

# **Safeguarding Children, Young People & Adults at Risk Policy**



# **Safeguarding Children, Young People and Adults at Risk**

*(open in Adobe or other .pdf reader to use the hyperlinks shown in [blue underline](#) text)*

## **Introduction**

This is the policy document of Comber Brass for safeguarding children, young people and adults at risk. It has been informed by the guidance and policy standards contained in '[Keeping Children Safe: Our duty to Care](#)' and '[Keeping Adults Safe: A Shared Responsibility](#)' which were commissioned by the Northern Ireland Executive and published in 2017.

The policy has a number of appendices that provide specific guidance and supporting information on key safeguarding issues and the forms to be used for reporting concerns. These appendices form an integral part of the overall policy and should be referenced as necessary. The full '[List of Appendices](#)' can be found at page 7.

This policy is further supported by, and should be read in conjunction with, our policies on 'Health & Safety' and 'Whistleblowing'.

This policy can be downloaded from the [Comber Brass web-site](#). A copy will also be provided to new members upon joining and / or their parents / guardians, and to those who work with the band.

As a condition of their membership of the band, all members of Comber Brass are expected to have a good knowledge of this policy, its procedures and guidelines, and to comply with them accordingly.

This policy was formally adopted by Comber Brass on 6<sup>th</sup> October 2021. The Designated Officer and Deputy Designated Officer (currently Jane Smyth and Lawrence Baalham) have responsibility for implementing and for reviewing the policy.

This policy, the procedures, and the codes of behaviour will be reviewed at regular intervals, at least once every three years. The date of the next review will be not later than 6<sup>th</sup> October 2024.

## **Policy Statement**

Members of Comber Brass are committed to practice which promotes the welfare of children, young people, and adults at risk and protects them from harm. We wish to ensure that all children, young people and adults at risk can participate in an enjoyable and safe environment in which they can have fun and feel valued. In this band, we accept and recognise our responsibilities to develop awareness of the issues which cause harm to children, young people and adults at risk, and to establish and maintain a safe environment for them.



We will endeavour to safeguard children, young people and adults at risk by:

- ensuring that anyone engaged by the band to work with children, young persons or adults at risk, has been appointed having regard to good practice guidelines and vetted in accordance with the law;
- ensuring that key members of the band who have designated roles regarding safeguarding have received appropriate and regular training;
- reporting concerns to statutory agencies who need to know and involving parents and children appropriately;
- adopting safeguarding guidelines through a code of behaviour for members and those who work with the band;
- sharing information about safeguarding and good practice with our members including those who are children, young people or adults at risk, and their parents or guardians;
- ensuring that health & safety procedures are adhered to.

### **What is abuse and who can abuse?**

Child abuse occurs when a child is intentionally harmed by an adult or another child – it can be over a period of time but can also be a one-off action. It can be physical, sexual or emotional and it can happen in person or online. It can also be a lack of love, care and attention – this is neglect. Detailed guidance on what constitutes abuse and who can abuse is provided at [Appendix 'A'](#).

At [Appendix 'B'](#), further guidance is provided for members to help raise awareness and understanding of some of the key issues associated with safeguarding children, young persons and adults at risk i.e. anti-bullying, physical contact, diversity and use of technology (see also [Appendix 'H'](#) for consent forms to use photographs and videos).

### **Concerns or Allegations of Abuse**

When concerns are raised about a child, young person, or adult at risk, or where allegations are made, people can feel anxious about passing information on or contacting Health and Social Care Trust Gateway Teams, or the PSNI. They may be apprehensive that their concerns could be misplaced and because of this, they may delay passing on vital information. Anyone having such concerns should be assured that they do not need to have evidence or proof of wrong doing; they simply need to pass on their concerns, through the reporting procedures, as soon as possible. Concerns need to be reported quickly, as the consequences of not reporting could be very serious for a child or young person. Concerns can never be dismissed outright and sharing information is one of the most important ways to prevent and detect abuse of children, young people or adults at risk.



