

Dark Peak Music Trust

Child Protection Policy (CPP)

January 2013

Contents

- 1 Policy Statement
 - 2 Safe Selection & Recruitment of Staff and Volunteers
 - 3 Training
 - 4 Code of Conduct
 - 5 Internet Access
 - 6 The Four Main Forms of Abuse
 - 7 Nominated Child Protection Representative
 - 8 Responding to a Child Making an Allegation of Abuse
 - 9 Keeping a Record of Concern
 - 10 Links with the Health & Safety Policy
 - 11 Local Contacts
-
- Appendix A Record of Incident/Concern

1 Policy Statement

The aim of the Dark Peak Music Trust is to promote, improve and advance the education of the public in the art and science of music, primarily through the provision of high quality ensemble training and performance opportunities.

In addition to the above, the Trust's activities will include:

- Organising and promoting events, including rehearsals and public performances
- Organising tours/trips beneficial to an ensemble
- Publicising events and promoting the organisation
- Engaging professional directors to run ensembles
- Raising funds to support the Trust's activities within the rules of the constitution

The primary geographical area for activities is Glossopdale and the Peak District.

This Child Protection Policy outlines how the Dark Peak Music Trust deals with child protection issues. It provides guidelines and procedures, which the Trust follows on a daily basis. The policy will be reviewed annually.

2 Safe Selection & Recruitment of Staff and Volunteers

All staff (Musical Director and Tutors) and trustees will be subject to selection and vetting by the following procedure:

- Carrying out checks with the Disclosure and Barring Service (DBS)

All volunteers will be subject to selection and vetting by the following procedure:

- Carrying out a check with the Department for Children, Schools and Families (DCSF) List 99

or by

- Carrying out checks with the Disclosure and Barring Service (DBS)

3 Training

For this policy to be effective, staff and volunteers must be made aware of it and follow the procedures and guidelines. This section defines how volunteers, staff and trustees will be trained.

Volunteers, staff and trustees will be briefed so they are less likely to become involved in actions, which can lead to harm or be misinterpreted and possibly lead to false accusations. They will therefore become generally more aware of abuse and the possible key signs.

General training for all staff, volunteers and trustees is by reading and understanding this policy.

The Child Protection Officer will personally view the documents and record the date of issue and the DBS number. They will keep a record of all DBS checks (and CRB checks pre 2013) and update it as new volunteers come forward. They will undertake to provide new DBS forms to volunteers when they need to re-register every three years. This list will be circulated to trustees and ensemble directors.

A signed register will be kept of all people inducted to ensure that they have understood their moral and legal obligations.

4 Code of Conduct

This Code of Practice sets clear and concise boundaries for appropriate behaviour, which will promote an open and safe working environment.

Staff, volunteers and trustees *must*:

- Treat all children and young people with respect
- Provide an example for others to follow
- Plan activities where more than one other DBS-checked person is present, or at the very least within sight or hearing of others
- Respect a child or young person's right to personal privacy
- Respect the confidentiality of information relating to pupils unless its disclosure is either required by law or is considered to be in the best interests of the particular pupil
- Provide access for young people to talk about any concerns they may have
- Encourage young people and adults to feel comfortable and caring enough to point out behaviour they don't like
- Remember that well intentioned actions may be misinterpreted by others
- Recognise that special caution is required when discussing sensitive issues with children or young people

Staff, volunteers and trustees *must not*:

- Have any inappropriate physical or verbal contact with children
-
- Make suggestive remarks or gestures, even in fun
- Show favouritism to any individual
- Be drawn into inappropriate attention seeking behaviour, such as tantrums or crushes
- Jump to conclusions about others without checking the facts
- Rely on personal good name to protect you
- Allow allegations made by a child to go unchallenged, unrecorded, or not acted upon
- Believe 'it could never happen to me'

All staff, volunteers and trustees are required to follow this Code of Conduct.

We also endorse and will follow **Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children (March 2010)**.

5 Internet Access

The Dark Peak Music Trust does not provide any form of internet access for children, staff, volunteers or trustees.

A profile of the Orchestra has been set up by the Players Committee on the social networking site 'Facebook'. This profile can only be accessed by invitation, and is administered by a member of the Players Committee and subject to audit by the Trustees.

A Dark Peak Music Trust website has been set up by the Principal Musical Director and is administered by him. It includes information about the trust, the ensembles and the calendar of events, plus photos of recent performances. It does not include names or details about any of the individual children or young people.

