

# **Safeguarding Children and Young People**

**Policies and procedures for safeguarding children, young people  
and adults in the Enderby Band Organisation**

**March 2017**

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## Introduction

These policies and procedures replace the previous Enderby Band Organisation (EBO)'s Child Protection Policies and Procedures, published in 2008.

Our policies have been written to take account of the most recent Government guidance and local multi-agency procedures that inform the safeguarding of children, young people and adults. Government guidance includes; 'Working Together to Safeguard Children: a guide to inter-agency working together to safeguard and promote the welfare of children 2015' and duties to safeguard adults, set out in The Care Act 2014. In addition they take account of changes to criminal record checks, now undertaken by the Disclosure and Barring Service (DBS)

Our policies are also informed by the NSPCC Safe Network core safeguarding standards, produced in 2011 and 2013 specifically for voluntary and community groups.

Safe Network describes Safeguarding as being about everything an organisation does to keep children and young people safe and the principles below also apply to safeguarding adults:

1. Minimising risk of harm and accidents
2. Having safe recruitment and procedures
3. Having a code of conduct for staff
4. Having policies and procedures and procedures in place to deal with issues, if they occur.

This document sets out EBO's position, role and responsibilities, and clarifies what is expected of everyone, whatever their role in the organisation, and their individual and collective responsibility for safeguarding the welfare and safety of children, young people and adults.

Importantly, it's clear that working together, listening to children, young people and adults and giving them a voice makes a difference when it comes to having effective safeguards.

**Remember it's not your responsibility to decide if abuse is taking place, but it is your responsibility to report any concerns.**

The procedures explain what you should do and to whom you should report any concerns you may have.

## Safeguarding Policy Statement

Enderby Band Organisation (EBO) acknowledges its responsibilities to safeguard the welfare of children, young people and adults. We believe that children, young people and adults should be able to participate in playing music in an enjoyable and safe environment and be protected from poor practice and abuse.

We recognise and fully endorse The Human Rights Act 1998 and the United Nations Convention on the Rights of the Child, which protect the rights of adults and children and young people, including the right of everyone to live a life free from abuse and exploitation. Our policies recognise our duties and commitment to upholding that right.

Our policies also recognise the obligations and duties of care on organisations working with children, young people identified in The Children Act 1989 and 2004. These acts define children and young people as anyone up to the age of 18 years and extend our responsibilities for young people with learning disabilities until they are 25 years of age. We recognise that similar responsibilities cover our work with adults.

Our policies apply to all the children, young people and adults, with whom we work, regardless of their gender, sexual orientation, disability, race, nationality or country of origin. Our policies are designed to encourage and guide good practice so as to prevent the physical, emotional, internet, sexual abuse and exploitation and neglect of children, young people and adults while they are in our care, including the financial abuse of adults.

We believe that it is the responsibility of all individuals to be alert to the signs of abuse and provide a prompt and effective reporting procedure should abuse be suspected, disclosed or discovered, regardless of the setting in which the abuse has taken place.

EBO is committed to raising awareness of safeguarding and are working towards having the following policies and procedures to support that commitment:

- Child and Adult Protection
- Health and Safety and Risk Assessment and Management
- Safe Recruitment, Selection and Induction
- Codes of Conduct
- Whistleblowing
- Discipline and Grievance Procedures
- Management of Allegations against Adults Members of EBO
- E-safety

Our policies are also intended to protect those who work with children, young people and adults from behaving in ways which may well-intentioned but inadvisable, and from unfounded accusations. They enable us to fulfil our duty of care to all members of EBO.

As a further commitment to carrying out our safeguarding responsibilities, EBO has set up a Safeguarding Committee whose key areas of responsibility will be to; manage safeguarding issues affecting the organisation; ensure information is shared and policies are implemented and reviewed annually. The committee will also ensure there is a training strategy in place to provide information and training about child and adult protection for members of EBO.

Furthermore, our Trustees have appointed, from within its membership, a Lead Trustee for Safeguarding who will report six monthly to the Trustees and Management Committee on any safeguarding and/or child protection issues and/or any allegations which have arisen over the previous six months and how any lessons learned are being addressed. The Lead Trustee will also be a member of the Safeguarding Committee.

We are committed to reviewing our policies annually to ensure they remain consistent with government guidance and legislation, changes to local multi-agency procedures and lessons learned from our own experiences of applying them.

## Child Protection Policy

This policy applies to all Members of EBO, including players, parents/carers, Musical Directors, Tutors, Committee Members and Trustees

### The purpose of this policy:

- to protect children and young people who are members of EBO. This includes the children of adult members.
- to provide members of EBO with the overarching principles that guide our approach to child protection

EBO 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. Furthermore we are committed to do everything we can to ensure we provide a safe and caring environment whilst they attend our activities.

### Legal framework

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

- Children Acts 1989 and 2004
- United Nations Convention on the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- Relevant Government Guidance on safeguarding children, including Working Together to Safeguard Children 2015

### We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children and young people, 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
- Some children and young people are additionally vulnerable because of the impact of previous experience, their level of dependency, communication needs or other issues
- 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 members of EBO
- Ensuring that safe recruitment and selection practices are followed, including ensuring all necessary checks are made
- Sharing information about child protection and good practice with children, young people, parents and members of EBO
- Providing effective support, supervision and training for members of EBO
- Sharing concerns with agencies who need to know, and involving children, young people and parents/carers appropriately

**DBS Checks**

EBO requires all adults working in eligible roles i.e. Musical Directors, anyone offering musical tuition to children or young people, and committee members, to hold an enhanced check with the Disclosure and Barring Service (DBS). These checks are undertaken on our behalf by Brass Band England (BBE).

It is the responsibility of the EBO Welfare Officer to complete (and to re-check on a 3 yearly basis) DBS checks for eligible members of EBO. Once the DBS form has been sent to BBE no information is shared with the Welfare Officer unless checks reveal that the person concerned is considered to be unsuitable to be working with children.

**(For name and contact details of the organisation Safeguarding Committee including Welfare Officers and Welfare Representatives for individual bands - see Appendix 1)**



## **Procedure for Responding to Concerns about Children or Young People at Possible Risk of Abuse**

This procedure applies to everyone within the Enderby Band Organisation who may be concerned about the safety and protection of a child or young person.

### **Purpose and aim of this procedure**

We aim to ensure those children/young people who are members of the EBO receive the protection and support they need if they are experiencing or at risk of abuse.

This procedure provides a clear direction to Members of EBO if they have concerns that a child/young person is in need of protection.