There are a number of ways that a member of Comber Brass could become alerted that a child, young person, or adult at risk is suffering harm:

- They may disclose directly to you;
- Someone else may tell you that the person has disclosed abuse, or they strongly believe they have been abused;
- They may show some signs of physical injury or a behavioural change for which there appears to be no satisfactory explanation;
- Awareness of, or suspicion about abuse may come about as a result of something disclosed to you as a third party (parent, friend, co-worker) who suspects or has been told of abuse;
- Something in the behaviour of a member or in the way a member relates to the person alerts you, or makes you feel uncomfortable.

Under no circumstances should any member attempt to deal with the problem of abuse alone, or investigate the situation. Members who first encounter a case of alleged or suspected abuse are not responsible for deciding whether or not abuse has occurred. That is a task for professional agencies following a referral to them regarding a safeguarding concern. The primary responsibility of the member who first suspects or is told of abuse, is to report it in line with the reporting procedures in this policy and to ensure that their concern is taken seriously.

There is no one set of rules to follow in responding to these situations. However, the actions of those who are told of abuse should be guided by the following key points:

### DO

**Stay calm.**

**Listen and hear.** Give time to the child / young person to say what they want. Accept what they are saying.

**Reassure** that they have done the right thing in telling.

**Record in writing** what was said as soon as possible in the child's own words.

**Report** to someone else in the organisation i.e. Designated Officer or Deputy Designated Officer.

**Record** your report.

### DON'T

Don't panic.

Don't ask leading questions.

Don't promise to keep secrets.

Don't enquire into details of the abuse.

Don't make the child/young person repeat the story unnecessarily.

Don't delay in reporting.



Confidentiality is a particular issue which arises when abuse is disclosed. However, the procedures for dealing with all allegations, concerns or disclosures about abuse are based on the fundamental principle that the welfare of the child is paramount. In all such cases, it is essential that members are aware of the importance of:

- Listening
- Accepting
- Reassuring
- Explaining
- Acting immediately
- Recording
- Getting support.

The sharing of information is important for ensuring that children and young people are safe and for assessing whether children and young people are at risk. However members must also be aware of the importance of retaining confidentiality. **Therefore information should only be passed on to the relevant people whose task it is to decide what action to take.** Further guidance on sharing information and confidentiality is provided at [Appendix 'C'](#).

### **Designated Officer / Deputy Designated Officer**

Comber Brass has appointed a Designated Officer (currently Jane Smyth) and a Deputy Designated Officer (currently Lawrence Baalham), to be responsible for dealing with any concerns about the abuse or harm of children, young people or adults at risk within the band. They are responsible for acting as a source of advice on safeguarding matters, for co-ordinating action within Comber Brass and for liaising with Health and Social Care Trusts and other agencies about suspected or actual cases of child abuse.

Further guidance on the role of the Designated Officer and Deputy Designated officer is provided at [Appendix 'D'](#).

### **Recording & Reporting Abuse**

All concerns, disclosures and allegations, including those made against a member of the band, should be recorded by the member becoming aware of them on the pro-forma that is provided at [Appendix 'E'](#) of this policy.

An accurate note should be made of the date, time and nature of the concern, disclosure or allegation, the parties who were involved, any action taken within the band to clarify or get more information, and any further action taken. The record should be clear and factual, since any information may be valuable to professionals investigating the incident and may at some time in the future be used as evidence in court.

This information should always be kept in a secure place (including electronic filing) and shared only with those who need to know about the concerns, disclosures, allegations or suspicions of abuse. The information must be passed on to the Designated Officer or Deputy Designated Officer without delay.



If a member raises a safeguarding concern but the Designated Officer is reluctant to pass it on, the member should in the first instance approach the Deputy Designated Officer, or the Chairperson. Where this fails, the member should contact the local Health and Social Care Trust Gateway Team. Contact details are provided at [Appendix 'F'](#).

## **Code of Behaviour**

This policy outlines the conduct Comber Brass expects from our members and those engaged by the band in our activities, whether paid or unpaid. This is detailed in the 'Code of Behaviour' that is reproduced at [Appendix 'G'](#).

The aim of this Code is to help us protect children, young people and adults at risk from abuse, and to reduce the possibility of unfounded allegations being made. We expect our members and those who take part in our band activities to display appropriate behaviour at all times. This includes behaviour that takes place outside our band and behaviour that takes place online.

Comber Brass is responsible for making sure everyone taking part in our band activities has seen, understood and has agreed to follow this code of behaviour, and that they understand the consequences of inappropriate behaviour.

