



## **SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

### **STATEMENT SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

The Hangleton Band is an active, modern, brass band based in Hangleton. There is an active Senior and Youth Band and take membership spans from a wide cross section of the local community. There are currently around 80 members, some of whom play in both bands, with a group of young learners constantly feeding into the Youth Band. Membership of the Youth Band is approximately 50-60 members at any one time. Youth players range from 8-19 years old. The Hangleton Band is committed to protecting and safeguarding the welfare of the children and young people in its care. The Hangleton Band aims to ensure that all children and young people are welcomed into a safe and caring environment, with a positive attitude to inclusion, learning and support.

The Hangleton Band recognises that it is the responsibility of each one of its staff/ volunteers, paid and unpaid, to prevent the physical, emotional, sexual abuse or neglect of young people and children and will report any incident or behaviour that causes concern with regard to the welfare of the child or young person.

To this end the Hangleton Band has in place a number of policies and procedures that protect children and young people accessing its services. These include –

- Health and Safety Policy
- Confidentiality Policy
- Sussex Child Protection and Safeguarding Procedures
- Sussex Multi Agency policy and Procedures for Safeguarding Vulnerable Adults (for young people aged 18+)
- Equality and Diversity
- Data Protection Policy

The Hangleton Band recognises its responsibility to implement, maintain and regularly review procedures, which are designed to prevent and be alerted to abuse. These procedures apply to all children and young people regardless of their race, religion, first language or culture; age; gender or sexuality; health or disability; location or placement; political or immigration stature or involvement in criminal behaviour.

The Hangleton Band acknowledges that some children and young people are more vulnerable to abuse than others.

For example those children and young people who are disadvantaged; disabled children and young people; those living away from home; those in the family home living with parental ill health, mental illness or substance misuse as well as children and young people who are suffering from racial or religious harassment.

The Hangleton Band understands that every child has a legal right to be safe from harm and acknowledges the following legislation and public bodies supporting the Safeguarding Policy –

The Hangleton Band. Child Protection Policy – July 2017

- The Children Act (1989) and 2004  
<http://www.legislation.gov.uk/ukpga/2004/31/contents>
- Working Together to Safeguard Children (2015)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419595/Working\\_Together\\_to\\_Safeguard\\_Children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf)
- The Equality Act (2010)  
<https://www.gov.uk/guidance/equality-act-2010-guidance>
- The United Nations Convention on the Rights of the Child (1989)  
<http://www.unicef.org/crc/>
- Brighton and Hove Local Safeguarding Children's Board  
<https://sussexchildprotection.procedures.org.uk/>
- Brighton and Hove Front Door for Families  
<http://www.brighton-hove.gov.uk/frontdoorforfamilies>

## **POLICY AIM**

This policy aims to provide protection for the children and young people who receive services from the Hangleton Band, including children of adult members or users. It aims to provide staff and volunteers with guidance on procedures that they should follow in the event that they suspect a child or young person may be experiencing, or, be at risk of harm.

The Hangleton Band will do this by;

- Raising the awareness of all staff/volunteers of the need for safeguarding and of their responsibilities in identifying and reporting possible cases of abuse. Safeguarding training is required for those who have direct and regular responsibility for children within the Hangleton band and these will be identified adults. Additional training for those with an interest in safeguarding will be made available. A register of those adults who have attended safeguarding training on behalf of the Hangleton Band will be maintained. Staff and Volunteers will be required to attend safeguarding training on a yearly basis.
- Emphasising the need for good levels of communication between all members of staff/volunteers
- Developing a structured internal procedure to be followed by all members of the staff/volunteers in cases of suspected abuse
- Supporting the individual development of children and young people in ways which will promote security, confidence and independence.