### **Ways that abuse might be brought to your attention:**

- a child/young person might make a direct disclosure about him or herself
- a child/young person might make a direct disclosure about another child
- a child/young person might offer information that is worrying but not a direct disclosure
- a member of EBO might be concerned about a child/young person's appearance or behaviour or about the behaviour of a parent or carer towards a child
- a parent or carer might make a disclosure about abuse that a child/young person is suffering or at risk of suffering
- a parent might offer information about a child/young person that is worrying but not a direct disclosure.
- an anonymous contact e.g. via letter, telephone, email, or via the EBO website etc. expressing concerns about the welfare of a named child/young person

### **Talking to a child or young person who has told you that he/she or another child or young person is being abused**

- Reassure the child that telling someone about it was the right thing to do.
- Tell them that you might need to talk to someone else to help you to work out how best to help them
- Don't try to anticipate what the child might say e.g. by putting words into their mouth. Let them tell you in their own time and in their own words.
- Don't try to investigate, ask leading questions or quiz the child, but try to make sure that you are clear as to what he/she is saying.
- Let the child know what you are going to do next and who else needs to know about it.
- Ask the child what he/she would like to happen as a result of what he/she has said, but don't make or infer promises you can't keep.
- Give the child the ChildLine phone number: 0800 1111
- Make a written record as soon as possible

## **Helping a child or young person in immediate danger or in need of emergency medical attention**

- If the child/young person is in immediate danger and is with you, remain with him/her and call the police.
- If the child/young person is elsewhere, contact the police and explain the situation to them.
- If he/she needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.
- If the first aider is not available, use any first aid knowledge that you may have yourself to help the child/young person
- You also need to contact one of the EBO Welfare Officers or Band Welfare Representative to let them know what is happening.

A decision will need to be made, in consultation with the EBO Welfare Officer or Band Welfare Representative about who should inform the child or young person's parents/carers and the local authority children's services and when they should be informed. If you have involved the police and/or health services, they should be part of this decision. Consider the welfare of the child/young person in your decision-making as the highest priority.

### **Issues that will need to be taken into account are:**

- The child's wishes and feelings
- The parent's right to know (unless this would place the child or someone else in danger, or would interfere with a criminal investigation)
- The impact of telling or not telling the parent/carer
- The current assessment of the risk to the child and the source of that risk
- Any risk management plans that currently exist

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the flowchart on page 12.

### **Keeping a record of your concerns**

Use the proforma reporting form (Appendix 4) to record the concern and how it is dealt with. The relevant sections of the form should be completed and signed at each stage of the procedure. It can be used to forward information to the statutory child protection authorities if a referral to them is needed.

The form should be signed and dated by all those involved in its completion and kept by the EBO Welfare Officer in a confidential file.

The name of the person making the notes should be written alongside each entry.

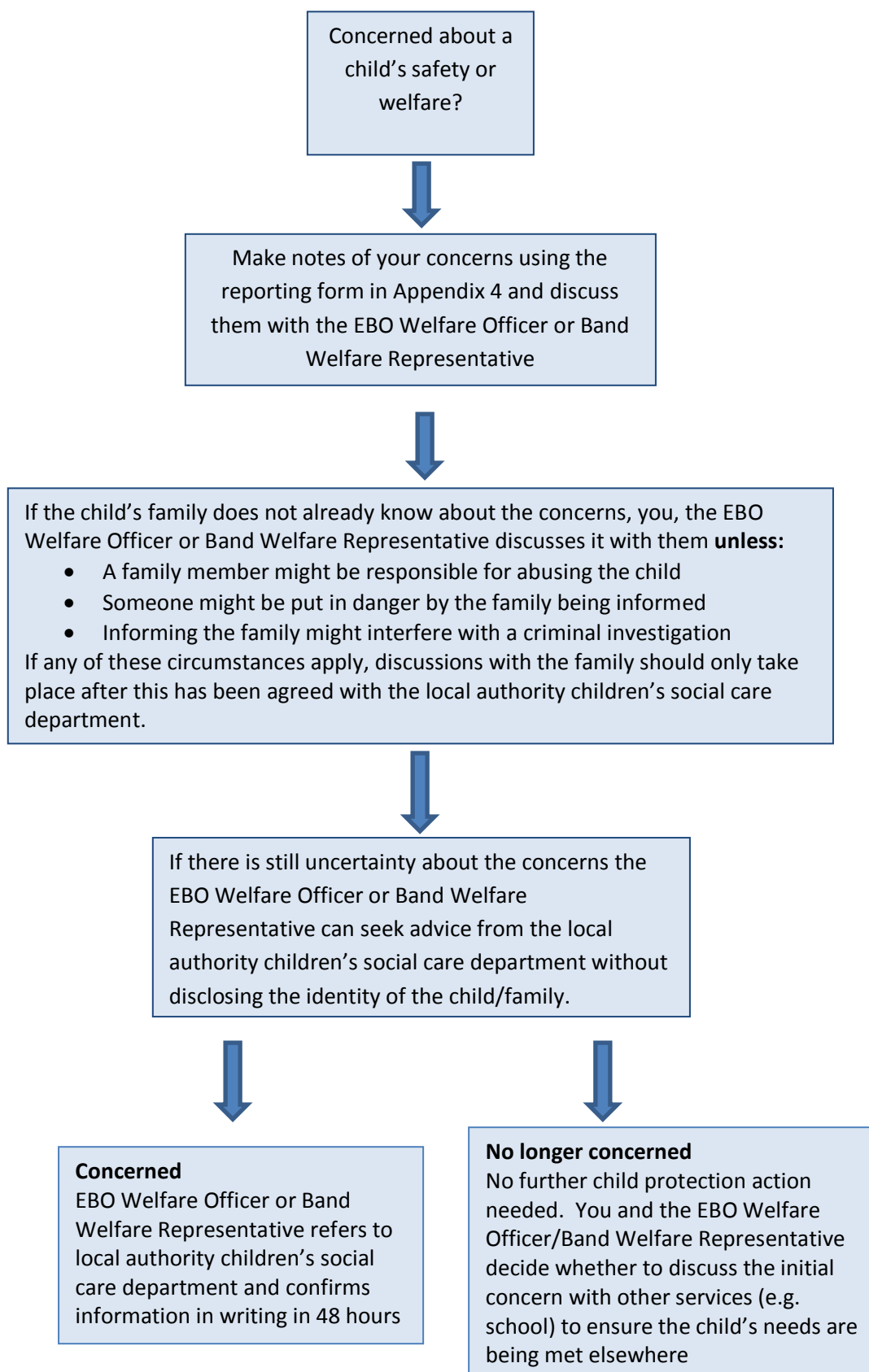
## **Reporting child protection concerns**

If a child is in need of emergency medical attention or in immediate danger, follow the procedure set out in the section 'Helping a child in immediate danger or in need of emergency medical attention'

You should then take the steps set out in the flowchart on page 12 to ensure the concern is dealt with.