## **Working with children, young persons or adults at risk**

Comber Brass is a community banding organisation, comprised mostly of adult volunteers, but its members can also include children, young persons or adults at risk who may participate in full band rehearsals, smaller sectional rehearsals and in public performances, either as part of the main senior band, or in a junior training band should there be sufficient numbers.

Where Comber Brass appoints a Musical Director, or any member of the band to be engaged in activities which would amount to 'regulated activities' (as defined by the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007) it will give particular regard to good practice guidelines in relation their recruitment and selection. This would include anyone directly involved in teaching, training, instructing, or supervising children or young people participating in band activities.

Where appropriate and / or if legally required, recruitment for such roles will include:

- an application process,
- requesting information on previous convictions and police investigations,
- undertaking an AccessNI disclosure check at the required level,
- conducting an interview process and,
- obtaining further references.

All appointments to such roles will be formally considered and approved by the Committee.



## Whistleblowing

Whistleblowing occurs when someone raises a concern about misconduct or abusive practices by individuals or an organisation, where such practices cause harm or risk of harm. This will include situations where a member's concerns are not acted upon by the Designated Officer / Deputy Designated Officer.

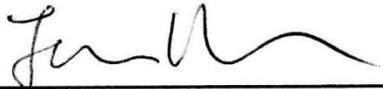
Comber Brass is committed to the highest possible standards of conduct, openness, honesty and accountability, and takes poor practice or malpractice seriously. Where a member has concerns about misconduct or abusive practices, these can be raised and dealt with in accordance with our procedures outlined in our [Whistleblowing policy](#).

There may be situations in which concerns or allegations turn out to be unfounded. It is important however that every member of Comber Brass knows that if they raise a concern, they have not in any way been wrong in their initial action, if upon subsequent investigation that concern is not validated.

Responsible action is encouraged in Comber Brass and whistleblowers should be confident of being supported.

## Adoption

This policy was adopted at a meeting of the Committee of Comber Brass held on 6<sup>th</sup> October 2021 and is signed below on behalf of all the trustees.

 _____	James McClure (as Chairperson)	Date <u>6/10/21</u>
 _____	Jane Smyth (as Secretary)	Date <u>13.10.21</u>
 _____	Granville Lavin (as Treasurer)	Date <u>4/10/21</u>



## **List of Appendices**

<b>Title</b>	<b>Page No.</b>
<a href="#"><u>Appendix A – ‘What Constitutes Abuse and Who Can Abuse’</u></a>	8-9
<a href="#"><u>Appendix B – ‘Anti-Bullying, Physical Contact, Diversity, Technology’</u></a>	10-12
<a href="#"><u>Appendix C – ‘Sharing Information &amp; Confidentiality’</u></a>	13-14
<a href="#"><u>Appendix D – ‘Role of Designated Officer / Deputy Designated Officer’</u></a>	15
<a href="#"><u>Appendix E – ‘Abuse Report Form’</u></a>	16-18
<a href="#"><u>Appendix F - ‘Health &amp; Social Care Trust Gateway Teams’</u></a>	19
<a href="#"><u>Appendix G – ‘Code of Behaviour’</u></a>	20-21
<a href="#"><u>Appendix H – ‘Consent Form for the Use of Photographs or Video’</u></a>	22

[back to main policy](#)



## What Constitutes Abuse and Who Can Abuse.

### Children and young people

Harm can be suffered by a child or young person by acts of abuse perpetrated upon them by others. Abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol and mental health, or if they live in a home where domestic abuse happens. Abuse can also occur outside of the family environment. Evidence shows that babies and children with disabilities can be more vulnerable to suffering abuse.

Although the harm from the abuse might take a long time to be recognisable in the child or young person, professionals may be in a position to observe its indicators earlier, for example, in the way that a parent interacts with their child. Effective and ongoing information sharing between professionals is key.

Harm from abuse is not always straightforward to identify and a child or young person may experience more than one type of harm or significant harm. Harm can be caused by:

- Physical abuse;
- Sexual abuse;
- Emotional abuse;
- Neglect; and
- Exploitation.

**Physical Abuse** is deliberately physically hurting a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

**Sexual Abuse** occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse may involve physical contact, including assault by penetration or non-penetrative acts. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

**Emotional Abuse** is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them, or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying, including online bullying through social networks, online games or mobile phones by a child's peers.

