



**CHILD PROTECTION POLICY STATEMENT:**

Fox Carnival / UFO Steelband is fully committed to safeguarding the welfare of all children and young people, to providing a safe and secure environment for staff and visitors and to promoting an atmosphere of respect and a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.

Tutors, workers and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

**RESPONSIBILITIES AND IMMEDIATE ACTION**

All adults working for this organisation are required to undergo a police check before being recruited. Adults who are going to have direct contact with children are required to undergo a CRB check.

Any projects that we run will carry certain requirements:

- There will always be at least two CRB checked adults present with children at all lesson / performances,. Lesson / performance Leaders/Tutors will refuse to work with children if there is not a CRB checked adult present.
- Lesson / performance leaders/Tutors and volunteers who have regular and/or one to one contact with children will have undergone a selection procedure which will take into account the following: application forms, interviews, evidence of previous employment or experience and two references.
- Lesson / performance leaders/Tutors and volunteers will be monitored. They will be warned and ultimately dismissed if their attitude, behaviour or language is inappropriate or disrespectful in any way.
- Lesson / performance leaders/Tutors and volunteers will ask to be made aware of the child protection policy and points of contact of any educational establishment that they work in
- Lesson / performance leaders/Tutors and volunteers will be aware of safety within the physical environment used for working in.
- Lesson / performance leaders/Tutors and volunteers will respect the confidentiality of children who volunteer information, but will make known any concerns to those with responsibility for the child
- Lesson / performance leaders/Tutors and volunteers should endeavour to be aware of potential cultural differences in acceptable behaviour

Fox Carnival / UFO Steelband recognises the need to be alert to the risks posed by strangers or others who may wish to harm children, and will co-operate as far as possible with any initiative which is designed to lessen such risks.

**UFO STEELBAND**

[www.ufosteelband.com](http://www.ufosteelband.com)

**Panyard at: The Hall,  
Christ The Saviour Church**

**New Broadway, Ealing, London, W5 2XA**

For correspondence:

10 Aldbourne Rd London W12 0LN

07775 947 300 [UFOsteelband@gmail.com](mailto:UFOsteelband@gmail.com)

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UFO Steelband is part of the registered charity Fox Carnival, charity number 1142025

## **RECRUITMENT OF LESSON / PERFORMANCE LEADERS AND VOLUNTEERS**

Any individuals or organisations engaged by Fox Carnival / UFO Steelband to work with children will be required to complete an application form and provide evidence of previous employment or experience and provide two references and will be subjected to reasonable vetting procedures and interviews.

Where it is not possible to CRB check volunteers, they will be asked to provide references and to sign a declaration that they have not been convicted of any criminal or disciplinary offence which would preclude their employment as a paid worker with children. Volunteers will work under the direct supervision of an established staff member and will be subject to the same code of conduct as paid employees. Volunteers will at no time be given responsibility for the personal care of children.

## **INDUCTION AND TRAINING**

Lesson / performance leaders/Tutors and volunteers will be given a copy of this policy and the Fox School Code of Practice for Staff and will be given access to and encouraged to participate in training courses on child protection issues.

Lesson / performance leaders/Tutors and volunteers will given details of the Health and Safety Policy and the current Risk Assessment.

## **STAFF CODE OF CONDUCT**

Lesson / performance leaders/Tutors and volunteers are expected to be familiar with and adhere to Fox Carnival Band's Code of Behaviour (Appendix 1) in respect of their contact with children. Children will be treated with respect and dignity. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation.

## **SUPERVISION**

Lesson / performances and events will be conducted in accordance with the Health and Safety Policy and with the Risk Assessment drawn up for the specific event.

All children participating in an out of school lesson / performance or a Carnival event will be accompanied by an adult who agrees to remain responsible for them at all times. All participants in events will be required to complete a registration form giving name, address, telephone and email contacts, names and ages of children and Fox School class number (if applicable). In addition a safety leaflet is circulated to all participants and an agreement must be signed certifying that it has been read and understood and in the case of parents/carers that they have communicated the safety rules to the children in their care and take full responsibility for them abiding by those rules

## **PHOTOGRAPHS**

Regarding use of photographs of children, it is the responsibility of our organisation to obtain parental permission. All parents and carers are written to before the lesson / performances take place, informing them of lesson / performance times, use of materials and procedures, and seeking their permission to use any photos taken during the lesson / performances on the website and in any publicity material. Before taking part in any Carnival parade events, all parents and carers must sign a consent that photos taken during the events may be used on the website and in publicity material. In all cases we will not name any children featuring in our publicity or on our website.