## Flowchart: Responding to Concerns about the Safety or Welfare of a Child/Young Person

(ref: Procedures pages 10 & 11)



## Adult Protection Policy

This policy applies to all Members of EBO, including players, Musical Directors, Tutors, Committee Members and Trustees

### The purpose of this policy:

- to protect adults who maybe 'Adults at risk' of abuse and who are members of EBO.
- to provide members of EBO with the overarching principles that guide our approach to adult protection

### Definitions of adult and adult abuse

Defined as any person aged 18 years and over, who has needs for care and support (whether or not the authority is meeting any of those needs), who is experiencing or at risk of, abuse or neglect, and as a result of those needs is unable to protect himself or herself against the abuse or neglect or risk of it.

*Ref: Safeguarding Adults Procedures, Leicester, Leicestershire and Rutland*

The adult experiencing, or at risk of, abuse or neglect will be referred to as 'the adult' throughout these procedures.

### Our Commitment

EBO believes that no adult should experience abuse of any kind. Furthermore, we recognise we have a duty of care to individuals within our organisation and are committed to do everything we can to ensure we provide a safe and caring environment for everyone whilst they attend our activities.

### Legal framework

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

- The Care Act 2014
- The Human Rights Act 1998
- Data Protection Act 1998
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012

**We recognise that:**

- All adults, 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
- Some adults are additionally vulnerable because of the impact of previous experience, their level of dependency, communication needs or other issues
- Working in partnership with adults, their relatives, carers, advocates and other agencies is essential in safeguarding and promoting their well-being.

**We will seek to keep adults safe by:**

- Valuing them, listening to and respecting them
- Adopting good adult protection practices through procedures and a code of conduct for members of EBO who are in positions of trust
- Ensuring that safe recruitment and selection practices are followed, including ensuring all necessary checks are made
- Sharing information about adult protection and good practice with members of EBO
- Providing effective support, supervision and training for members of EBO
- Sharing concerns with agencies who need to know, and involving adults, their relatives, carers, advocates appropriately

**DBS Checks**

EBO requires all adults working in eligible roles i.e. Musical Directors, anyone offering musical tuition, and committee members, to hold an enhanced check with the Disclosure and Barring Service (DBS). These checks are undertaken on our behalf by Brass Band England (BBE).

It is the responsibility of the EBO Welfare Officer to complete (and to re-check on a 3 yearly basis) DBS checks for eligible members of EBO . Once the DBS form has been sent to BBE no information is shared with the Welfare Officer unless checks reveal that the person concerned is considered to be unsuitable to be working with children.

**(For contact details - see Appendix 1)**

## **Procedure for Responding to Concerns about an Adult at Possible Risk of Abuse**

This procedure applies to everyone within the Enderby Band Organisation (EBO) who may be concerned about the safety and protection of an adult.

### **Purpose and aim of this procedure**

We aim to ensure that adults who are members of EBO receive the protection and support they need if they are experiencing, or are at risk of, abuse.

This procedure provides clear guidance for members of EBO should they have concerns that an adult is in need of protection.

### **Ways that abuse might be brought to your attention**

- The adult might make a direct disclosure about him or herself
- The adult might offer information that is worrying but not a direct disclosure
- A member of EBO might be concerned about the adult's appearance or behaviour or about the behaviour of another person towards the adult
- A relative, carer or friend might make a disclosure about abuse that the adult is suffering or at risk of suffering
- A relative, carer or friend might offer information about the adult that is worrying but not a direct disclosure
- An anonymous referral to EBO might be received via letter, email, social media etc.

### **Responding to an adult who is making a disclosure**

- Assure them that you are taking them seriously.
- Listen carefully to what they are telling you, stay calm, get as clear a picture as you can, but avoid asking too many questions at this stage.
- Do not give promises of complete confidentiality.
- Explain that you have a duty to tell the EBO Welfare Officer or Band Welfare Representative, and that the adult's concerns may be shared with others who could have a part to play in protecting them.
- Reassure them that they will be involved in decisions about what will happen.
- Explain that you will try to take steps to protect them from further abuse or neglect.
- If they have specific communication needs, provide support and information in a way that is most appropriate to them.
- Do not be judgemental or jump to conclusions.

### **Helping an adult in immediate danger or in need of emergency medical attention**

- Make an immediate evaluation of the risk and take steps to ensure that the adult is in no immediate danger. Are there any other adults who need safeguarding? Evaluate the risk to them and the need for a protection plan. Where appropriate, dial 999 for an ambulance if there is need for emergency medical treatment.
- Consider supporting and encouraging the adult to contact the police if a crime has been or may have been committed. If the adult is unable or unwilling to contact the police, immediate consideration must be given as to whether this needs to be done on their behalf, in their best interest or in the interest of others who may be at risk.
- Do not disturb or move articles that could be used in evidence, and secure the scene (for example, by locking the door to a room).
- Contact the Local Authority Children's Social Care if a child is also at risk.
- Any possible steps should be taken to ensure that others are not at risk.

### **Who should I report concerns to in EBO?**

You have a duty to report concerns that an adult is in need of protection to the EBO Welfare Officer or Band Welfare Officer. If you are unable to contact/do not wish to speak to the Welfare Officer or Band Welfare Representative you should speak to another member of the EBO Safeguarding Committee.

Once any immediate risks and/or emergency medical needs have been attended to, you should, if you haven't done so already, speak to the EBO Welfare Officer or Band Welfare Representative as a priority.

If you suspect a member of EBO has abused an adult you have a duty to report your concerns immediately to the EBO Welfare Officer, Band Welfare Representative or a member of the Safeguarding Committee. See separate procedures: 'Responding to Allegations against an Adult Member of EBO' and Whistleblowing

Once you have reported your concerns to the EBO Welfare Officer, Band Welfare Representative or member of the Safeguarding Committee, they must decide, without delay, on the most appropriate course of action.



### **Alerting and sharing information with the local authority adult social care (lead agency)**

If a decision is made to raise an alert with the lead agency, this will be undertaken by the EBO Welfare Officer, Band Welfare Representative or Safeguarding Committee member, within 24 hours of receiving the information.