**Neglect** is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse.

**Exploitation** is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It



extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

### **Adults at Risk**

An 'adult at risk' is any person aged 18 or over who is, or may be, unable to take care of him or herself or who is unable to protect him or herself against significant harm or exploitation. This may be because of a mental health problem, a disability, a sensory impairment, is old and frail or has some form of illness.

Adult abuse can take many forms:

- **Physical** Abuse could include hitting, slapping, pushing, kicking, burning, misuse of medication, inappropriate restraint or disciplining a person in an inappropriate way.
- **Psychological** Abuse includes emotional or verbal abuse, humiliation, bullying or use of threats.
- **Financial or Material** Abuse could include theft, fraud, exploitation, pressure in connection with wills, property or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Sexual** Abuse covers direct or indirect sexual activity where the adult at risk cannot or does not give his/her consent.
- **Neglect** or acts of omission is withdrawing or not giving the help that an adult at risk needs, so causing them to suffer.
- **Discriminatory** Abuse is abusing a person because of their ethnic origin, religion, language, age, sexuality, gender or disability.
- **Institutional** Abuse is abuse or mistreatment by a regime or by an individual within any building where care is provided.

### **Bullying**

Bullying is the repeated use of power by one or more persons to intentionally harm, hurt or adversely affect the rights and needs of another or others. Although bullying is not defined as abuse, in its more extreme form it would be regarded as a form of abuse. It can take many forms but the main types are:

- **Emotional** – excluding, being unfriendly;
- **Physical** – hitting, kicking, theft;
- **Racist** – racial taunts, graffiti, gestures;
- **Sexual** – unwanted physical contact or sexually abusive comments
- **Homophobic** – because of or focusing on the issue of sexuality;
- **Verbal** – name calling, sarcasm, spreading rumours, teasing;
- **Cyberbullying** (e.g. text message, picture / video-clip and phone call bullying via mobile phones; email, website bullying).

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, causes them significant harm. In these circumstances bullying should be considered as child abuse and treated as such.

*(For more information about signs and indicators of abuse of children and young people, go to this link on the [NSPCC web-site](#). For more information about adult abuse, go to this link on the web-site of the [Social Care Institute for Excellence \(SCIE\)](#).)*

[back to main policy](#)



## **Anti-Bullying, Physical Contact, Diversity, Technology**

The following guidelines are provided to help raise awareness and understanding of some of the key issues associated with safeguarding children, young persons and adults at risk. Members of Comber Brass are expected to have a good knowledge of them, and to follow the advice and instructions that they contain.

### **Anti-bullying**

Comber Brass is committed to providing a caring, friendly and safe environment for all of our members, including children, young people and adults at risk. Bullying of any kind is unacceptable. If bullying does occur, all members should be able to tell and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to inform the Designated Officer or Deputy Designated Officer.

Some possible signs and symptoms of bullying that should be investigated will include:

- belongings getting 'lost' or damaged,
- physical injuries, such as unexplained bruises,
- being afraid to go to band, being mysteriously 'ill' each band night, or skipping band practice,
- asking for, or stealing, money (to give to whoever's bullying them),
- being nervous, losing confidence, or becoming distressed and withdrawn,
- problems with eating or sleeping,
- bullying others.

### **Physical Contact**

In many organisations where adults work with children, young people or adults at risk, there will be some physical contact happening at least occasionally, or even more routinely given the specific nature of the relationship e.g. sports coach, nursery school teacher. Some physical contact with children, young people and adults at risk is also to be expected from supporting and caring adults in other circumstances that are generally regarded as being socially acceptable e.g. where a child or young person is distressed; it may be natural to put an arm round their shoulder.

However, members must be conscious that what may be regarded by most as an innocent touch, could have a more sinister meaning for those who may have experienced abuse. Members must also be aware that some people use the opportunity of physical contact with others not as a way of conveying comfort and support, but as a means of fulfilling their own sexual motivations.