6 The Four Main Forms of Abuse

Neglect

Where adults *persistently* or *severely* fail to meet a child's basic physical and/or psychological needs.

Neglect is likely to result in a serious impairment of the child's health or development. It may include failing to provide warm clothing or food, failure or refusal to give children love, affection and attention. Children may also be *consistently* left alone or unsupervised.

Physical signs may include:

- Running away
- Constant hunger, loss of weight including stealing food from other children
- Poor personal hygiene
- Inappropriate dress for the conditions
- Untreated medical problems

Changes in behaviour, which can also indicate neglect, may include:

- Complaining of being tired all of the time
- No social relationships – unable to make friends, engage in social activities (games, conversations)
- Low self-esteem
- Mentioning being left alone or unsupervised

Physical Abuse

Where adults physically hurt or injure children by hitting, shaking, squeezing, burning or biting, or by giving children alcohol or inappropriate drugs or poison.

Physical signs may include:

- Unexplained bruising, marks or injuries
- Bruises, which reflect hand marks or fingerprints
- Cigarette burns
- Bite marks
- Broken bones
- Scalds
- Running away

Changes in behaviour, which may also indicate physical abuse include:

- Fear of parents being approached for an explanation

- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example wearing long sleeves in hot weather
- Depression
- Withdrawn behaviour

Sexual Abuse

Girls and boys are abused by adults or other young people – both male and female – who use children of all ages to meet their own sexual needs. 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, or consents to what is happening. The sexual activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse.

Usually in cases of sexual abuse it is the child's behaviour that may cause you to be concerned.

Physical signs may include:

- Pain or itching in the genital/anal areas
- Bruising or bleeding near genital/anal areas
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Pregnancy

Changes in behaviour, which can also indicate sexual abuse may include:

- Fear of being left with a specific person or group of people
- Sexual knowledge, which is beyond their age or development level
- Sexual drawings or language
- Self-harm or mutilation, sometimes leading to suicide attempts
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not being allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults
- Eating problems, such as anorexia or overeating
- Having nightmares
- Sudden or unexplained changes in behaviour

Emotional Abuse

Emotional abuse is the persistent and emotional ill treatment of a child, such as to cause severe and persistent effects on the child's emotional development. For example, persistent lack of love and affection, constantly shouting, threatening or taunting a child may make the child very nervous or withdrawn. It may also involve making the child feel or believe that they are worthless or inadequate. Emotional abuse may also occur when an adult

places inappropriate expectations on a child, considering the child's age or development.

Bullying is a typical form of emotional abuse, which is often inflicted by other young people.

Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Physical signs may include:

- A failure to thrive and grow
- Sudden speech disorders
- Development delay, either in terms of physical or emotional progress

Changes in behaviour, which can also indicate emotional abuse may include:

- Neurotic behaviour, e.g. hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Self harm

7 Nominated Child Protection Representative

In accordance with good practice, one person is nominated as the Child Protection Representative to take responsibility for dealing with allegations or suspicions of child abuse.

The **Nominated Child Protection Representative** for the Dark Peak Music Trust is:

Elsbeth Levitan
Tel: 01457 867204
07852208468

In the event of the Nominated Child Protection Representative being unavailable, the contact is:

Caroline Hewitt
Tel: 07855 375522

The role of the Nominated Child Protection Representative is to:

- Receive information from staff, volunteers, children or parents and carers who have child protection concerns and record it
- Assess the information promptly and carefully
- Consult initially with a statutory child protection agency such as the local social services department or health board or the NSPCC, to test out any doubts or uncertainty about the concerns as soon as possible
- Make a formal referral to a statutory child protection agency or the police without delay. It is NOT the role of Dark Peak Music Trust to decide whether a child has been abused or not. This is the job of the social services department who's task this is legally.
- Make sure the children and young people of the Dark Peak Music Trust know:
 - About the child protection policy and procedures
 - Who to speak to if they have any concerns
 - Who to speak to if the Nominated Child Protection Representative is unavailable

8 Responding to a Child Making an Allegation of Abuse

How you react when a child discloses information of abuse is critical. If handled sensitively then the child will feel as comfortable as possible and false assumptions and an escalation of the problem can hopefully be avoided. If dealt with badly a child may not disclose again; missing a vital opportunity in their life and crucial information and possible evidence may be damaged.

It is essential that staff and volunteers read and understand the information contained in this policy. Many adults find it hard to believe situations of abuse and will more often than not experience revulsion at the thought of someone deliberately harming a child. These are normal reactions, but it becomes serious if they prevent us from listening to a child and responding appropriately.

