what she/he is telling you;
- Let her/him tell you their story in their own words. Don't try to investigate, and

avoid asking leading questions and quizzing them, but make sure you are clear as to

what they are saying;

- **Do not make promises that you can't keep e.g. do not make promises that what**

she/he is saying can remain confidential;

- **Let her/him know what you are going to do next. Explain that you have a duty to tell**

the DBB Safeguarding Officer or DBB Representative and explain that her/his concerns may also be shared with others who could have a part to play in protecting her/him;

- **Ask her/him what they would like to happen as a result of what they have said but don't make or infer promises you can't keep;**

- **If she/he is an adult, reassure them that they will be involved in decisions about what will happen to them;**

- **If she/he has specific communication needs, provide support and information in a way that is most appropriate to them.**

- **Do not be judgemental or jump to conclusions.**

- **Give her/him the contact numbers for relevant helplines, children/young people can be given the Childline phone number: 0800 1111**

- **Make a written record as soon as possible, using the proforma in the Appendix 4.**

Who should allegations or concerns be reported to within DBB?

If an allegation is made by a child, young person, adult or family member to a member of DBB or a member of DBB observes concerning behaviour by a colleague at first hand, this should be reported immediately to the DBB Safeguarding Officer or DBB Representative

If they are not able to contact either of the above, the person receiving the allegation can report the concern to the Chair of their Band committee or Chair of the Management committee.

Taking immediate action to identify and address the risk

There are potentially two issues that have to be dealt with as a matter of urgency:

1. Is the child, young person or adult in immediate danger or do they need emergency medical attention?

- **If a child, young person or adult is in immediate danger and is with you, remain with them and call the police;**
- **If they are elsewhere, contact the police and explain the situation to them;**
- **If they need emergency medical attention, call an ambulance and while you are waiting for it to arrive, get help from a first aider;**
- **If a first aider is not available, use any first aid knowledge you have to help the child, young person or adult.**
- **You will also need to contact the DBB Safeguarding Officer or the DBB Representative asap to let them know what is happening**

You will need to make sure parent(s) or carer(s) of the child/young person or person(s) identified by the adult are contacted and made aware of what has happened and what steps have been taken to get help.

2. Is the person at the centre of allegations working with children, young people or vulnerable adults now?

If this is the case, the concern needs to be discussed immediately with the DBB Safeguarding Officer or the DBB Representative, or if they are not immediately available with a committee member who should then, in a sensitive manner, remove the person involved in the allegation, from contact with children, young people or any adults who may be at risk.

It should then be explained to the person, in private, that:

- **A complaint has been made against them - although details of the complaint should not be given to them at this stage, and**
- **Further information will be provided as soon as possible but that, until consultation has taken place with relevant agencies and within DBB, they should not be working with children, young people or vulnerable adults.**

It may be best, under the circumstances, for the person to return home on the understanding that a DBB Representative or DBB Safeguarding Officer will contact them later the same day or the following day.

The information provided to him/her at this stage will need to be very limited. This is because discussions need to take place first with other agencies who may need to be involved, such as the local authority children and/or adult's social care services, police or local authority designated officer (LADO).

If the person concerned is a member of a trade union or professional organisation, they should be advised to make contact with that organisation. DBB will also arrange for a member of DBB to provide on-going support in line with DBB's responsibilities towards his/her welfare.

Undertaking a risk assessment and managing risk within DBB: Roles and responsibilities

Once any urgent necessary steps have been taken, attention can be given to dealing with the full implications of the allegations

It is the responsibility of the Chair of the Management Committee, working closely with the DBB Safeguarding Officer, to oversee an internal investigation and decision-making about whether disciplinary action should be taken against the person in question.

The Chair will also:

- ensure appropriate plans are developed and put in place to safeguard the welfare of children, young people and adults in DBB**
- ensure that on-going support is provided to the person who is the subject of the allegations.**

The DBB Safeguarding Officer will take a lead role in liaising with statutory agencies, if involved, and will ensure relevant information is shared.

Possible lines of enquiry:

There are a number of possible lines of enquiry when an allegation is made which may include:

- A police investigation of a possible criminal offence**
- Investigation by the local authority designated officer (LADO) concerning the risk**

the person concerned poses to children and young people, and/ or by the local authority adult social care services concerning potential risks to adults in need of protection.