## **DESIGNATED SAFEGUARDING OFFICER**

Within the Hangleton Band there will be one member who will be responsible for safe guarding issues and is the designated safeguarding officer:

The Hangleton Band. Child Protection Policy – July 2017

- He/she will work with the project supervisors to co-ordinate action on safeguarding within each venue and ensure that all staff/volunteers are aware of their responsibilities in relation to safeguarding
- Maintain accurate records of all safeguarding issues and refer individual concerns around safeguarding to the appropriate Children and Young People's Trust department as well as liaising with other relevant agencies.
- Organise training on all aspects of safeguarding within the projects and act as a point of reference on safeguarding issues for other staff/ volunteers.
- Ensure that should the alleged perpetrator of abuse be a member of staff/volunteer; all procedures will be carried out in line with the Sussex Child Protection and Safeguarding Procedures.
- Meet regularly with the Charity directors to review safeguarding issues and provide reports as required to the trustees.

## **CONTACT DETAILS**

The Hangleton Band's designated Safeguarding Officer contact details are –  
 Email: [safeguarding@hangletonband.co.uk](mailto:safeguarding@hangletonband.co.uk)  
 In their absence please contact Youth Band Manager

## **SAFE WORKING PRACTICES**

All adult staff, paid and unpaid, directly involved with the Hangleton Youth Band will be subject to a Disclosure and Barring service check. <https://www.gov.uk/dbs-update-service>.

Both band managers should be aware of DCSF document 'Guidance for Safer Working Practice for Adults who Work with Children and Young People' and ensure that all staff/volunteers are reminded of this on a regular basis through committee meetings and supervision sessions and that work is planned in accordance with this document so as to minimise the situations where any abuse may occur.

## **DEFINITIONS**

### **CHILD**

Means any child or young person under the age of 18 years old.

### **SIGNIFICANT HARM**

The Children's Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. The local authority is under a duty to make enquiries or cause enquiries to be made where it has reasonable cause to suspect that a child is suffering or likely to suffer significant harm (Section 47 the Children's Act 1989). Where Section 47 enquiries are being made the assessment should concentrate on the harm that has occurred or is likely to occur to the child as a result of child maltreatment in order to inform future plans and the nature of services required.

**CATEGORIES OF ABUSE – a more detailed description can be found at the LSCB Pan Sussex child protection guidance:**

<https://sussexchildprotection.procedures.org.uk/gkpz/recognition-and-referral-of-abuse-and-neglect/recognition-of-abuse-and-neglect>.

### **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 fabricates the symptoms of or deliberately induces illness in a child.

### **EMOTIONAL ABUSE**

Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development? It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability as well as over protection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **SEXUAL ABUSE**

Involves forcing or enticing a child or young person to take part in sexual activities including prostitution whether or not the child is aware of what is happening. The activities may involve physical contact including penetrative (rape, buggery or oral sex) or non-penetrative acts. They may involve non contact activities such as involving children in looking at or in the production of sexual on-line images watching sexual activities or encouraging children to behave in sexually inappropriate ways.

### **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? Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born it may involve a parent failing to; provide adequate food clothing and shelter (including exclusion from home or abandonment); protect a child from physical or emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness, to a child's basic emotional needs.

### **INDICATORS OF ABUSE**

Recognising child abuse is not easy and it is not your responsibility to decide whether or not child abuse has taken place or if a child is at risk of significant harm. You do however have a duty to act if you have a concern about a child's welfare or safety.

### **PHYSICAL SIGNS OF PHYSICAL ABUSE**

- Bruising in children who are not independently mobile
- Bruising in babies
- Bruises that are seen away from bony prominences
- Bruises to the face back stomach arms buttocks ears and hands
- Multiple bruises in clusters
- Multiple bruises of uniform shape
- Bruises that carry the imprint of an implement used hand marks or fingertips
- Cigarette burns
- Adult bite marks
- Broken bones
- Scalds

