**Statement**

Drum and Brass works with young people and adults in music-making activities. For the purposes of this document, a child or young person is under 18 unless otherwise specified. The following are policies and codes of practice relating to safeguarding and child protection during workshops taking place at all venues.

This document contains:

1. Child protection policy,
2. Role description of our named safeguarding officer
3. Code of conduct for adult participants
4. Code of conduct for video and photography
5. Strategy for review of this policy
6. **Child protection policy**

This policy applies to all adults working with Drum and Brass.

The purpose of this policy is:

* to protect children and young people involved with Drum and Brass.
* to provide our volunteers with the overarching principles that guide our approach to child protection

Drum and Brass 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. We are committed to practice in a way that protects them.

Legal framework

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

* Children Act 1989
* United Convention of the Rights of the Child 1991
* Privacy and Data Protection Act 2014
* Sexual Offences Act 2003
* Children Act 2004
* Protection of Freedoms Act 2012
* Relevant government guidance on safeguarding children

We recognise that:

* the welfare of the child is paramount, as enshrined in the Children Act 1989
* all children, 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
* 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 all adults working with Drum and Brass
* providing effective management for adults through supervision, support and training
* recruiting adult members safely, ensuring all necessary checks are made
* sharing information about child protection and good practice with children, parents and adults working with Drum and Brass
* sharing concerns with agencies who need to know, and involving parents and children appropriately.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 16.07.17

Signed: Julie Maxwell

1. **Named Safeguarding Officer (NCO)**

The named person in charge of safeguarding on behalf of Drum and Brass is **Amy Weston.**

DBS requirement: the person shall hold a satisfactory DBS certificate

**Purpose of the role**

• To take the lead role in ensuring that appropriate arrangements are in place within all activities organised by Drum and Brass for keeping children and young people safe.

• To promote the safety and welfare of children and young people participating in Drum and Brass activities.

**Duties and responsibilities**

• Make sure that all issues concerning the safety and welfare of children and young people who attend Drum and Brass activities are properly dealt with through policies, procedures and administrative systems.

• Make sure that all participants, children/young people, parents/carers and the management committee are made aware of the code of practice below, and what they should do if they have concerns about a child or children.

• Receive information from anyone who has concerns about a child who attends a Drum and Brass activity and record that information separately to participant personal data and in a manner which cannot connect the report with the child in question, e.g. identifying child as ‘Child A’.

• Take the lead on dealing with information that may constitute a child protection concern or an allegation about a member of staff or volunteer. This includes assessing and clarifying the information, and taking decisions where necessary in consultation with colleagues and statutory child protection agencies.

• Consult with, pass on information to and receive information from statutory child protection agencies, such as the local authority children’s social care department and the police. This includes making formal referrals to these agencies when necessary.

• Consult with the NSPCC on 0808 800 5000 (or via text on 88858) when such support is needed.

1. **Code of practice for all adults involved in Drum and Brass activities:**

* Read and observe this code of practice for participants in activities of Drum and Brass.
* Be positive and give praise where possible. Treat all participants with respect and courtesy.
* Note that no form of bullying will be tolerated.
* Be an excellent role model in terms of language and behaviour.
* Avoid situations where you and just one child are present, e.g. one-to-one coaching in closed rooms.
* Avoid private communication and online communication with participants in Drum and Brass activities who are under 18.
* Report concerns to the named Safeguarding Officer. Contact the NSPCC on 0808 800 5000 (or via text on 88858) for advice or Children and Young Peoples Service or the Police in an emergency if concerns are not dealt with appropriately.

1. **Code of practice for video and photography - guidelines:**

* Avoid using children’s names (first name or surname) in photograph captions. If the child is named, avoid using his or her photograph. If the photograph is used, avoid naming the child.
* Use a parental permission form to obtain consent for a child to be photographed/videoed. Obtain child’s permission to use their image.
* Address the use of images of children on the organisation’s website. Images accompanied by personal information, e.g., this is X who likes to collect stamps – could be used by an individual to learn more about a child prior to grooming them for abuse.
* Written expectations of professional photographers or the press who are invited to an event, making clear the organisation’s expectations of them in relation to child protection.
* Do not allow photographers unsupervised access to children.
* Do not approve photography sessions outside the event or at a child’s home.

1. **Strategy for review of this policy**

* Drum and Brass CIC will review and update this policy at least every 2 years
* Adult safeguarding and lone working policies shall be added by December 2018
* Other relevant policies shall be added by agreement of the board of directors
* **Leicester Adults  
  Telephone: 0116 454 1004 (Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm)  
  Emergency number (Evenings, Weekends, Bank Holidays): 0116 255 1606**
* **Leicester Children/YP**
* **Telephone: 0116 454 1004 (this option is open 24/7)**
* **Leics County Adults**
* **Telephone: 0116 305 0004 (Monday to Thursday, 8.30am to 5pm, Friday 8.30am to 4.30pm)**
* **Emergency number (Evenings, Weekends, Bank Holidays): 0116 255 1606**
* **Leics County Children/YP**
* **First Response Children’s Duty Team - Tel 0116 305 0005 (24 hour phone line)**
* **NSPCC (children & YP only)**
* **0808 800 5000**
* **Advice available on any matter 24/7**