The following are some guidelines for considering whether or not touch is appropriate:

- physical contact should always be centered on the child, young person or adult at risk and be appropriate to the task / activity or purpose intended,
- if no-one else is present, it is always advisable to avoid physical contact,
- use physical contact in a way that conveys appropriate concern but in a way that is least likely to be misconstrued. For example, an arm around the shoulder standing by the side of a child, young person or adult at risk may be more appropriate than a full 'hug',
- age, gender, culture and ethnicity should also influence how we approach physical contact with children, young people and adults at risk, and what may be accepted by one person, may not be acceptable by another,
- remember that not everyone expresses friendship or support in the same way and some people (children included) find excessive touching an infringement of their personal space,
- if you find that the child, young person or adult at risk is cringing or responding in a negative way to being touched, then stop immediately and find an alternative, non-tactile way to convey your concern.

As a member of the band, you should be prepared to be accountable to other members for your use of touch and physical contact and should listen to the concerns of others if it is felt that boundaries are being crossed.

### **Diversity and additional needs**

It is the policy of Comber Brass that it does not discriminate against children, young people or adults at risk who have different cultural backgrounds and beliefs and our disciplinary processes will reflect a zero tolerance approach to any discriminatory practice.

All members and those engaged by the band in our activities must:

- be open to and aware of diversity in the beliefs and practices of individuals and their families;
- be aware of the difficulties posed by language barriers and other communication difficulties;
- not discriminate against individuals and their families who have different cultural backgrounds and beliefs from their own;
- ensure that any child, young person or adult at risk with additional needs is treated with equity;
- report any discrimination to the Designated Officer or Deputy Designated Officer.



Where appropriate, the Designated Officer or Deputy Designated Officer will establish from the parent/guardian of a child, young person or adult at risk whether they have any particular cultural and language needs as a member of the band and these will be facilitated as far as practical.

## Technology

New technologies, such as social networking websites and mobile phones, can be misused by those who are intent on harming or exploiting children, young people or adults at risk. It is important that children, young people and adults at risk are made aware of the dangers associated with new technology, such as social networking sites and the internet, and that they know to tell someone if they encounter anything that makes them feel unsafe or threatened.

Members of Comber Brass should:

- not take photographs or make videos of a child, young person or adult at risk, even by mobile phone, without the appropriate consent;
- ensure that any photographs or videos taken are appropriate;
- report any inappropriate use of images;
- report any inappropriate or dangerous behaviour on the internet that involves a member of the band who is a child, young person or adult at risk;
- never give their mobile number to children, young people and adults at risk, befriend them on social networking websites or contact them directly through email, unless the band has the prior express consent from their parental / guardian to do so and then only in respect of band activities or related matters.

Where Comber Brass intends to have photographs or videos taken for promotional purposes, consent must be sought from the parent or guardian of any child, young person or adult at risk who is included in any images to be used online or for other promotional use. A consent form for this purpose is provided at [Appendix 'H'](#).

Where any member has concerns regarding inappropriate or intrusive photography, these should be reported and recorded in the same manner as any other safeguarding concern.

[back to main policy](#)



## **Sharing Information & Confidentiality**

### **Sharing Information**

The sharing of information is important for ensuring that children and young people are safe and for assessing whether children and young people are at risk. Significant information is any information about behaviour which may put children or young people at risk of harm and it is vital that it is shared appropriately with those agencies whose role it is to protect them, such as the PSNI or Health and Social Care Trusts.

What constitutes significant information may vary from case to case, but the following offers some guidance on information that may warrant sharing;

- sexual offences including interference with children and young people, assault or exhibitionism,
- organising prostitution or procuring,
- attempting or planning to corrupt a child or young person,
- a history of physical violence, including domestic violence and assault occasioning risk to children or young people,
- stealing from children and young people,
- selling, using or possessing dangerous drugs illegally,
- repeated drunkenness in work contexts or untreated alcoholism,
- repeated inappropriate use of sexual language outside the normal boundaries of acceptable behaviour,
- repeated inappropriate touching outside the normal boundaries of acceptable behaviour,
- failure to provide the required level of care and attention to children and young people, including emotional abuse and neglect,
- failure to comply with procedures where this puts the welfare of children and young people at risk,
- any instance where a case is referred to the Disclosure and Barring Service,
- showing pornographic videos, internet images or publications to children or young people,
- posting or accessing child pornography on the internet.