### **CHANGES IN BEHAVIOUR WHICH MAY INDICATE PHYSICAL ABUSE**

- 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
- Running away from home

### **PHYSICAL SIGNS OF EMOTIONAL ABUSE**

- A failure to thrive or grow particularly if the child puts on weight in other circumstances, for example, on breaks away from home or their parents care
- Sudden speech disorders
- Development delay either in terms of physical or emotional progress

## **CHANGES IN BEHAVIOUR WHICH MAY INDICATE EMOTIONAL ABUSE**

- Neurotic behaviour, for example, sulking, hair twisting or rocking
- Fear of making mistakes
- Self harm
- Fear of parent being approached regarding their behaviour

## **PHYSICAL SIGNS OF SEXUAL ABUSE**

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

## **CHANGES IN BEHAVIOUR WHICH MAY INDICATE SEXUAL ABUSE**

- Sudden or unexplained changes in behaviour for example becoming aggressive or withdrawn
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond their age or development level
- Sexual drawings or language
- Bedwetting
- Eating problems such as over eating or anorexia
- Self harm or mutilation sometimes leading to suicide attempts
- Saying they have secrets they can not tell anyone about
- Substance or drug abuse

- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults

### **PHYSICAL SIGNS OF NEGLECT**

- Constant hunger, sometimes stealing food from other children
- Constantly dirty or smelly
- Loss of weight or being constantly under weight
- Inappropriate dress for the conditions

### **CHANGES IN BEHAVIOUR WHICH MAY INDICATE NEGLECT**

- Complaining of being tired all of the time
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning their being left alone or unsupervised

### **RECOGNITION OF ABUSE**

#### **WHAT TO DO ON SUSPECTING/RECOGNISING CHILD ABUSE**

(also refer to flowchart Appendix B)

### **STAFF AND VOLUNTEERS**

There are a number of ways in which concerns regarding a child or young person's welfare might come to light. These include –

- The child or young person discloses that he or she is being abused
- A third party reports that the child or young person has disclosed that he or she is being abused
- You may strongly suspect that a child or young person is being abused
- An allegation is made against a member of staff, volunteer or trustee
- A concern is raised without any specific disclosure of abuse
- One child or young person is seen to be abusing another

In this event you should –

- Report your concerns immediately to your designated Child Safeguarding officer. Record details of the incident/allegation with your safeguarding officer and any other

staff/volunteers who have witnessed an incident or disclosure using the report form attached.

These records must be accurate and factual. Remember it is not your role to investigate – concentrate on presenting information clearly. If the safeguarding officer is not available then the concerns must be reported to the Youth or Senior band manager.

- Take action if the child or young person is in immediate danger. Remove the child or young person from the danger and if necessary call the emergency services to assist you.
- If it is suspected that the child or young person is at risk of harm a telephone report should be made to Front Door for Families Team (see below) and/or the police. **This will be done by the Safeguarding Officer.** This report should be followed up in writing within forty-eight hours
- Front Door for Families service must acknowledge receipt of the referral and decide on a course of action within one working day. If this is not received the referrer should ensure that the referral is followed up after three working days.
- Front Door for Families service will confirm to the referring agency the course of action that they intend to take or that they have agreed no further action is necessary.
- If there is further action Front Door for Families service will draw up an initial assessment of the child and young person's immediate safety.
- A strategy discussion meeting will be called and involve Front Door for Families service, the police and other agencies as appropriate.
- Do not confront the person who is alleged to be responsible for the abuse.
- Preserve evidence.
- Support and reassure the child/young person throughout.
- **Urgent matters requiring immediate attention will be reported immediately to the appropriate number below;**
- Children's disability team based at Seaside View on 01273 265825 (out of hours 01273 335906/5) or
- **The front Door for Families safeguarding team**
- <http://www.brighton-hove.gov.uk/frontdoorforfamilies>

The Front Door for Families will provide a route for members of the public and professionals to obtain advice and information about services from children and young people who are vulnerable and at risk.