When dealing with suspected child abuse issues:

- Tell the child they are not to blame and that it was right to tell
- Do not show distaste, disgust or anger
- Don't ask direct questions – who, what where, when
- Don't put words into the child's mouth by suggesting what has happened and by whom
- Take what the child says seriously, recognising the difficulties inherent in interpreting what a child who has a speech disability and/or differences in language says
- Keep calm and, even if you find what they are saying difficult or painful, keep listening
- Reassure the child but do not make promises of confidentiality, which may not be feasible in the light of subsequent developments. Explain early on that the information will need to be shared and what you will do next (as simply as possible)
- Make a full record of what has been said, heard and/or seen as soon as possible using the child's own words – take as soon as possible to your Nominated Child Protection Representative
- Do not contact or confront the individual who is alleged to be responsible

9 Keeping a Record of Concern

When a child protection concern arises, it is essential to record what is said or seen, and what action was taken, as soon as possible. This will ensure that vital details of the incident are captured immediately and not forgotten.

An 'Incident/Record of Concern Form' (Appendix B) will be completed for all incidents, and will accurately record the following:

- Date & time of the incident or disclosure
- Parties involved
- What was said or done and by whom
- Any action taken by the organisation to investigate the matter
- Any further action, e.g. suspension of a worker
- Where relevant, reasons why there is no referral to a statutory agency
- Name of the person reporting and to whom reported

This record shall be kept in a specific locked cabinet or drawer to retain confidentiality and kept safe. Access will be limited to:

- The person who has completed the form
- The Nominated Child Protection Representative or deputy
- The Musical Director

The record may be shown to the police or social services and could possibly be used in court, although this is rare. The young person concerned can be shown this record, but discretion should be used. The young person's permission should be obtained before showing to the parent/carer.

10 Links with Health & Safety Policy

In order to ensure the health & safety of all involved in Dark Peak Music Trust activities, a Health & Safety Policy has been developed to complement the Child Protection Policy.

The Health & Safety Policy provides guidance on the following:

- Standards for premises and equipment
- Heating & ventilation
- Sanitation facilities
- Fire precautions
- Food hygiene
- Telephone access
- First aid facilities
- Staff & volunteers trained in first aid
- Emergency Numbers
- Insurance liability
- Security

The Health & Safety Policy also assesses the risks associated with all of the Dark peak Music Trust activities.

12 Contacts

Social Care locally can be accessed via Call Derbyshire 24 hour helpline (to report an incident or concern): Tel: 08 456 058 058 or 01629 533190

NSPCC

24 Hour HelpLine (if you are worried about a child): 0808 800 5000
Textphone (for people who are hard of hearing or deaf): 0800 056 0566
E-mail: help@nspcc.org.uk

Publications & Information Unit, NSPCC, Weston House
42 Curtain Road
London
EC2A 3NH
Tel: 020 7825 2775
www.nspcc.org.uk

National Children's Bureau

8 Wakley St, London EC1V 7QE
Tel: 020 7843 6309
www.ncb.org.uk

The Disclosure and Barring Service (DBS)

PO Box 110
Liverpool
L69 3EF
Helpline: 0870 90 90 811
<http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/>

Department for Education

website (safeguarding children documents) www.education.gov.uk
General enquiries: 0370 000 2288
Castle View House
East Lane
Runcorn
Cheshire
WA7 2GJ

Local Statutory Agency

Derbyshire safeguarding Board
[org.uk/ http://www.derbyshirescb](http://www.derbyshirescb.org.uk/)

Appendix A

Dark Peak Music Trust Record of Incident/Concern

Pace, date and time of disclosure of incident/s	
Name of child/ young person/adult making the disclosure	
Their address and telephone number	
Name of children/ young people affected by incident/s	
Person to whom the disclosure has been passed.	Elsbeth Levitan (Child Protection Officer) Caroline Hewitt (Deputy) Other (name and tel. no.)
Name and contact details of person reporting the disclosure	

Nature of the disclosure

Do not ask specific questions about the incident or suggest answers to the young person, but report what happened as close to their own words as possible. Explain that you will have to share the information.

If possible include when and where the incident happened, who was involved, whether the young person shows any signs of physical violence or reluctance to return home and whether parents know about the incident.

Continue overleaf

Action taken by Dark Peak Music Trust (agency and individual to whom reported, date and time)
Name of person who took this action
Further developments (feedback from agency or further approach from young person)

Signed.....

Date.....