An alert must always be made when the person is an adult and there is a concern that they are being, or are at risk of being abused or neglected, and are at risk of, or have experienced harm.

Anyone, can make an alert to the lead agency and it may be appropriate for the person raising the concern to do so in situations, for example, where discussions with the EBO Welfare Officer, Band Welfare Representative or Safeguarding Committee member will involve delay in a high risk situation or where the person has already raised concerns with the appropriate persons within EBO but no action has been taken.

If the incident occurs outside normal working hours and cannot wait for a response until the next working day, it should be reported to the Emergency Duty Team

**(For contact details - see Appendix 2)**

### **Recording**

It is important to make an accurate record as soon as possible after the event, including:

- Date and time of the incident;
- The appearance and behaviour of the adult;
- Any injuries observed;
- Exactly what the adult said, using their own words (that is, their account) about the abuse and how it occurred. Alternatively, this may take the form of exactly what was reported to you;
- The views and wishes of the adult;
- Any actions and decisions taken at this point;
- Exactly what you saw if you witnessed the incident;
- A record of what any witnesses said;
- The name and signature of the person making the record.

Notes should be kept safe by the EBO Welfare Officer as it may be necessary to make records available as evidence and disclose them to a court.

# Dealing with Allegations against an Adult member of EBO

## Introduction

This procedure outlines what members of EBO, including parents or carers should do if they have concerns about the behaviour of another adult member of EBO.

This procedure sets out the roles and responsibilities of EBO officers, including; the EBO Welfare Officer; Band Welfare Representatives; the Chairs of committees and Lead Trustee for Safeguarding in dealing with allegations and managing investigations that may result from them.

## The scope of the procedure

The procedure should be applied in all situations where it is alleged that an adult member of EBO has:

- Behaved in a way which has harmed or may have harmed a child, young person or adult;
- Possibly committed a criminal offence against or related to a child, young person or adult;
- Behaved towards a child, young person or adult in a way that indicates they may pose a risk of harm to children, young people or adults;

This includes allegations where it might indicate that the person is unsuitable to continue to work with children, young people and adults in their current position.

This also includes where there are indications that the person has employed behaviour which could constitute grooming.

Allegations of historical abuse should be responded to in the same way as contemporary concerns.

## The aims of this procedure are:

- To ensure that children, young people or adults who participate in banding with EBO, and any other children, young people or adults who may come to our attention, are protected and supported following an allegation that they may have been abused by an adult involved with EBO
- To ensure there is a fair and robust response to any allegations made, so that the risk posed to other children, young people or adults by an abusive individual is managed effectively
- To make sure there is an appropriate level of investigation into allegations, whether they are said to have taken place recently, at any time the person concerned has been associated with EBO or prior to the person's involvement with EBO

- To ensure that EBO continues to fulfil its duty of care towards members of EBO who may be subject to such investigations
- To ensure that individuals are able to continue in their role if they have been at the centre of allegations that are unfounded or deemed to be malicious in origin.

### **How you might find out about a possible case of abuse**

#### **Ways that allegations might be made against an adult involved with EBO include:**

- A child, young person, adult or parent/carer making a direct allegation about an adult member of EBO;
- A child, young person, adult or parent/carer expressing discomfort with the behaviour of an adult member of EBO that falls short of a specific allegation
- Another member of EBO directly observing behaviour that is a cause for concern
- EBO being informed by the police or another statutory agency that an adult member of EBO is the subject of an investigation
- Information emerging from the renewal or updating of a DBS check that suggests an adult member of EBO may have committed an offence or been involved in an activity that could compromise the safety of children, young people or adults in EBO
- A member of EBO disclosing that they have been the subject of allegations, have actually harmed or committed an offence against (or related to) a child, young person or adult.

#### **Responding to a Child, Young Person or adult who is making a disclosure:**

- Reassure her/him that telling someone was the right thing to do and that you are taking them seriously;
- Stay calm and listen carefully to what she/he is telling you;
- Let her/him tell you their story in their own words. Don't try to investigate, and avoid asking leading questions and quizzing them, but make sure you are clear as to what they are saying;
- Do not make promises that you can't keep e.g. do not make promises that what she/he is saying can remain confidential;
- Let her/him know what you are going to do next. Explain that you have a duty to tell the EBO Welfare Officer or Band Welfare Representative and explain that her/his concerns may also be shared with others who could have a part to play in protecting her/him;
- Ask her/him what they would like to happen as a result of what they have said but don't make or infer promises you can't keep;
- If she/he is an adult, reassure them that they will be involved in decisions about what will happen to them;
- If she/he has specific communication needs, provide support and information in a way that is most appropriate to them.
- Do not be judgemental or jump to conclusions.
- Give her/him the contact numbers for relevant helplines (see Appendix 2) e.g. children/young people can be given the Childline phone number: 0800 1111

- Make a written record as soon as possible, using the proforma in the Appendix 4.

### **Who should allegations or concerns be reported to within EBO?**

If an allegation is made by a child, young person, adult or family member to a member of EBO or a member of EBO observes concerning behaviour by a colleague at first hand, this should be reported immediately to the EBO Welfare Officer or Band Welfare Representative

If they are not able to contact either of the above, the person receiving the allegation can report the concern to the Chair of their Band committee or Chair of the Management committee. **(See contact details: Appendix 1)**

### **Taking immediate action to identify and address the risk**

There are potentially two issues that have to be dealt with as a matter of urgency:

#### **1. Is the child, young person or adult in immediate danger or do they need emergency medical attention?**

- If a child, young person or adult is in immediate danger and is with you, remain with them and call the police;
- If they are elsewhere, contact the police and explain the situation to them;
- If they need emergency medical attention, call an ambulance and while you are waiting for it to arrive, get help from a first aider;
- If a first aider is not available, use any first aid knowledge you have to help the child, young person or adult.
- You also need to contact the EBO Welfare Officer or the Band Welfare Representative to let them know what is happening

You will need to make sure parent(s) or carer(s) of the child/young person or person(s) identified by the adult are contacted and made aware of what has happened and what steps have been taken to get help.

#### **2. Is the person at the centre of allegations working with children, young people or vulnerable adults now?**

If this is the case, the concern needs to be discussed immediately with the EBO Welfare Officer or the Band Welfare Representative, or if they are not immediately available with a committee member who should then, in a sensitive manner, remove the person involved in the allegation, from contact with children, young people or any adults who may be at risk.