- **If a member of staff or a volunteer has concerns about a child or a young person who is vulnerable** they can contact Front Door for Families directly themselves to discuss concerns about a child or young person and work out which service might be best placed to address those concerns in a timely and proportionate way;



- **The designated safeguarding officer can contact Front Door for Families to;**  
Receive advice and information about tier 2 services that might assist  
Receive advice and support with making best use of local integrated working arrangements, including the use of the Early Help Hub and undertaking the Lead Practitioner role (this would normally be by the Hangleton Bands designated safeguarding officer);

**If a member of staff or a volunteer has concerns that a child or young person is at risk of significant harm** they should also contact the 'front door' service of Front Door for Families. The 'front door' service will:

- Deliver a fast track response to child protection concerns – undertaking child protection investigations under s.47 C&YP Act 1989, including the completion of core assessments; and taking immediate protective action, as necessary;
- Undertake initial and/or core assessments of need in more complex cases.
- Following assessment and planning it will transfer appropriate cases to the Children in Need Team
- Respond where children have been placed in care following police protection being applied or where emergencies have required this. Case responsibility will remain, in most cases, until the first review at one month.
- Where assessment shows that a child protection plan might be needed a conference will be arranged

### **Contact Details**

Whitehawk Community Hub and Library  
179A Whitehawk Road  
Brighton  
BN2 5FL.

Telephone 01273 290400

Email [FrontDoorforFamilies@brighton-hove.gcsx.gov.uk](mailto:FrontDoorforFamilies@brighton-hove.gcsx.gov.uk)

- Police – Brighton and Hove Child Protection Team 0845 6070999 .
- If the young person concerned is aged 18+ then referral would be to Adult Social Services on 01273 295555.
- Please refer to flow chart at Appendix A

There may be occasions where a child or young person may not be at risk but it has been identified that the child or young person has additional support needs and should be subject to a Early Help plan. In this event you should –

- Report your concerns regarding additional needs immediately to the designated safeguarding officer or the Band managers in her absence.  
Record details of the concern with your designated safeguarding officer using the report form attached. These records must be accurate and factual.
- Await confirmation from your designated safeguarding officer that the concern regarding additional needs is significant and should be reported to Early Help Hub. The designated safeguarding officer will be responsible for contacting the EHH office locally and raising a EHP if deemed necessary. The Band managers will be kept informed at all stages.

## **PARENTS**

Parents and carers may also suspect or have knowledge of the abuse of a child or young person. Where this is the case parents may –

- Contact the designated safeguarding officer or Youth band manager at band rehearsal
- Contact the designated Safeguarding Officer of Hangleton Band, on email
- The designated safeguarding officer will then make a decision as to whether to make a referral to one of the local area teams through Front Door for Families
- Contact the regulating authority - Ofsted, Compliance, Investigation and Enforcement Team, Tel 0300123 4666
- Contact the NSPCC Child Line Service on 0800 1111 or via the website at [www.childline.org.uk](http://www.childline.org.uk)

## **CHILDREN AND YOUNG PEOPLE**

Children and young people may suspect or have knowledge of the abuse of a child or young person. Where this is the case the child or young person may –

- Contact the designated safeguarding officer or any other member of staff at band
- Contact the designated Safeguarding Officer of Hangleton Band via email
- The designated safeguarding officer will then make a decision as to whether to make a referral to one of the local area teams through Front Door for families.
- Contact the NSPCC Child Line Service on 0800 1111 or via the website above.
- Contact Bullying Online at [www.bullying.co.uk](http://www.bullying.co.uk)

## **SHARING CONCERNS CONSENT AND CONFIDENTIALITY**

The aim of the cross-Government guidance Information Sharing: Practitioners Guide (2006) is to improve practice by giving practitioners across children's services clearer guidance on when and how they can share information legally and professionally.