## **DEFINITIONS OF ABUSE**

Lesson / performance leaders/Tutors and volunteers are expected to be aware of the four recognised types of abuse:

### **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to, a child whom they are looking after. A person might do this because they enjoy or need the attention they get through having a sick child.

Physical abuse, as well as being a result of an act of commission can also be caused through omission or the failure to act to protect.

Possible signs of physical abuse include:

- Unexplained burns, cuts, bruises or welts in the shape of an object.
- Bite marks
- Antisocial behaviour
- Problems in school
- Fear of adults

### **Emotional Abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

Possible signs of emotional abuse include:

- Apathy
- Depression
- Hostility or stress
- Lack of concentration
- Eating disorders

### **Sexual Abuse**

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 activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling.

Sexual abuse may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Boys and girls can be sexually abused by males and/or females, by adults and by other young people. This includes people from all different walks of life.

Possible signs of sexual abuse include:

- Inappropriate interest or knowledge of sexual acts
- Nightmares and bed wetting
- Drastic changes in appetite
- Over-compliance or excessive aggression
- Fear of a particular person or family member

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Possible signs of neglect include:

- Unsuitable clothing for weather
- Dirty or unbathed

## **GUIDANCE ON HOW TO RESPOND TO DISCLOSURES OF ABUSE**

### ***DO:***

- Do treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying.
- Do tell the child they are right to tell you.
- Do reassure them that they are not to blame.
- Do be honest about your own position, who you have to tell and why.
- Do tell the child what you are doing and when, and keep them up to date with what is happening.
- Do take further action – you may be the only person in a position to prevent future abuse – tell your nominated person immediately.
- Do write down everything said and what was done.

### ***DON'T:***

- Don't make promises you can't keep.
- Don't interrogate the child – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this.
- Don't cast doubt on what the child has told you, don't interrupt or change the subject.
- Don't say anything that makes the child feel responsible for the abuse.
- Don't do nothing – make sure you tell your nominated child protection person immediately – they will know how to follow this up and where to go for further advice

## **REPORTING PROCEDURES**

An accurate written account will be kept of all incidents on an Incident Record Report form (Appendix 2). The incident will not be discussed with anyone other than those who need to know.

The incident will be reported to the designated Child Protection Officer who will use the appropriate reporting systems for the situation e.g. reporting the matter to social services or the police.

If staff or volunteers encounter abuse or suspicious situations of concern they should discuss the concerns with the designated Child Protection Officer who will then take the appropriate action. If the designated person and deputy are unavailable the Social Services Duty Officer (020 7361 3013 or 020 7373 2227) or the NSPCC Child Protection Helpline (0808 800 5000) should be contacted to obtain advice.

## **COMPLAINTS/ALLEGATIONS MADE AGAINST STAFF**

Fox Carnival / UFO Steelband takes seriously all complaints made against members of staff.. All such complaints will be brought immediately to the attention of the Band Leader/Lead Artist or the Child Protection Officer. If the allegation concerns alleged minor physical mishandling or verbal abuse, this will normally be dealt with under Fox Primary School's Complaints Procedure.

## **WHISTLEBLOWING PROCEDURES**

Fox Carnival / UFO Steelband is committed to the highest standards of openness and accountability. No individual should feel at a disadvantage in raising legitimate concerns if they believe in good faith that there is serious malpractice or wrongdoing within Fox Carnival / UFO Steelband and these concerns should be disclosed immediately without fear of reprisal. All such disclosures, and the individual raising the concern, will be treated in a confidential and sensitive manner.

Any such concern shall be brought immediately to the attention of the Band Leader, Lead Artist or Child Protection Officer and will be investigated by the Child Protection Officer unless the complaint is against the CPO in which case it will be passed to Fox Carnival Band's Management Committee and the Chairman will nominate an appropriate member of the Management Committee to investigate the matter.

## **COMPLAINTS & MONITORING**

All complaints arising from the operation of this policy will be considered under Fox Primary School's complaints procedure, with reference to the LEA's CP Co-ordinator as necessary.