The list is not intended to be definitive and each case should be considered carefully in line with advice from the Designated Officer / Deputy Designated Officer and statutory services.



A decision as to whether there is cause for concern should be considered based on the balance of probabilities or opinions formed reasonably and in good faith. There is no requirement for a member to gather evidence or conclusive proof in order to share information that may be significant in ensuring the safety and well-being of children and young people.

Members who make reports of suspected child abuse, whether within or outside the band, should be confident that they will have the support of the Committee. While it may be difficult to share concerns about parents, other members, or indeed young people, which could affect relationships, it is essential that considerations of confidentiality should not be allowed to override the rights of children and young people to be protected from harm. The prompt flow of accurate information can often be for the benefit and safety of all concerned.

Significant information should however only be shared with appropriate personnel and agencies on a need-to-know basis.

## **Confidentiality**

The legal principle that the welfare of the child is paramount, means that considerations of confidentiality should not be allowed to override the right of children and young people to be protected from harm.

However members must also be aware of the importance of confidentiality. When a member has a concern, it needs to be recorded and reported on a **“need to know”** basis only. A balance needs to be struck between protecting the child from abuse and also protecting their personal details. Therefore information should only be passed on to the relevant people whose task it is to decide what action to take. This principle is to be strictly followed by everyone in Comber Brass, so that every member can have confidence that sensitive information about them will be managed appropriately, whilst also having a clear understanding of confidentiality and its limits.

As Comber Brass may work very closely with children, young people, adults at risk, their families and outside agencies, there is a possibility that it will come into contact with confidential or sensitive information i.e. information which is not lawfully in the public domain or readily available from another public source. It is the intention of Comber Brass to respect the privacy of children, young people, adults at risk and their parents / guardians. We aim to ensure that all parents can share information with us in the confidence that it will only be used to enhance the welfare of their child.

Comber Brass will respect confidentiality in the following ways:

- parents / guardians will have ready access to the records of their own child / adult at risk, but will not have access to information about any other such person;
- information given by parents to members will not be passed on to other adults without permission, except with regard to a safeguarding concern;
- we will inform parents / guardians when we need to record confidential information beyond the general personal information we keep – for example with regard to any injuries, concerns or changes in relation to the child or family, or any discussions with parents / guardians / carers on sensitive matters;
- we will keep all records securely.

[back to main policy](#)



### **Role of Designated Officer / Deputy Designated Officer**

Comber Brass has appointed a Designated Officer (currently Jane Smyth) and a Deputy Designated Officer (currently Lawrence Baalham), to be responsible for dealing with any concerns about the abuse or harm of children and young people within the band. They are responsible for acting as a source of advice on safeguarding matters, for co-ordinating action within Comber Brass and for liaising with Health and Social Care Trusts and other agencies about suspected or actual cases of child abuse.

Specifically, the role of the Designated and Deputy Designated Officers is to:

- establish contact with the senior member of Health and Social Care Trust Gateway Teams responsible for safeguarding children in the band's catchment area;
- provide information and advice on safeguarding children and young people issues within the band;
- ensure that the organisation's safeguarding children and young people policy and procedures are followed and particularly to inform the Health and Social Care Trust Gateway Team within the appropriate Trust of relevant concerns about individual children;
- ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover;
- liaise with Gateway Teams and other agencies, as appropriate;
- keep relevant people within the Committee, particularly the Chairperson, informed about any action taken and any further action required;
- ensure that an individual case record is maintained of the action taken by Comber Brass, the liaison with other agencies and the outcome;
- advise the band on safeguarding children and young people training needs.

When a Designated Officer is alerted to concerns about a child or young person, their role is to respond promptly and act in accordance with the following steps:

- ensure that the child or young person is in no immediate danger and that any medical or police assistance required has been sought;
- consider whether the concern is a safeguarding issue or not. This may involve some 'checking out' of information provided, but being careful not to stray into the realm of investigation;
- consult with a member of the Health and Social Care Trust Gateway Team. Where there is any doubt or uncertainty, a hypothetical situation can be explored with the social worker, who should advise on the best course of action to take;
- make a formal referral if the social worker in the Gateway Team considers the concern to be a safeguarding issue. In cases of alleged or suspected criminal abuse, the social worker should discuss the case with the relevant Police Liaison Officer in the PSNI, who will help determine whether a crime may have been committed.
- be available, as required, to the investigation undertaken by the Gateway Team and/or the PSNI;
- if it is not considered a safeguarding issue, and it is decided that there should be no referral made to a statutory authority, a record should be made of the concern and the details kept on file, including any action taken, the reasons for not referring, and the situation monitored on an ongoing basis.