- Sharing information is vital for early intervention to ensure that children and young people with additional needs get the service that they require. It is also essential to protect children and young people from suffering harm from abuse or neglect and to prevent them from offending.
- You should explain to children, young people and families at the outset openly and honestly what and how information will or could be shared and why, and seek their agreement. The exception to this is where to do so would put that child, young person or others at increased risk of significant harm or an adult at risk of serious harm or if it would undermine the prevention, detection or prosecution of a serious crime including where seeking consent might lead to interference with any potential investigation.

- You must always consider the safety and welfare of a child or young person when making decisions on whether to share information about them. Where there is concern that the child may be suffering or is at risk of suffering significant harm the child's safety and welfare must be the overriding consideration.
- You should where possible respect the wishes of children, young people or families who do not consent to share confidential information. You may still share information if in your judgement on the facts of the case there is sufficient need in the public interest to override the lack of consent.
- You should seek advice from the designated Safeguarding Officer where you are in doubt especially when your doubt relates to a concern about possible significant harm to a child or serious harm to others.
- You should ensure that the information you share is accurate and up to date necessary for the purpose for which you are sharing it shared only with 'those people who need to see it and shared securely'.
- You should always record the reasons for your decision to share information or not.

## **DISCLOSURE DO'S AND DON'TS**

### **DO**

- Stay calm and do not show disbelief or shock.
- Listen carefully.
- Reassure them that they were right to tell you and you are treating the information seriously.
- Let them know what you are going to do next (inform the appropriate manager/ designated safeguarding officer) and that the Hangleton band will take steps to protect and support them.
- Report to your designated safeguarding officer or Youth Band manager.
- Complete the report form.

### **DON'T**

- Do not stop someone who is freely recalling significant events; allow them to share whatever is important to them.
- Do not press for more information.
- Do not be judgemental.
- Do not promise to keep secrets.

- Do not contact the alleged abuser.
- Do not discuss with anyone, other than the person to whom you are reporting the matter.

## **STAFF/ VOLUNTEERS BOUNDARIES**

- Volunteers/ Band members must arrange that, as far as possible, an adult is not left alone with a child or young person where there is little or no opportunity of the activity being observed by others.
- Volunteers/ Band members with children and young people must not meet a child or young person off Hangleton band premises without a parent or other authorised adult being present.

In situations where the young person is estranged from the family, best practice suggests that two members of staff/ volunteers should be present for meetings in the young person's home.

- There should always be at least two members of staff/volunteers on site at premises where children and young people access the Hangleton Band services and staff/children ratios must be maintained in line with Ofsted requirements and according to the needs of the children/young people i.e. those requiring 1:1 support etc.
- There should always be at least two adults present with a group taken off site of Hangleton Band's premises.
- Band managers/ Designated safeguarding officer should ensure appropriate ratios of staff to children and young people are observed according to age, gender, disability, known challenging behaviours and management of associated risk.
- Volunteers/Youth band managers in charge are required to keep a record of each activity/session. This record should include a register of children and staff and details of any significant incidents/accidents.
- Where children and young people have to be transported by car or minibus, staff must ensure that two members of staff are present in the vehicle and that children are seated in the back. Seat belts must be used where fitted. Where wheel chair users are travelling in the vehicle staff must be familiar with how to secure the wheelchair using the clamps, seat belts and brakes.
- Ensure that children and young people leaving premises or events do so only in the presence of adults known to have authorisation.
- Staff/ Volunteers should never discipline children or young people alone. Where a child or young person needs to be advised that their behaviour is unacceptable or inappropriate, guidelines for managing challenging behaviour should be followed, in the presence of other members of staff/volunteers.
- Staff should be aware that touching, hugging and lending or borrowing personal items or money may be misconstrued by the child or young person and leaves the child or young person and the staff member vulnerable. It should not be done.

## ALLEGATIONS AGAINST STAFF/VOLUNTEERS

All allegations of abuse against staff/ volunteers are treated seriously. With these allegations it is not only important to consider if a child or young person is suffering or is likely to suffer significant harm but also if that allegation might indicate that the alleged perpetrator is unsuitable to continue to work with children or young people either in their present capacity or at any point in the future.