- Enquiries and assessment by the local authority children's social care service about whether a child is in need of protection.**

- Investigation by DBB and possible disciplinary action against the person in question. This includes implementing a plan to manage any risk posed by the individual to children, young people or adults in DBB until the outcome of other investigations is known

When to involve the local authority designated person (LADO) or local authority adult social care services.

The DBB Safeguarding Officer should report allegations concerning a child or young person to the local authority designated officer (LADO) or if they concern an adult, to the local authority adult social care services.

Allegations should be reported within one working day, if the alleged behaviour suggests that the person in question:

- May have behaved in a way that has harmed or may have harmed a child, young person or adult
- Has possibly committed a criminal offence against or related to a child, young person or adult
- Has behaved towards a child, young person or vulnerable adult that suggests he/she may be unsuitable to work with children, young people or adults

This should also happen if the individual has volunteered the information him/herself

The LADO or local authority adult social care services may be told of the allegation from another source. If this is the case, then the first information received by DBB may be when the LADO or local authority adult social care services make contact in order to share this information.

Whoever initiates contact, there should be a discussion between the LADO/ local authority adult social care services and the DBB Safeguarding Officer to share information about the nature and circumstances of the allegation and to consider whether there is any evidence to suggest it may be false or unfounded.

If there is any reason to suspect a child, young person or adult has suffered or is likely to suffer significant harm and there are no obvious indicators that the allegation is false, the LADO/ local authority adult social care services, will arrange a strategy discussion.

The local authority children and/or adult social care services should be asked to share information with DBB if it has relevance to the involvement of the person concerned with DBB's activities.

Dealing with a criminal offence

If there is reason to suspect that a criminal offence may have been committed the LADO/ local authority adult social care will contact the police and involve them in a strategy discussion.

It is important that the DBB Safeguarding Officer cooperates with requests for information and in turn should expect that agencies share relevant information to assist DBB to continue to assess and manage potential risks posed by the person concerned to children, young people and adults in DBB.

Discussions with the police should also explore whether there are matters that can be acted on in a disciplinary process while the criminal investigation takes place or whether disciplinary action must wait until the criminal process is completed.

Talking to parents/carers about the allegation or concern

If parents/carers do not already know about the allegation, the DBB Safeguarding Officer and LADO/local authority adult social care services , will need to discuss how they will be informed and by whom.

Sharing information with the person who is the subject of the allegation

The person at the centre of the allegation should be informed as soon as possible after the initial consultation with the LADO/local authority adult social care services. However, if a strategy discussion with the local authority children and/or adult social care services or the police is needed, this may have to take place before the person concerned can be spoken to in full.

Only limited information should be given to the person concerned, unless the investigating authorities have confirmed they are happy for all information to be disclosed or unless there is no need for continuing involvement from the statutory agencies.

The DBB Safeguarding Officer will need to liaise closely with the LADO and/or local authority adult social care services and the other agencies involved about what information can be shared with the person concerned.

Taking disciplinary action

If the initial allegation does not involve a possible criminal offence, the Chair of the Management Committee, the DBB Safeguarding Officer, DBB Representatives and the lead Trustee for DBB should still consider whether formal disciplinary action is needed.

If the local authority children or adult social care services have undertaken any enquiries to determine whether a child/young person or adult are in need of protection, any relevant information will need to be taken into account from these enquiries when considering whether disciplinary action should be brought against the person at the centre of the allegations.

The following timings should be kept to wherever possible:

- If formal disciplinary action is not needed, other appropriate action should be taken**

within three working days

- If disciplinary action is required, and can be progressed without further investigation,**

this should take place within fifteen days

- If DBB decides that further action is needed in order to make a decision about formal disciplinary action, the DBB Safeguarding Officer should discuss with the LADO/Local authority adult social care the possibility of this investigation being undertaken by an independent person to ensure the process is objective. Whether or not the investigation is handled internally or independently, the report should be presented to the Chair of the Management Committee within ten working days.**

- Having received the report of the disciplinary investigation, the Chair of the Management Committee should decide whether a disciplinary hearing is required**

- If a hearing is needed it should be held within fifteen working days**

- The DBB Safeguarding Officer should continue to liaise with LADO/local authority adult social care during the course of any investigation or disciplinary proceedings and should continue to use the LADO/local authority adult social care as a source of advice and support**

If a criminal investigation is required, it may not be possible to make decisions about initiating disciplinary proceedings or about the person's future involvement with DBB until this is concluded. The police are required to complete their work as soon as reasonably possible and to set review dates, so the DBB Safeguarding Officer should liaise with the police directly or via the LADO/local authority adult services to check on the progress of the investigation and criminal process.