It should then be explained to the person, in private, that:

- A complaint has been made against them - although details of the complaint should not be given to them at this stage, and
- Further information will be provided as soon as possible but that, until consultation has taken place with relevant agencies and within EBO, they should not be working with children, young people or vulnerable adults.

It may be best, under the circumstances, for the person to return home on the understanding that a Band Welfare Representative or EBO Welfare Officer will contact them later the same day or the following day.

The information provided to him/her at this stage will need to be very limited. This is because discussions need to take place first with other agencies who may need to be involved, such as the local authority children and/or adult's social care services, police or local authority designated officer (LADO).

If the person concerned is a member of a trade union or professional organisation, they should be advised to make contact with that organisation. EBO will also arrange for a member of EBO to provide on-going support in line with EBO's responsibilities towards his/her welfare.

### **Undertaking a risk assessment and managing risk within EBO: Roles and responsibilities**

Once any urgent necessary steps have been taken, attention can be given to dealing with the full implications of the allegations

It is the responsibility of the Chair of the Management Committee, working closely with the EBO Welfare Officer, the Band Welfare Representatives and the Lead Trustee for Safeguarding, to oversee an internal investigation and decision-making about whether disciplinary action should be taken against the person in question.

The Chair will also:

- ensure appropriate plans are developed and put in place to safeguard the welfare of children, young people and adults in EBO
- ensure that on-going support is provided to the person who is the subject of the allegations.

The EBO Welfare Officer will take a lead role in liaising with statutory agencies, if involved, and will ensure relevant information is shared. The EBO Welfare Officer has further responsibilities which are specified below.

### **Possible lines of enquiry:**

There are a number of possible lines of enquiry when an allegation is made which may include:

- A police investigation of a possible criminal offence
- Investigation by the local authority designated officer (LADO) concerning the risk the person concerned poses to children and young people, and/ or by the local authority adult social care services concerning potential risks to adults in need of protection.
- Enquiries and assessment by the local authority children's social care service about whether a child is in need of protection.
- Investigation by EBO and possible disciplinary action against the person in question. This includes implementing a plan to manage any risk posed by the

individual to children, young people or adults in the organisation until the outcome of other investigations is known

**When to involve the local authority designated person (LADO) or local authority adult social care services.**

The EBO Welfare Officer should report allegations concerning a child or young person to the local authority designated officer (LADO) or if they concern an adult, to the local authority adult social care services. **(For contact details - see Appendix 2)**

Allegations should be reported within one working day, if the alleged behaviour suggests that the person in question:

- May have behaved in a way that has harmed or may have harmed a child, young person or adult
- Has possibly committed a criminal offence against or related to a child, young person or adult
- Has behaved towards a child, young person or vulnerable adult that suggests he/she may be unsuitable to work with children, young people or adults

This should also happen if the individual has volunteered the information him/herself

The LADO or local authority adult social care services may be told of the allegation from another source. If this is the case, then the first information received by EBO may be when the LADO or local authority adult social care services make contact in order to share this information.

Whoever initiates contact, there should be a discussion between the LADO/ local authority adult social care services and the EBO Welfare Officer to share information about the nature and circumstances of the allegation and to consider whether there is any evidence to suggest it may be false or unfounded.

If there is any reason to suspect a child, young person or adult has suffered or is likely to suffer significant harm and there are no obvious indicators that the allegation is false, the LADO/ local authority adult social care services, will arrange a strategy discussion.

The local authority children and/or adult social care services should be asked to share information with EBO if it has relevance to the involvement of the person concerned with EBO's activities.

**Dealing with a criminal offence**

If there is reason to suspect that a criminal offence may have been committed the LADO/ local authority adult social care will contact the police and involve them in a strategy discussion.

It is important that the EBO Welfare Officer cooperates with requests for information and in turn should expect that agencies share relevant information to assist EBO to continue to

assess and manage potential risks posed by the person concerned to children, young people and adults in the organisation.

Discussions with the police should also explore whether there are matters that can be acted on in a disciplinary process while the criminal investigation takes place or whether disciplinary action must wait until the criminal process is completed.

### **Talking to parents/carers about the allegation or concern**

If parents/carers do not already know about the allegation, the EBO Welfare Officer and LADO/local authority adult social care will need to discuss how they will be informed and by whom.

### **Sharing information with the person who is the subject of the allegation**

The person at the centre of the allegation should be informed as soon as possible after the initial consultation with the LADO/local authority adult social care. However, if a strategy discussion with the local authority children and/or adult social care or the police is needed, this may have to take place before the person concerned can be spoken to in full.

Only limited information should be given to the person concerned, unless the investigating authorities have confirmed they are happy for all information to be disclosed or unless there is no need for continuing involvement from the statutory agencies.

The EBO Welfare Officer will need to liaise closely with the LADO and/or local authority adult social care and the other agencies involved about what information can be shared with the person concerned.

### **Taking disciplinary action**

If the initial allegation does not involve a possible criminal offence, the Chair of the Management Committee, the EBO Welfare Officer, Band Welfare Representatives and the lead Trustee for Safeguarding should still consider whether formal disciplinary action is needed.

If the local authority children or adult social care services have undertaken any enquiries to determine whether a child/young person or adult are in need of protection, any relevant information will need to be taken into account from these enquiries when considering whether disciplinary action should be brought against the person at the centre of the allegations.

The following timings should be kept to wherever possible:

- If formal disciplinary action is not needed, other appropriate action should be taken within three working days
- If disciplinary action is required, and can be progressed without further investigation, this should take place within fifteen days

- If EBO decides that further action is needed in order to make a decision about formal disciplinary action, the EBO Welfare Officer should discuss with the LADO/Local authority adult social care the possibility of this investigation being undertaken by an independent person to ensure the process is objective. Whether or not the investigation is handled internally or independently, the report should be presented to the Chair of the Management Committee within ten working days.
- Having received the report of the disciplinary investigation, the Chair of the Management Committee should decide whether a disciplinary hearing is required
- If a hearing is needed it should be held within fifteen working days
- The EBO Welfare Officer should continue to liaise with LADO/local authority adult social care during the course of any investigation or disciplinary proceedings and should continue to use the LADO/local authority adult social care as a source of advice and support

If a criminal investigation is required, it may not be possible to make decisions about initiating disciplinary proceedings or about the person's future involvement with EBO until this is concluded. The police are required to complete their work as soon as reasonably possible and to set review dates, so the EBO Welfare Officer should liaise with the police directly or via the LADO/local authority adult services to check on the progress of the investigation and criminal process.