All staff and volunteers involved with The Hangleton Band are in a position of trust. Therefore any allegation made against a member of staff/volunteer could highlight a breach of that trust. Under the Sexual Offences Act 2003 it is an offence for a person over the age of eighteen, to have a sexual relationship with a child under the age of eighteen where the person is in a position of trust in respect of that child, even if the relationship is consensual.

Any parent or carer who has concerns about a staff member/volunteer/ band member may take the following action -

- Contact the supervisor of the project if appropriate or the designated safeguarding officer of the Hangleton Band, 07788774287 or via email
- The designated safeguarding officer will then make a decision as to whether to contact the LADO or MASH team
- Contact the NSPCC Child Line Service on 0800 1111 or via the website at [www.childline.org.uk](http://www.childline.org.uk)
- Contact the regulating authority – Ofsted Tel; 0300 123 4666, Compliance, Investigation and Enforcement Team

These guidelines should be used in respect of all cases in which it is alleged that a person who is involved with the Hangleton band's children has –

- Behaved in a way that has harmed or may have harmed a child or young person
- May have committed a criminal offence against or related to a child or young person
- Behaved towards a child or children in a way that indicates that s/he is unsuitable to work with children or young people

There may be up to three strands in consideration of an allegation –

- A police investigation of a possible criminal offence
- Enquiries and assessment by Children and Young People's Trust about whether a child or young person is in need of protection or in need of services
- Where an employer may have carried out or investigated an allegation that could have resulted in disciplinary action.

Any allegation against a member of staff should be reported immediately to the Safeguarding Officer of the Hangleton Band or to the Youth band manager in their absence. If the allegation is about the named Safeguarding Officer, then it should be reported to the Youth **B**and manager.

Parents or carers of a child or children involved should be told about the allegation as soon as possible, if they do not already know. They should also be kept informed of progress and have the outcome explained if there is not a criminal prosecution. This will be undertaken by the designated Safeguarding Officer of the Hangleton Band or the Youth band manager in her absence.

The Hangleton Band will keep the subject of the allegations informed of the progress of the case and will provide appropriate support to that individual while the case is ongoing. In cases where there is a concern of significant harm to a child or children, the individual will be suspended from the Hangleton Band for the duration of the investigation.

Every effort will be made to ensure, as far as is reasonably practicable, confidentiality in the case. The Hangleton Band will not provide information to the local or national press or media, which could identify the individual concerned in the allegation.

If an employee tenders his resignation or, in the case of a volunteer, ceases to make their services available to the organisation, The Hangleton Band will still continue the investigation to completion in accordance with these procedures. This process will continue even in a case where the alleged perpetrator refuses to co-operate with the investigation.

In cases of allegation of harm or potential harm to children and young people there can be no 'compromise agreement' between The Hangleton Band and the employee or volunteer. The Hangleton Band has a statutory duty to make a referral to the Protection of Children Act List or DfES List 99 where circumstances require that. In addition any such agreement would not prevent a police investigation where appropriate.

The Hangleton Band will inform the local authority designated officer (LADO) of all allegations made against staff or volunteers of the organisation.

Any internal investigation that takes place must not compromise any police investigation.

Any investigation that takes place internally will be recorded in detail as appropriate to everyone involved.

The LADO contact details are –

Brighton and Hove

Darrel Clews

Email: [Darrel.Clews@brighton-hove.gov.uk](mailto:Darrel.Clews@brighton-hove.gov.uk)

(01273) 295643, mobile 07795335879

The LADO will work with the Hangleton band safeguarding officer to establish measures that should take place and the timescales for implementation. The allegation will, wherever possible, be completed by the Hangleton Band. However should the allegation be made against the safeguarding officer or the Youth band manager, the Hangleton Band committee will commission an independent investigation.

