



Child Protection Policy Statement

West Sussex Guitar Club is committed to safeguarding the well-being of all children who participate in the Club's activities.

We are committed to following the Home Office Code of Practice, *Safe from Harm*, as far as is practically possible.

The Committee has agreed the following provisions in order to reduce the risk of abuse to a minimum:

1 Activities for children during normal Club Evenings

- a) All children aged 17 and under must be accompanied at Club Evenings by one or both parents or by an adult nominated by the parents to act in loco parentis.
- b) Tuition of children's groups on a regular basis, such as the Junior Orchestra, will only be undertaken by people who have been subject to appropriate vetting in the context of the Children Act (1989) and the Rehabilitation of Offenders Act (1974). Currently, these are:

Mr A Levtov
Mrs L Kelsall-Barnett

both of whom are employed as teachers by West Sussex County Council.

2 One-to-one tuition by visiting teachers

Occasionally, one-to-one tuition is offered by visiting performers/teachers, often in the context of a one day workshop. On such occasions the following provisions will apply:

- a) A Club official shall be on the premises at all times when tuition involving children and visiting teachers is in progress.
- b) Parents will be requested to accompany their child(ren) to the lesson and either sit in on the lesson or remain on the premises during the lesson.

Club Officers will be properly briefed on the action to take should any abuse or suspicion of abuse arise.

We review this policy annually.

Adopted by the Committee at its meeting on 2nd July, 1998

Signed

(Chairman)



Declaration of criminal record, orders of civil courts, and other conduct for those who will work with children

This form is strictly confidential and, except under compulsion of law, will only be seen by the Committee. Please put details on a separate sheet if necessary. Any disclosure need not be a bar to appointment.

Do you suffer or have you suffered from any illness or disease which may affect your work with children or young people? **Yes / No**

If Yes please give details:

Have you ever been convicted of a criminal offence involving children (including spent convictions under the Rehabilitation of Offenders Act 1974) or been cautioned by the police or bound over to keep the peace? **Yes / No**

If Yes please state the nature and details of the offence:

Have you ever been held liable by a court for a civil wrong or had an order made against you by a matrimonial or family court? **Yes / No**

If Yes please give details:

Has your conduct ever caused or been likely to cause harm to a child or put a child at risk, or have these things ever been alleged? **Yes / No**

If Yes please give full details including the dates and nature of the conduct, whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result:

NB "child" for this purpose means anyone of 17 years of age or under; "harm" includes ill-treatment of any kind (including sexual abuse) or impairment of physical or mental health or development. This question relates to any conduct, whether as a paid employee, a voluntary worker or otherwise.

Name:

Address:

Date of Birth:

Signed:

Date:



Information form for those working with children

This information will be held in confidence by the committee.

Name

Maiden/former Name

Date and Place of Birth

Address

Postcode

How long have you lived at this address?

If less than 12 months give your previous address.

Postcode

Phone

Name and address of one referee who knows you well (not a relative) and who can comment on your abilities with children and young people.

I have read the Club's Guidelines on Child Protection. I will follow them to the best of my ability. I agree to a check being made with the Department of Health if thought appropriate.

Signed

Date



Guidelines for those working with children

(adapted from the Chichester Diocesan Guidelines on Child Protection)

The following recommendations provide a framework within which children should be safe from harm and adults protected from false allegations or temptation. Be prepared for your colleagues to remind you if you forget one of these guidelines, and be prepared to help a colleague by advising them in return. The more trusting and open the relationships between workers, the safer children and young people will be.

- **Do treat all children and young people with the respect and dignity befitting their age.**
- **Do watch your speech, tone of voice and body language.**
- **Do learn to control and discipline children without physical punishment, even if you have the parents' explicit permission for this.**
- **Do make sure another adult is around if you need to help toilet or wash a child.**
- **Don't invade a child's privacy whilst washing or toileting.**
- **Do ask parents' permission if you need to see a child on his or her own, make sure that another adult is nearby and that the child knows this.**
- **Do make sure that each group includes a female helper.**
- **Don't be sexually suggestive about or to a child or young person even in fun.**
- **Don't touch inappropriately or intrusively.**
- **Don't scapegoat, ridicule or reject a child or young person.**
- **Don't show favouritism to any one child.**
- **Don't allow children to involve you in excessive attention-seeking that is overtly physical or sexual in nature.**
- **Don't give lifts to children or young people on their own. If this is unavoidable ask the child to sit in the back.**
- **Don't permit abusive peer activities e.g. ridiculing, bullying.**
- **Don't allow unknown adults access to children. Visitors should be accompanied by a known person.**

What to do about inappropriate advances

Children or young people can sometimes make suggestive approaches to an adult. They may have a crush or they may act inappropriately following previous abusive experiences. Sometimes inappropriate physical contact can happen by accident.

It is vital that the worker takes the responsibility to:

- **tell the young person that their language or behaviour is unacceptable.**
- **tell a Club official about the incident, however embarrassing this is.**
- **the incident and what was done and said should be recorded. This may be a necessary safeguard if later accusations are made.**
- **the worker with the Club officers should decide on what measures will be taken to help the young person and prevent a re-occurrence. This will typically include informing the young person's parents.**

Confidentiality

The highest level of confidentiality should be maintained at all times in relationships with both adults and children. You should, however, make it clear that there are certain circumstances, if a child is suffering or is likely to suffer harm, that other people will need to be told so that the child can be protected.

If an allegation has been made against someone it is very important that as few people as possible know whilst the allegation is being investigated. This protects both the accuser and accused.

Hearing a child abuse disclosure

The child may think that you are able to stop the abuse without anything else happening. If a child asks to tell you something in confidence ALWAYS tell them that that will depend on the circumstances. You may have to tell someone else if they are being harmed.

If possible, try to have another adult present whilst the child speaks, but do not prevent the child from speaking if this is not a possibility.

- Maintain eye contact.
- Allow the child to talk, but don't press for information.
- Tell the child that they are not to blame for anything that has happened.
- Reassure the child that they were right to tell.
- Let the child know that you will have to tell other people so that the abuse can stop. Try to explain what will happen next in a way that the child can understand.
- Reassure the child that you will support them during the difficult time to come.
- **As soon as possible write down as carefully as possible what the child has said, how they said it and how they appeared emotionally. Write down what you said.**
- **Decide what to do.**
- **Never do nothing.**
- **Do not do the investigating yourself.**

- Don't delay.
- Don't panic.

Action to be taken

- If the child or young person needs urgent medical help call the appropriate emergency services - police or ambulance - or take the child to your nearest Accident & Emergency Department. Tell the hospital staff of your suspicion.
- If the suspected abuse took place during activities organised by the Club inform the Club Chairman.
- If the child is not in immediate danger or you are not sure if child abuse is involved, discuss your concerns with the Club Chairman. If you are not happy with his advice, you have a duty as a citizen to take your concerns directly to the social services or police.
- As soon as you are sure you suspect abuse or following preliminary discussions, telephone your local social services office. Discuss your concerns with the duty social worker: remember it is the social services' responsibility to decide whether to investigate.
- Give the social worker as much detail as possible - descriptions, dates, times, verbatim conversation. Distinguish between fact and opinion, what you have seen and what others have told you.
- Follow up your referral by writing to the social services office confirming your telephone call.
- Be prepared to have further discussions with the social services/police investigation team.
- Continue to support the child. Remember you will need support for yourself.
- Be prepared to attend a multi-agency case conference at which the parents will be present.
- Remember: delay can prevent a conclusive investigation from being carried out.