[back to main policy](#)



**ABUSE REPORT FORM -Child / Young Person / Vulnerable Adult**

*Please answer all relevant questions as fully as you can and pass the form on as quickly as possible even if you cannot complete all sections.*

<b>Organisation location</b>	Comber Brass, c/o St Mary's Parish Church, The Square, Comber, Co. Down
<b>Name of Child / Young Person / Adult at Risk</b>	
<b>Age / Date of Birth</b>	
<b>Gender</b>	
<b>Names of parent(s) (if known)</b>	
<b>Home Address (if known)</b>	

<b>1 Disclosure by a child / young person / vulnerable adult</b>
<i>When was the disclosure made (dates and times)?</i>
<i>Who did the child / young person / vulnerable adult make the disclosure to?</i>
<i>What did the child / young person / vulnerable adult actually say?</i>

**2 Indicators**

*Describe any signs or indicators of abuse (with times and dates)*

*Has the child / young person / vulnerable adult alleged that any particular person is the abuser? If so, please record details and the relationship, if any, to them.*

**3 Concerns expressed by another person about a child / young person / vulnerable adult**

*Record the concerns that were passed to you (with dates and times) and if possible ask the person who expressed the concerns to confirm that the details as written are correct.*

**4 Details of any immediate action taken, e.g. first aid, etc.**



**5 Does the child / young person / vulnerable adult have any particular needs, e.g. communication, etc.?**

--

**6 Signatures**

*To be signed by the person reporting the concern*

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Date received and actioned by Designated Officer / Deputy Designated Officer*

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Action taken by Designated Officer / Deputy Designated Officer*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Health and Social Care (HSC) Trusts - Gateway Teams**

<b>Belfast HSC Trust</b>	028 9050 7000*
<b>Northern HSC Trust</b>	0300 123 4333*
Northern Gateway Team <i>(Ballycastle, Ballymoney, Portrush and Coleraine)</i>	028 7032 5462
Central Gateway Team <i>(Ballymena, Magherafelt and Cookstown)</i>	028 7965 1020
South Eastern Gateway Team <i>(Antrim, Carrickfergus, Newtownabbey and Larne)</i>	028 9334 0165
<b>Southern HSC Trust</b>	0800 783 7745*
Craigavon and Banbridge Gateway Team <i>(Craigavon, Banbridge, Dromore,     Lurgan, Portadown and Gilford)</i>	028 3834 3011
Armagh and Dungannon Gateway Team <i>(Armagh, Coalisland, Dungannon, Fivemiletown,     Markethill, Moy, Tandragee and Ballygawley)</i>	028 8771 3506
Newry and Mourne Gateway Team <i>(Newry City, Bessbrook, Annalong, Rathfriland,     Warrenpoint, Crossmaglen, Killeel and Newtownhamilton)</i>	028 3082 5000 & option 1
<b>South Eastern HSC Trust</b>	0300 100 0300*
Greater Lisburn Gateway Team <i>(Lisburn, Dunmurry, Moira and Hillsborough)</i>	028 9060 2705
North Down and Ards Gateway Team <i>(Bangor, Newtownards, Ards Peninsula and Comber)</i>	028 9181 8518
Down Gateway Team <i>(Downpatrick, Newcastle and Ballynahinch)</i>	028 4461 3511
<b>Western HSC Trust</b>	028 7131 4090*
Enniskillen Gateway Team	028 6634 4103
Omagh Gateway Team	028 8283 5156
Londonderry Gateway Team <i>(Londonderry, Limavady and Strabane)</i>	028 7131 4090
<b>Out of hours emergency service</b>	
There is a single, regional number for out of hours referrals:	028 9504 999

**PSNI Public Protection Units (PPUs)**

Use central number 0845 600 8000 and specify your location.

\* This number is for referrals.