The LADO will regularly monitor progress of any case either via review strategy discussions or by liaising with the police and/or children's social care colleagues or the employer as appropriate. Reviews should be at fortnightly or monthly depending on the complexity of the case.

If there is a police investigation Sussex Police should set a target date for reviewing the progress of the investigation and contacting the Crown Prosecution Service (CPS). Wherever possible that review should take place no later than four weeks after the initial action meeting following the allegation.

The police or the CPS should inform the Hangleton Band and LADO immediately when a criminal investigation and any subsequent trial is complete, or if it is decided to close an investigation without charge, or not to prosecute after the person has been charged. In those circumstances the LADO will discuss with the Hangleton Band if any further action is appropriate and if so how to proceed.

If the allegation is substantiated the Hangleton Band will discuss with the LADO if it is appropriate to make a referral to the Protection of Children Act List or DfES List 99.

If the allegation is not substantiated The Hangleton Band will support the employee/volunteer/band member in his/her return to band. This may include the provision of additional support through a mentor and discussions on how contact with the child/children who made the allegation might be managed.

If an allegation is determined to be unfounded The Hangleton Band will refer the matter to the LADO to determine if the child concerned is in need of services or may have been abused by someone else.

At the conclusion of a case the Hangleton Band will review the circumstances and determine whether there are any improvements to be made to the organisations procedures or practices to help prevent similar events in the future.

### **The Hangleton Band Insurance Details**

**The Hangleton Band is insured with;**

**£5M Public Liability and £10M Employers Liability which covers each club under a separate policy and the office.**

**Signed**

**Designated Child protection officer:**

**Youth Band manger:**

**Senior Band manger:**

### **Document version and review control**

Date Written/reviewed	Written by:	Approved by Band Committee:
May 2017 reviewed	Su Hollick	July 2017
Document to be reviewed in July 2019		

**APPENDIX A**  
**The Hangleton Band**  
**CHILD PROTECTION REPORT FORM**

Important Notes:

- This form is for use when child abuse is suspected or disclosed.
- It is for information known before an investigation commences. **Do not ask investigative questions in order to complete this form. Rely purely on the information given or witnessed.**
- It is for the use of the person reporting the allegation/suspicion of abuse, the safeguarding officer and the appropriate Youth band manager to whom the information has been reported.
- This information will be stored on the Hangleton Band's Safeguarding Children Incident Log. This Log is reviewed regularly by the Safeguarding Officer and Youth band manager and ways in which improvements to Safeguarding Procedures might be made are discussed for implementation by the committee.



**Child/Young Persons Details:**

Name:

Date of Birth:

Address:

**Your Details:**

Name:

Relationship to child:

Job Title:

Contact Number:

**Summary of concerns allegations or suspicions:**

Type of abuse:

Physical

Emotional

Sexual

Neglect

.....

.....

.....

.....

.....

**(use a second sheet if required)**

**Child/Young Persons Knowledge/Consent**

Does the child/young person know that an investigation may take place?

YES

NO

DON'T KNOW

Has the child/young person given their consent to this information being shared with other agencies?