The police are required to inform an employer\* straight away if the person is either convicted of an offence or acquitted or alternatively if a decision is made not to charge him/her with an offence or to administer a caution. In any event the EBO Welfare Officer should contact the LADO/local authority adult services to discuss the issue of disciplinary proceedings.

*\* the term "employer" means the organisation that has a 'working relationship with the person against whom the allegation has been made ' Working Together to Safeguard Children 2015*

If an allegation is substantiated and if, once the case is concluded, EBO dismisses or ceases to use their services, or the person ceases to provide his/her services, the EBO Welfare Officer should consult with the LADO/local authority adult services about referral of the incident to the Disclosure and Barring Service. This should take place within one month.

### **Managing risk and supporting the person at the centre of the allegation**

The first priority of EBO must always be the safety and welfare of children, young people and vulnerable adults. However, as a member of EBO, the person who is the subject of the allegation has a right to be treated in a fair, sensitive and non-judgemental manner and to have his/her privacy respected as far as this preserves the safety of the child/young person/vulnerable adult and other children, young people and vulnerable adults.

Information about the allegation must only be shared on a need to know basis and those directly responsible for overseeing the work of the person concerned. Any other information e.g. explanations to other EBO members/players should be agreed and negotiated with the person concerned.



If the individual is a member of a trade union or professional organisation they should be advised to contact that body as soon as possible after they have been informed that he/she is the subject of an allegation. Arrangements should also be made for him/her to receive on-going support and information about the progress of the investigation.

The possible risk of harm to children, young people and vulnerable adults presented by the person who is the centre of the allegation needs to be carefully managed during and after any conclusions to the investigation processes following the allegation. This means that EBO may need to consider suspending the person if there is cause to suspect the child/young person/vulnerable adult may be at risk of significant harm, or if the allegation is serious enough to warrant investigation by the police, or if it is so serious that it could lead to the person being asked to leave the organisation. However, a decision to suspend should not be automatic, as there may be other ways of managing any risk presented by the person.

The situation should be discussed fully between the EBO Welfare Officer, Chair of the Management Committee and LADO/ local authority adult services, who will seek the views of the police and the local authority children/adult social care service on the question of the person's continued involvement with EBO. The conclusions of the discussions should be carefully documented. If the decision is to suspend the individual concerned from membership of EBO the grounds for this decision should be clearly set out. If the decision is not to suspend them, then a clear plan should be made about how any possible risk posed by the individual is to be managed.

If at the conclusion of all the investigations it is concluded that the individual concerned is able to resume their involvement with EBO, the EBO Welfare Officer, Chair of the Management Committee and Band Welfare Representative from the relevant band should consider how best to support them in the process. A plan to facilitate a return should be drawn up in consultation with the person concerned. This should take account of how any remaining child/adult protection risks will be managed and how they can be supported after what will have been and will remain a very difficult experience.

If the decision is that the person cannot resume their involvement with EBO or they choose to leave, the EBO Welfare Officer must discuss with the LADO/ local authority adult services whether the matter should be shared with the Disclosure and Barring Service (DBS) and any professional body to which the person may belong. In taking this action EBO will ensure it carries out its statutory obligations to share information in the interests of protecting children, young people and vulnerable adults.

If an allegation is found to be unsubstantiated or fabricated EBO should consider referring the child, young person in question to the local authority children's social care services for them to assess if she/he are in need of services or whether she/he may have been abused by someone else. If it is felt that there has been malicious intent behind the allegations EBO should discuss with the police whether there are grounds to pursue any action against the person responsible.

## **Keeping a record of the investigation**

All those involved in dealing with the allegations should keep clear notes of the allegations made, how they were followed up, any actions and decisions taken, together with the reasons for these.

These notes should be compiled gradually as the situation unfolds, with each entry made as soon as possible after the event. The notes should be signed and dated by the person making them and the person's name should be printed alongside.

The notes should be kept confidentially on the file of the person who is the subject of the allegation. Discussion should take place with the LADO/ local authority adult services to determine whether any aspects of the notes may not be shared with the person concerned. If there are no reasons not to do so, a copy of the records should be given to the individual.

The notes should be held on file by the Band Welfare Officer for a period of ten years, whether or not the person remains a member of EBO for this period.

This procedure is consistent with the government guidelines set out in Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children. HM Government, March 2015 and with the Children's Workforce Development Council's publication, Recruiting Safely: Safer recruitment guidance helping to keep children and young people safe, CWDC, 2009

## Code of Conduct

This code of conduct outlines the behaviour expected of staff and volunteers from Enderby Band Organisation (EBO). It is adapted from the NSPCC Safe Network guidance 'Are They Safe', which was informed by the views of children and young people.

### Purpose

Following this code will help to protect children from abuse and inappropriate behaviour from adults. It will also help staff and volunteers to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made against them.

### Upholding this code of behaviour

All members of staff and volunteers are expected to report any breaches of this code to the Designated Person for the relevant band and/or to the EBO Welfare Officer under the whistle-blowing procedure or, if necessary, under child protection procedures. It is the responsibility of the Designated Person to ensure any concerns shared with them are also shared with the EBO Welfare Officer.

Staff and volunteers who breach this code of behaviour may be subject to EBO's disciplinary procedures. Any breach of the code involving a member of staff or volunteer may result in them being asked to leave the EBO.

Serious breaches may also result in a referral being made to a statutory agency such as the police or the local authority children's social care department.

### The role of staff and volunteers

When working with children, young people and vulnerable adults for EBO all staff and volunteers are acting in a position of trust. It is important that staff and volunteers are aware that they may be seen as role models by children, young people and vulnerable adults, and must act in an appropriate manner at all times.

When working with children, young people and vulnerable adults, it is important to:

- operate within EBO's principles and policies and procedures;
- follow the EBO's child protection and vulnerable adult policy and e-safety policy and procedures at all times;
- listen to and respect children, young people and vulnerable adults at all times;
- avoid favouritism;
- treat children, young people and vulnerable adults fairly and without prejudice or discrimination;

- value and take children, young people and vulnerable adult's contributions seriously, actively involving children, young people and vulnerable adults in planning activities wherever possible;
- ensure any contact with children, young people and vulnerable adults is appropriate and in relation to EBO's activities;
- always ensure language is appropriate and not offensive or discriminatory;
- follow the e-safety policy and report any breaches;
- always ensure equipment is used safely and for its intended purpose;
- provide examples of good conduct you wish children, young people and vulnerable adults to follow;
- challenge unacceptable behaviour and report all allegations/suspensions of abuse;
- ensure that whenever possible, there is more than one adult present during activities with children, young people and vulnerable adults or if this isn't possible, that you are within sight or hearing of other adults;
- if a child, young person or vulnerable adult specifically asks for or needs some private time with you, ensure other staff /volunteers know where you and the child, young person or vulnerable adult are;
- respect a child, young person or vulnerable adult's right to personal privacy;
- encourage children, young people and adults to feel comfortable and confident enough to point out attitudes or behaviour they do not like;
- recognise that special caution is required when you are discussing sensitive issues with children, young people or vulnerable adults.