[back to main policy](#)



## **Code of Behaviour**

As a member of Comber Brass, or someone engaged by the band in our activities, you are acting in a position of authority and have a duty of care towards the children, young people and adults at risk who are also members of the band. You are likely to be seen as a role model and are expected to act appropriately.

### **Responsibility**

You are responsible for:

- prioritising the welfare of children, young people and adults at risk;
- providing a safe environment for children, young people and adults at risk;
- ensuring equipment is used safely and for its intended purpose;
- having good awareness of issues to do with safeguarding and child protection and taking action when appropriate;
- following our principles, policies and procedures, including our policies and procedures for child protection / safeguarding, and whistleblowing;
- staying within the law at all times;
- modelling good behaviour for children, young people and adults at risk to follow;
- challenging all unacceptable behaviour and reporting any breaches of the behaviour code to the Designated Officer (Jane Smyth) or Deputy Designated Officer (Lawrence Baalham);
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures. This includes behaviour being displayed by an adult or child and directed at anybody of any age.

### **Rights**

You should:

- treat children, young people and adults at risk fairly and without prejudice or discrimination;
- understand that children, young people and adults at risk are individuals with individual needs;
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the band;
- challenge discrimination and prejudice;
- encourage children, young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

### **Relationships**

You should:

- promote relationships that are based on openness, honesty, trust and respect;
- avoid favouritism;
- be patient with others;
- exercise caution when you are discussing sensitive issues with children or young people;
- ensure your contact with children, young people and adults at risk is appropriate and relevant to the work of the project you are involved in;



- ensure that whenever possible, there is more than one adult present during activities with children, young people and adults at risk;
- if a situation arises where you are alone with a child, young person or adult at risk, ensure that you are within sight or hearing of other adults;
- if a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are;
- only provide personal care in an emergency and make sure there is more than one adult present if possible, unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

## **Respect**

You should:

- listen to and respect children, young people and adults at risk at all times;
- value and take their contributions seriously, actively involving them in planning activities wherever possible;
- respect the right of a child, young person or adult at risk to privacy as far as possible;
- if you need to break confidentiality in order to follow safeguarding procedures, it is important to explain this to the child, young person or adult at risk at the earliest opportunity.

## **Unacceptable Behaviour**

When working with children, young people and adults at risk, you must not:

- allow concerns or allegations to go unreported;
- take unnecessary risks;
- smoke, consume alcohol or use illegal substances;
- develop inappropriate relationships with children, young people and adults at risk;
- make inappropriate promises to children, young people and adults at risk;
- engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person;
- use your personal contact details (mobile number, email or postal address) to engage in private communication with children, young people or adults at risk or have any contact with them via a personal social media account;
- act in a way that can be perceived as threatening or intrusive;
- patronise or belittle children, young people and adults at risk;
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children, young people and adults at risk.

## **Upholding this Code of Behaviour**

You should always follow this code of behaviour and never rely on your reputation or that of the band to protect you. If you have behaved inappropriately, you will be subject to disciplinary action. Depending on the seriousness of the situation, you may be asked to leave Comber Brass. We may also make a report to statutory agencies such as the police and / or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to the Designated Officer (Jane Smyth) or the Deputy Designated Officer (Lawrence Baalham). If necessary you should follow our whistleblowing and safeguarding procedures.

[back to main policy](#)



**Consent Form for the Use of Photographs or Video**

Comber Brass recognises the need to ensure the welfare and safety of all children and young people. In accordance with our safeguarding children, young people and adults at risk policy we will not permit photographs, video or other images of children and young people to be taken without the consent of the parents / carers / guardians and children.

Comber Brass will follow the guidance for the use of photographs outlined in our policy, a copy of which is available to be downloaded from the band's web-site. Comber Brass will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately, you should inform the person named as the Designated Officer or Deputy Designated Officer in that policy document immediately.

**I (insert name of parent / carer / guardian)**

\_\_\_\_\_

consent to Comber Brass photographing or videoing the participation of  
**(Insert name of child / young person)**

\_\_\_\_\_

in rehearsing, performing or engaging in any other promotional activities as a member of the band.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*I (insert name of young person)**

\_\_\_\_\_

consent to Comber Brass photographing or videoing my participation in rehearsing, performing or engaging in any other promotional activities as a member of the band.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\* Young people (16+) may sign this part of the consent form alongside parental consent.*