The police are required to inform an employer* straight away if the person is either convicted of an offence or acquitted or alternatively if a decision is made not to charge him/her with an offence or to administer a caution. In any event the DBB Safeguarding Officer should contact the LADO/local authority adult services to discuss the issue of disciplinary proceedings.

If an allegation is substantiated and if, once the case is concluded, DBB dismisses or ceases to use their services, or the person ceases to provide his/her services, the DBB

Welfare Officer should consult with the LADO/local authority adult services about referral of the incident to the Disclosure and Barring Service. This should take place within one month.

Managing risk and supporting the person at the centre of the allegation

The first priority of DBB must always be the safety and welfare of children, young people and vulnerable adults. However, as a member of DBB, the person who is the subject of the allegation has a right to be treated in a fair, sensitive and non-judgemental manner and to have his/her privacy respected as far as this preserves the safety of the child/young person/vulnerable adult and other children, young people and vulnerable adults.

Information about the allegation must only be shared on a need to know basis and those directly responsible for overseeing the work of the person concerned. Any other information e.g. explanations to other DBB members/players should be agreed and negotiated with the person concerned.

If the individual is a member of a trade union or professional organisation they should be advised to contact that body as soon as possible after they have been informed that he/she is the subject of an allegation. Arrangements should also be made for him/her to receive on-going support and information about the progress of the investigation.

The possible risk of harm to children, young people and vulnerable adults presented by the person who is the centre of the allegation needs to be carefully managed during and after any conclusions to the investigation processes following the allegation. This means that DBB may need to consider suspending the person if there is cause to suspect the child/young person/vulnerable adult may be at risk of significant harm, or if the allegation is serious enough to warrant investigation by the police, or if it is so serious that it could lead to the person being asked to leave DBB. However, a decision to suspend should not be automatic, as there may be other ways of managing any risk presented by the person.

The situation should be discussed fully between the DBB Safeguarding Officer, Chair of the Management Committee and LADO/ local authority adult services, who will seek the views of the police and the local authority children/adult social care service on the question of the person's continued involvement with DBB. The conclusions of the discussions should be carefully documented. If the decision is to suspend the individual concerned from membership of DBB the grounds for this decision should be clearly set out. If the decision is not to suspend them, then a clear plan should be made about how any possible risk posed by the individual is to be managed.

If at the conclusion of all the investigations it is concluded that the individual concerned is able to resume their involvement with DBB, the DBB Safeguarding Officer, Chair of the Management Committee and DBB Representative from the relevant band should consider how best to support them in the process. A plan to facilitate a return should be drawn up in consultation with the person concerned. This should take account of how any remaining child/adult protection risks will be managed and how they can be supported after what will have been and will remain a very difficult experience.

If the decision is that the person cannot resume their involvement with DBB or they choose to leave, the DBB Safeguarding Officer must discuss with the LADO/ local authority adult social care services whether the matter should be shared with the Disclosure and Barring Service (DBS) and any professional body to which the person may belong. In taking this action DBB will ensure it carries out its statutory obligations to share information in the interests of protecting children, young people and vulnerable adults.

If an allegation is found to be unsubstantiated or fabricated DBB should consider referring the child, young person in question to the local authority children's social care services for them to assess if she/he are in need of services or whether she/he may have been abused by someone else. If it is felt that there has been malicious intent behind the allegations DBB should discuss with the police whether there are grounds to pursue any action against the person responsible.

Keeping a record of the investigation

All those involved in dealing with the allegations should keep clear notes of the allegations made, how they were followed up, any actions and decisions taken, together with the reasons for these.

These notes should be compiled gradually as the situation unfolds, with each entry made as soon as possible after the event. The notes should be signed and dated by the person making them and the person's name should be printed alongside.

The notes should be kept confidentially on the file of the person who is the subject of the allegation. Discussion should take place with the LADO/ local authority adult services to determine whether any aspects of the notes may not be shared with the person concerned. If there are no reasons not to do so, a copy of the records should be given to the individual.

The notes should be held on file by the DBB Safeguarding Officer for a period of ten years, whether or not the person remains a member of DBB for this period.