**You must not:**

- patronise or treat children, young people or vulnerable adults as if they are less intelligent;
- allow allegations to go unreported;
- develop inappropriate relationships such as contact with children, young people and vulnerable adults that is not a part of the work of EBO unless with the full knowledge and agreement of the child, young person or vulnerable adult's parents/carers;
- conduct a sexual relationship with a child, young person or vulnerable adult or indulge in any form of sexual contact with a child, young person or vulnerable adult. Any such behaviour, including any contact deemed uncomfortable by the individual, between an adult member of staff or volunteer and a child, young person or vulnerable adult, using the services of EBO represents a serious breach of trust on the part of the staff member or volunteer and is not acceptable under any circumstances;
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children, young people or vulnerable adults;
- act in a way that can be perceived as threatening or intrusive;

- use inappropriate language including swearing towards an individual in a manner that could be deemed intimidating;
- make inappropriate promises to children, young people or vulnerable adult's, particularly in relation to confidentiality;
- make personal conclusions without consulting a member of the safeguarding committee
- either exaggerate or trivialise child or adult abuse issues;
- rely on your reputation or that of the organisation to protect you.
- Not approach and child, young person or vulnerable adult about any suspicions or ask leading questions without consulting a member of the safeguarding committee first.

### **The role of parents and carers**

EBO welcomes and encourages parental involvement. Parents and carers are regarded as valuable partners in promoting positive behaviour and will be involved as appropriate.

In the event of their child becoming the subject of behaviour sanctions, parents/carers will be informed and involved.

Should members of the organisation have concerns regarding home circumstances for a child, young person or vulnerable adult, they should, where they feel comfortable, discuss their thoughts with the safeguarding committee with an aim to protect individuals in the organisation.

## Recruitment Selection and Induction Policy

This policy applies to anyone who is responsible for recruiting, selecting and inducting new members of Enderby Band Organisation (EBO) and all who participate in shortlisting and interview panels.

EBO is committed to promoting the welfare of children, young people and vulnerable adults and keeping them safe.

We are also committed to equality, valuing diversity and working inclusively across all our activities.

We aim to have an organisation that represents a variety of backgrounds and cultures, with members of EBO that can provide the relevant knowledge, abilities and skills for our organisation.

### **The purpose of the policy:**

To provide guidance to enable EBO:

- To recruit, select and retain the best possible people to support the work of the organisation
- To take all reasonable steps to prevent unsuitable individuals from joining the organisation
- To recruit, select and manage people who work within EBO in a way that complies with legislation designed to combat inequality and discrimination
- To do all we can to achieve and maintain a diverse membership of EBO
- To ensure that our recruitment and selection processes are consistent and transparent
- To ensure candidates are judged to be competent before we appoint them
- To ensure all new members joining EBO are given a proper induction including a welcome pack that contains how to access the organisations Safeguarding policy

### **We recognise that:**

- Our members are an important resource
- Unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children, young people and adults in order to harm them
- Some groups face discrimination
- Children, young people and adults benefit from our efforts to recruit and select skilled and committed people from a diverse range of backgrounds
- New members cannot perform their roles effectively unless they are inducted properly and receive ongoing support and supervision.

## **Recruiting and inducting new members of EBO**

### **1. Appointment of Musical Directors:**

- Advertising for Musical Director positions will be undertaken through appropriate media to ensure high quality applicants from diverse backgrounds are attracted
- We will provide anyone who expresses an interest with a comprehensive application pack
- Applicants will be required to complete an application form
- The Chair of the relevant band committee and at least one other committee member and a member of the Safeguarding Committee will be involved in shortlisting applicants for interview
- The Chair of the relevant band committee and at least one other member of the committee and a member of the Safeguarding Committee will conduct a face to face interview with anyone we may want to appoint
- We will incorporate the views and perspectives of band members, including the views of any children or young people who play in the band, into the recruitment and selection process.
- Candidates will be expected to provide two references, two pieces of identification and original copies of any necessary qualifications
- We will require successful candidates to undergo an enhanced DBS check, which will be undertaken by the EBO Welfare Officer.
- We will provide an induction which will include ensuring the staff member is made aware of how to keep children, young people and adults safe in our organisation as set out in the EBO Child and Adult Protection policies and procedures and Code of Conduct.

### **2. Appointment of new volunteers, including those providing musical tuition:**

- We recognise that those who volunteer to work within our organisation are often players and/or parents of children/young people who play, or have played, in one of our bands and as such do not go through a formal recruitment process.
- However, we will require those who volunteer as committee members or who provide musical tuition to children, young people or adult players to have enhanced DBS checks.
- We will provide an induction into their volunteering role which will include ensuring they are aware of how to keep children, young people and adults safe in our organisation as set out in the EBO Child and Adult Protection policies and procedures and Code of Conduct.
- In circumstances where a person wishes to volunteer and has no previous connection with EBO, either as a player or parent, they will be interviewed by at least two people, including the Chair of the relevant band committee and a member of the Safeguarding Committee. They will also be required to provide two character references and two pieces of identification and to undergo an enhance DBS check.

### **3. Roles and responsibilities for recruitment, selection and induction**

The chairperson of the relevant committee is responsible for:

- Setting up and chairing a Recruitment and Selection panel to appoint to the post of Musical Director, which will be responsible for advertising, shortlisting and interviewing candidates for the post.
- Overseeing the recruitment and interviewing of anyone who wishes to volunteer and has had no previous involvement with the organisation.
- Ensuring applicants for the Musical Director's post and anyone applying for a volunteering role, who has had no previous involvement with the organisation, have provided information as requested and that this is checked.
- Overseeing shortlisting and interviewing for the Musical Director post, including ensuring the views and perspectives of players, including those of children, young people and vulnerable adults who play in the band, are sought.
- Ensuring the successful candidate for Musical Director and all new members of EBO are provided with an appropriate induction into their volunteering role, which includes making sure they are made aware of how to keep children, young people and vulnerable adults safe in our organisation as set out in the EBO Child and Adult Protection policies and procedures and Code of Conduct.
- Ensuring the newly appointed Musical Director and anyone applying for a volunteering role, who is not previously known to the organisation, have an enhanced DBS check undertaken by the EBO Welfare Officer.