YES

NO

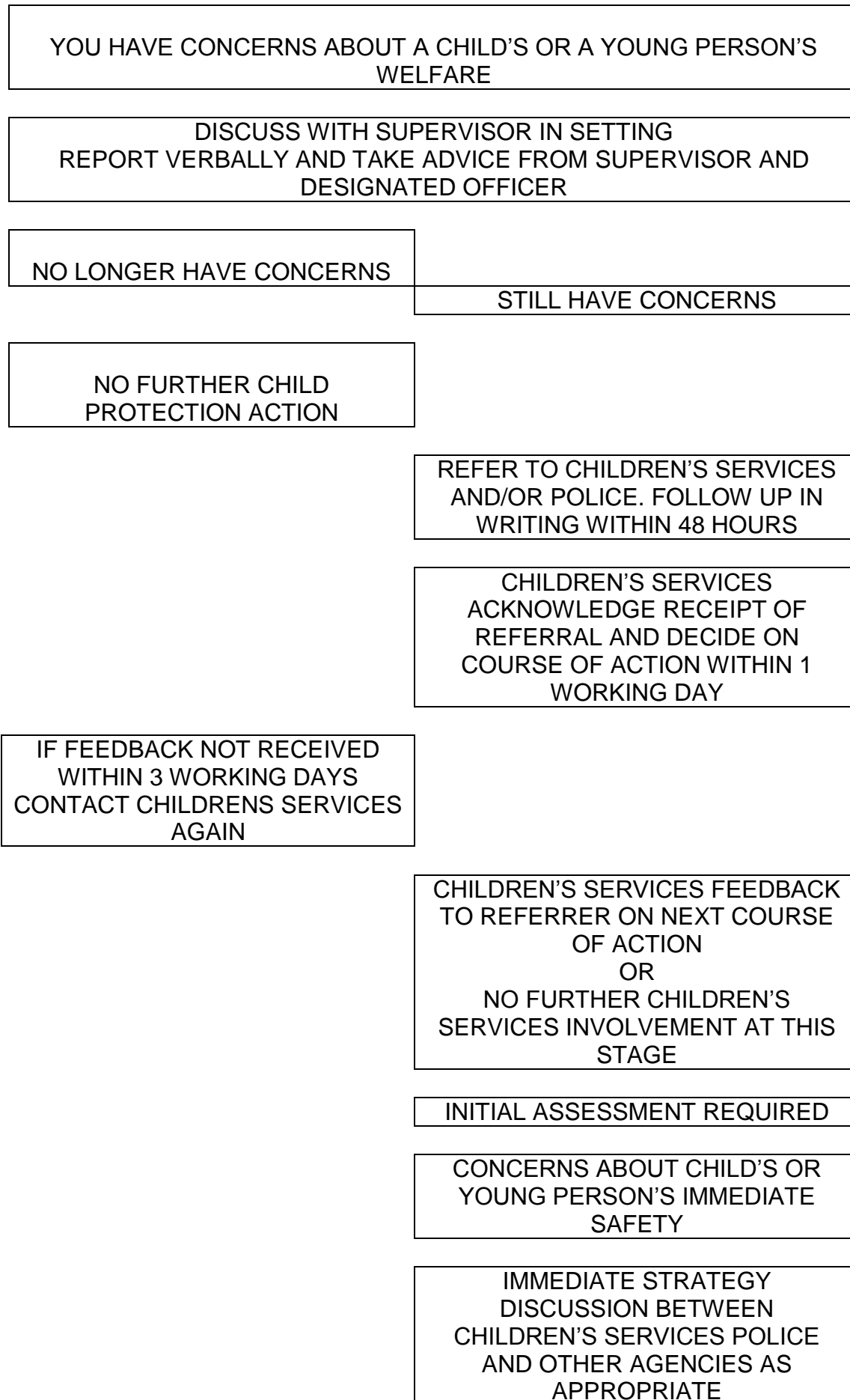
DON'T KNOW

**For Official Action**

Alert received by (Name of Manager):

ALERT PASSED TO SAFEGUARDING OFFICER ...../...../.....

## APPENDIX B - FLOWCHART



**The Hangleton Band's  
SAFEGUARDING POLICY**

**APPENDIX C – Body Maps**

**(to be used in conjunction with a child protection report form)**

**Body Map Guidance**

**The following Body Maps should be used to document and illustrate visible signs of harm and physical injuries.**

**Clearly marked on the body map:**

**Pressure ulcers  
Red areas  
Bruises  
Cuts, lacerations and wounds  
Scalds and burns  
Swellings.**

**Provide details such as:**

**Size  
Colour  
Grade of pressure ulcer – if known.**

**Always record:**

**The date of the record  
The time the record was made and  
The name and designation of the person making the record**