This procedure is consistent with the government guidelines set out in Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children. HM Government, March 2015 and with the Children's Workforce Development Council's publication, Recruiting Safely: Safer recruitment guidance helping to keep children and young people safe, CWDC, 2009

Code of Conduct

This code of conduct outlines the behaviour expected of staff and volunteers from Daventry Band (DBB). It is adapted from the NSPCC Safe Network guidance 'Are They Safe', which was informed by the views of children and young people.

Purpose

Following this code will help to protect children from abuse and inappropriate behaviour from adults. It will also help staff and volunteers to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made against them.

Upholding this code of behaviour

All members of staff and volunteers are expected to report any breaches of this code to the Designated Person for the relevant band and/or to the DBB Safeguarding Officer under the whistleblowing procedure or, if necessary, under child protection procedures. It is the responsibility of the Designated Person to ensure any concerns shared with them are also shared with the DBB Safeguarding Officer.

Volunteers who breach this code of behaviour may be subject to DBB's disciplinary procedures. Any breach of the code involving a volunteer may result in them being asked to leave the DBB.

Serious breaches may also result in a referral being made to a statutory agency such as the police or the local authority children's social care department.

The role of volunteers

When working with children, young people and vulnerable adults for DBB all staff and volunteers are acting in a position of trust. It is important that staff and volunteers are aware that they may be seen as role models by children, young people and vulnerable adults, and must act in an appropriate manner at all times.

When working with children, young people and vulnerable adults, it is important to:

- operate within DBB's principles and policies and procedures;**
- follow the DBB's child protection and vulnerable adult policy and e-safety policy and procedures at all times;**
- listen to and respect children, young people and vulnerable adults at all times;**
- avoid favouritism;**
- treat children, young people and vulnerable adults fairly and without prejudice or discrimination;**

- value and take children, young people and vulnerable adult's contributions seriously, actively involving children, young people and vulnerable adults in planning activities wherever possible;
- ensure any contact with children, young people and vulnerable adults is appropriate and in relation to DBB's activities;
- always ensure language is appropriate and not offensive or discriminatory;
- follow the e-safety policy and report any breaches;
- always ensure equipment is used safely and for its intended purpose;
- provide examples of good conduct you wish children, young people and vulnerable adults to follow;
- challenge unacceptable behaviour and report all allegations/suspensions of abuse;
- ensure that whenever possible, there is more than one adult present during activities with children, young people and vulnerable adults or if this isn't possible, that you are within sight or hearing of other adults;
- if a child, young person or vulnerable adult specifically asks for or needs some private time with you, ensure other staff /volunteers know where you and the child, young person or vulnerable adult are;
- respect a child, young person or vulnerable adult's right to personal privacy;
- encourage children, young people and adults to feel comfortable and confident enough to point out attitudes or behaviour they do not like;
- recognise that special caution is required when you are discussing sensitive issues with children, young people or vulnerable adults.

You must not:

- patronise or treat children, young people or vulnerable adults as if they are less intelligent;
- allow allegations to go unreported;

- **develop inappropriate relationships such as contact with children, young people and vulnerable adults that is not a part of the work of DBB unless with the full knowledge**

and agreement of the child, young person or vulnerable adult's parents/carers;

- **conduct a sexual relationship with a child, young person or vulnerable adult or indulge in any form of sexual contact with a child, young person or vulnerable adult. Any such behaviour, including any contact deemed uncomfortable by the individual, between an adult member of DBB or volunteer and a child, young person or vulnerable adult, using the services of DBB represents a serious breach of trust on the part of the staff member or volunteer and is not acceptable under any circumstances;**
- **make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children, young people or vulnerable adults;**
- **act in a way that can be perceived as threatening or intrusive;**
- **use inappropriate language including swearing towards an individual in a manner that could be deemed intimidating;**
- **make inappropriate promises to children, young people or vulnerable adults, particularly in relation to confidentiality;**
- **make personal conclusions without consulting a member of the DBB committee**
- **either exaggerate or trivialise child or adult abuse issues;**
- **rely on your reputation or that of DBB to protect you.**
- **Not approach and child, young person or vulnerable adult about any suspicions or ask leading questions without consulting a member of the DBB committee first.**

The role of parents and carers

DBB welcomes and encourages parental involvement. Parents and carers are regarded as valuable partners in promoting positive behaviour and will be involved as appropriate.

In the event of their child becoming the subject of behaviour sanctions, parents/carers will be informed and involved.

Should members of DBB have concerns regarding home circumstances for a child, young person or vulnerable adult, they should, where they feel comfortable, discuss their thoughts with the DBB committee with an aim to protect individuals in DBB.