## **INSURANCE**

Fox Carnival / UFO Steelband is covered for Public Liability Insurance by Event Insurance Services Ltd, Event House, 20A Headlands Business Park, Ringwood, Hampshire BH24 3PB.

## **CONTACTS**

### **Designated Child Protection Officer:**

Name                      Andrea James  
Telephone                07949202266

### **Deputy Child Protection Officer:**

Name                      Fiona Hawthorne  
Telephone                07960793473

### **Notting Hill Police Station**

Tel: 020 7376 1212

### **Royal Borough of Kensington & Chelsea, Social Services Department**

Tel: 020 7361 3013

*Out of hours emergency Tel: 020 7373 2227*

**NSPCC Child Protection Helpline 0808 800 5000**

## **SIGNED**

\_\_\_\_\_  
*Andrea James, Child Protection Officer*

\_\_\_\_\_  
*Colin Salmon, Chair, Fox Carnival Band*

## **DATE**

\_\_\_\_\_

## **REVIEW DATE**

\_\_\_\_\_

# FOX CARNIVAL / UFO STEELBAND

## CODE OF BEHAVIOUR

*This code of behaviour outlines good practice when working with children. An environment which allows bullying, shouting, racism, or sexism, is not acceptable. Listed below is behaviour considered inappropriate in a relationship of trust between an adult and a young person.*

- Treat everyone with respect and provide an example you wish others to follow
- Do not get close to or have physical contact with a young person without clearly explaining what you are doing (e.g. correcting the position of a foot, showing a skill in the water) etc. Any physical contact initiated by the child should be politely ended at the earliest possible moment.
- Use common sense when demonstrating skills e.g. discuss your actions with children or young people when contact is necessary
- Parents/carers should always be immediately informed if staff/volunteers have had to do things of a personal nature for a child such as changing clothing, accompanying to the toilet, etc.
- Personal relationships with children - including visits to the home of the worker/volunteer, exchanging gifts, lending or borrowing money and any kind of exclusive, secretive or sexual relationship - are not permitted.
- Plan activities so that they involve more than one other person being present, or at least in sight or hearing of others
- A worker or volunteer should not be left alone with a child or drive a child home alone
- Where residential events or courses are organised males should never enter all female rooms or vice versa and separate sleeping accommodation must be provided for supervisors / trainers and children
- Respect a young person's right to personal privacy
- Provide access for young people and adults to feel comfortable enough to point out attitudes or behaviour they do not like and provide a caring atmosphere
- Remember that someone else might misinterpret your actions, no matter how well intentioned
- Recognise that caution is required especially in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse
- Use gender, cultural and disability sensitive language
- Do not permit abusive youth peer activities (e.g. ridiculing, bullying)
- Do not jump to conclusions about others without checking facts
- Do not allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes but deal firmly and fairly with such behaviour at all times
- Do not exaggerate or trivialise child abuse issues
- Do not show favouritism to any individual
- Do not make suggestive remarks or gestures or tell jokes or stories of a 'smutty' nature
- The designated person is required to keep updated and inform all others in the group of any changes regarding child protection laws or best practice.

# FOX CARNIVAL / UFO STEELBAND

## SAMPLE INCIDENT RECORD FORM

<b>Your Name:</b>
<b>Your Position:</b>
<b>Child's Name</b>
<b>Child's Address:</b>
<b>Parents/Carers Name and Address:</b>
<b>Child's Date of Birth:</b>
<b>Date and Time of any Incident:</b>
<b>Your Observations:</b>
<b>Exactly What the Child Said and What You Said</b>  (Remember, do not lead the child – record actual details. Continue on separate sheet if necessary)

*Appendix 2*

<b>Action Taken so far:</b>	
<b>External Agencies Contacted (Date &amp; Time)</b>	
<b>POLICE</b>  Yes/No	If yes – which:  Name and Contact Number:  Details of Advice Received:
<b>SOCIAL SERVICES</b>  Yes/No	If yes – which:  Name and Contact Number :  Details of Advice Received:
<b>LOCAL AUTHORITY</b>  Yes/No	If yes – which:  Name and Contact Number:  Details of Advice Received:
<b>Other (e.g. NSPCC)</b>	Which:  Name and Contact Number:  Details of Advice Received:
<b>Signature:</b>	
<b>Print Name:</b>	
<b>Date:</b>	

A copy of this form should be sent to Social Services after the telephone report and to the Child Protection Officer.