Recruitment Selection and Induction Policy

This policy applies to anyone who is responsible for recruiting, selecting and inducting new members of Daventry Band (DBB) and all who participate in shortlisting and interview panels.

DBB is committed to promoting the welfare of children, young people and vulnerable adults and keeping them safe.

We are also committed to equality, valuing diversity and working inclusively across all our activities.

We aim to have a band that represents a variety of backgrounds and cultures, with members of DBB that can provide the relevant knowledge, abilities and skills for our organisation.

The purpose of the policy:

To provide guidance to enable DBB:

- To take all reasonable steps to prevent unsuitable individuals from joining the organisation**
- To recruit new members within DBB in a way that complies with legislation designed to combat inequality and discrimination**
- To do all we can to achieve and maintain a diverse membership of DBB**

We recognise that:

- Our members are an important resource**
- Unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children, young people and adults in order to harm them**

Whistleblowing

Introduction

Daventry Band (DBB) believes that its members provide their time and expertise in the best interests of DBB. However, it may be that a member of DBB may have concerns about a colleague's standards of practice. They may be worried that a child, young person or adult is not being cared for properly, being abused or at serious risk. It may be that they have concerns about fraud, financial irregularity or other issues.

Everybody within DBB has a responsibility to raise such concerns to ensure DBB maintains high standards of practice, including high standards of care to children, young people and adults.

DBB acknowledges that raising concerns can be extremely difficult because the person who is concerned may feel that speaking up would be disloyal to their colleagues or to DBB. They may also fear bullying, harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may be a suspicion of malpractice.

DBB is committed to the highest possible standards of openness and accountability. In line with that commitment we expect members of DBB, who have serious concerns about any aspect of DBB to voice those concerns.

This document makes it clear that members of DBB should be able to do so without fear of victimisation, subsequent discrimination or disadvantage. This Whistleblowing Policy is intended to encourage and enable members of DBB to raise serious concerns within DBB rather than overlooking a problem or 'blowing the whistle' outside. Remember, a whistle-blower is a witness, not a complainant.

Harassment or Victimisation

DBB is committed to good practice and high standards and be supportive of any member who wishes to report a concern. If a member of DBB believes that what he/she is saying is true, they should have nothing to fear as he/she will be doing their duty to DBB.

Bullying, harassment or victimisation (including informal pressures) by other members of DBB towards someone who raises a concern will not be tolerated.

Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal the identity of the person raising the concern, if they so wish. At the appropriate time, however, they may need to be a witness, for instance if the matter leads to a disciplinary hearing or a criminal prosecution.

In some cases, confidentiality may not be possible, for example when reporting abuse or a criminal offence, as action may need to be taken. The person raising the concern will be consulted if it does become necessary to reveal their identity. If there is an unauthorised disclosure of someone's identity, disciplinary action may be taken against that individual.

Anonymous Allegations

Whenever possible, the person raising the concern should be prepared to put their name to an allegation. Concerns expressed anonymously are much harder to investigate, but will be considered by the appropriate DBB officers. In exercising this discretion the factors to be taken into account would include:

- The seriousness of the issues raised;**
- The credibility of the concern; and**
- The likelihood of confirming the allegation from attributable sources.**

Untrue Allegations

If the DBB member makes an allegation in good faith, but it is not confirmed by the investigation, no action should be taken against them. If, however, the member makes an allegation frivolously, maliciously or for personal gain, disciplinary action may result.

Support for the person raising concerns

DBB through the chair of the DBB Committee will ensure the person raising the concern is kept informed and supported

If I have a concern who should I speak to?

In the first instance you should speak to a DBB Representative or DBB Safeguarding Officer. In most cases, the matter will be dealt with at that stage. The earlier you raise your concern, the easier it will be to take action. REMEMBER, IF IN DOUBT, RAISE IT.

If you feel unable to raise the issue with any of the above, or if they do not take appropriate action to resolve the issue, you should approach the Chair of the DBB Committee or the Lead Trustee for DBB

If the concern is about possible abuse of a child or adult by a member of DBB you should report your concerns to a DBB Safeguarding Officer or DBB Representative

Role and responsibilities of the Chair of the DBB Committee

- **To ensure concerns are taken seriously;**
- **To ensure an objective assessment of the concern is undertaken and fully investigated;**
- **To ensure the person raising the concern is advised of progress;**
- **To ensure that action necessary to resolve a concern is taken;**
- **To ensure the person raising the concern is provided with support from a named person within DBB or if necessary by someone independent of DBB.**

Other Related Procedures

There may be an existing procedure for you to follow which is specifically intended to address your specific area of concern and unless, in good faith, you feel unable to, you should follow the appropriate procedure. For example:

- **Dealing with allegations against an adult member of DBB**
- **Child or adult protection procedures**

How DBB will Respond

DBB will respond to any concern raised. Where appropriate, the matters raised may:

- **Be investigated by the Chair of the DBB Committee and/or management committee, internal audit, or through the disciplinary process;**
- **Be investigated under another procedure, e.g. child / adult protection;**
- **Be reported to DBB's Committee or Trustees;**
- **Be referred to the Police;**
- **Be referred to an external auditor;**

- Form the subject of an independent inquiry.

Within ten working days, you should receive, in writing:

- An acknowledgment that the concern has been received;
- Indication how the matter will be dealt with;
- Where applicable, an estimate of how long it will take to provide a final response;
- Information on how you will be supported;
- Contact details of the person dealing with your concern

If, during the investigation, you are concerned about what progress is being made, require support or reassurance, or feel you may be being victimised or harassed as a result of making the disclosure, you should contact your named supporter.

The named supporter will write to you to inform you of the outcome of your concern. However, this will not include details of any disciplinary action, which will remain confidential to the individual/s concerned.

What action can you take if you are unhappy with DBB's response?

In most circumstances, the person wishing to raise the concerns should discuss the matter with the Chair of the DBB Committee or the Lead Trustee for DBB. If this is not possible, or the persons are thought to be involved or colluding in some way, the Local Authority Designated Officer (LADO) may be contacted. They will be responsible for ensuring the concerns are looked into or passed to the most appropriate person.

Depending on the circumstances the use of the Whistleblowing Procedure might overlap with another procedure for instance; Disciplinary Procedures, Child or Adult Protection Procedures or 'Dealing with Allegations against an Adult Member of DBB' Procedures.

Monitoring

DBB will monitor concerns raised by whistleblowing, and take action accordingly. This includes reviewing these procedures annually.

Useful contacts:

Northamptonshire MASH 0300 1261000

Emergency Duty Team 01604 626 938

NSPCC Helpline 0808 800 5000 or help@nspcc.org.uk

**ChildLine 0800 1111 (textphone 0800 400 222) or
www.childline.org.uk**

Form for Reporting Concerns about a Child/Young Person

Details of child/young person and parents/carers

Name of child/young person:

Gender:

Age:

Date of birth:

Ethnicity:

Language:

Additional needs:

Name(s) of parent(s)/carer(s):

Child/young person's home address:

Address(es) of parent(s)/carer(s) (if different from child/young person's):

Your details

Report

Your name:

Position in DBB:

Contact details:

Are you reporting your own concerns Yes/No (delete as appropriate):

If you are reporting concerns on behalf of someone else, please give their name, position within DBB and contact details:

Please give details of the incident or what has prompted concerns about the child/young person, including description of any behavioural/physical signs or injuries. Where possible give times and dates:

Have you or anyone else spoken to the child/young person? If so, what have they said? And to whom did they say this?

Please give details of anyone alleged to have caused the incident or to be the source of any concerns:

Please give details of anyone who witnessed the incident or who shares the concerns:

Please note concerns should be discussed with the parent(s)/carer(s) unless:

- **The view is that a family member might be responsible for abusing the child/young**

person

- **Someone might be put in danger by the parents/carers being informed**

- **Informing the family might interfere with a criminal investigation**

If any of these circumstances apply, consult with the local authority children's social care to decide whether or not discussions with the family should take place.

Have you or anyone else spoken to the parent(s)/carer(s)? If so what was said? And to whom? If not, give your reasons for deciding not to speak to the parent(s)/carer(s)

Are you aware of any previous incidents or concerns relating to this child/young person?

Has the situation been discussed with the DBB Safeguarding Officer? Yes/No (delete as appropriate)

If so please summarise what was discussed and agreed:

Have the statutory child protection authorities been informed?

Police: Yes/No (delete as applicable)

Date and time:

Name and telephone number of person spoken to:

Local Authority children's social care: Yes/No

Date and time:

Name and telephone number of person spoken to:

Actions agreed with the child protection authorities:

Signature of person completing this report:
Name Date and Time

Signature of DBB Safeguarding Officer/DBB Representative
.....

NamePosition in DBB

Date and Time