## **Whistleblowing**

Contents forthcoming

## **E- Safety policy**

Contents forthcoming

## **Health and Safety and Risk Assessment and Management procedure**

Contents forthcoming

## **Discipline and grievance procedures**

Contents forthcoming

## **Appendix 1: Important Contacts**

### **Safeguarding Committee Members:**

#### **Chair**

Greg Hayes – 077 6679 7057

#### **EBO Welfare Officer**

Gary Lewin – 074 8211 1464

Jayne Paterson – 078 4024 1925

#### **Band Welfare Representatives**

Junior and Concert Band: Pat Allsopp – 078 6695 8583

Youth Band: Dave Smith – 077 3948 7659

Wind Band: Aaron Vogel – 07927068785

Senior Band: TBC

#### **Lead Trustee for Safeguarding**

Jo Small – 079 6929 7128

#### **Safeguarding Email Address**

welfareofficer@enderbybands.com

**Key Agencies:**

**Leicestershire Police:** Child Abuse Investigation Unit for Leicester, Leicestershire and Rutland :  
0116 222 2222 (999 if emergency)

**Leicestershire Children's Social Care:** 0116 305 0005 (24 hours) (Covers all Leicestershire and Rutland)

**Leicester City Council Children's Social Care:** Tel: 0116 454 1004 (24 hours)

**Warwickshire Children's Social Care:** 01926 414144 (Monday to Thursday 8.30am -5.30 pm, Friday 8.30 am - 5 pm) out of hours: 01926 886922

**Local Authority Designated Officer (LADO):**

Leicestershire: Tel: 0116 305 7597 or 0116 305 4532

Leicester City: 0116 454 2440

Warwickshire: 01926 410410 or 07769165444

**Leicester City Council Adult Social Care:** 0116 454 1004

**Leicestershire County Council Adult Social Care:** 0116 305 0004

**Leicestershire CC Safeguarding Team Duty:** 0116 3054933

**Leicester City, Leicestershire and Rutland: Emergency duty team/out of hours service:**  
0116 2551606

**Warwickshire County Council Adult Social Care:** 01926 412080 (24 hours)

**More useful contacts:**

**NSPCC Helpline** 0808 800 5000 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**ChildLine** 0800 1111 (textphone 0800 400 222) or [www.childline.org.uk](http://www.childline.org.uk)

## Appendix 2: Different types of abuse: Children and Young People

**Physical abuse** is violence causing injury or occurring regularly during childhood. It happens when:

- a child is hurt or injured by being hit, shaken, squeezed, thrown, burned, scalded, bitten or cut
- someone tries to drown or suffocate a child
- someone gives a child poison, alcohol or inappropriate drugs
- someone fabricates the symptoms of, or deliberately induces, illness in a child.

In some cases the injuries will be caused deliberately. In others they may be accidental but caused by the child being knowingly put at risk.

**Sexual abuse** occurs when someone uses power or control to involve a child in sexual activity in order to gratify the abuser's own sexual, emotional or financial needs or desires. It may include:

- forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening
- encouraging children to behave in sexually inappropriate ways
- showing children pornographic material or involving them in the production of such material
- involving children in watching other people's sexual activity or in inappropriate discussions about sexual matters.

**Emotional abuse** is persistent or severe emotional ill-treatment of a child that is likely to cause serious harm to his/her development. It may include:

- persistently denying the child love and affection
- regularly making the child feel frightened by shouts, threats or any other means
- hurting another person or a pet in order to distress a child
- being so over-protective towards the child that he/she is unable to develop or lead a normal life
- exploiting or corrupting a child, e.g. by involving him/her in illegal behaviour
- conveying to a child the message that he/she is worthless, unlovable, inadequate, or his/her only value is to meet the needs of another person. This may or may not include racist, homophobic or other forms of abuse.

**Neglect** involves persistently failing to meet a child's physical, psychological or emotional needs. It may include:

- failing to ensure that a child's basic needs for food, shelter, clothing, health care, hygiene and education are met
- failing to provide appropriate supervision to keep a child out of danger. This includes lack of supervision of particular activities or leaving a child alone in the house

## Appendix 3: Different types of abuse: Adults

**Physical abuse** includes hitting, slapping, pushing, kicking, misuse of medication, being locked in a room, inappropriate sanctions or force feeding, inappropriate methods of restraint, and unlawfully depriving a person of their liberty.

**Sexual abuse** includes rape and sexual assault or sexual acts that the adult has not consented to or could not consent to, or was pressured into.

**Psychological abuse** includes 'emotional abuse' and takes the form of threats of harm or abandonment, deprivation of contact, humiliation, rejection, blaming, controlling, intimidation, coercion, indifference, harassment, verbal abuse (including shouting or swearing), and isolation or withdrawal from services or support networks.

Psychological abuse is the denial of a person's human and civil rights including choice and opinion, privacy and dignity and being able to follow one's own spiritual and cultural beliefs or sexual orientation.

It includes preventing the adult from using services that would otherwise support them and enhance their lives. It also includes the intentional and/or unintentional withholding of information (for example information not being available in different formats / languages and so on).

**Neglect and acts of omission** include ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and heating. Neglect also includes a failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the mental capacity to assess risk for themselves.

Neglect and poor professional practice may take the form of isolated incidents or pervasive ill treatment and gross misconduct. Neglect of this type may happen within a person's own home or in an organisation. Repeated instances of poor care may be an indication of more serious problems. Neglect can be intentional or unintentional

**Financial or material abuse** includes theft, fraud, exploitation, pressure in connection with wills or property and the misappropriation of property or benefits. It also includes the withholding of money or the unauthorised or improper use of a person's money or property, usually to the disadvantage of the person to whom it belongs. Staff borrowing money or objects from a service user is also considered financial abuse.

Financial abuse can significantly impact on an adult's health and well-being, and research has shown that where there are other forms of abuse, financial abuse is likely to be occurring.

## Appendix 4: Form for Reporting Concerns about a Child/Young Person

### Details of child/young person and parents/carers

Name of child/young person:		
Gender:	Age:	Date of birth:
Ethnicity:	Language:	Additional needs:
Name(s) of parent(s)/carer(s):		
Child/young person's home address:		
Address(es) of parent(s)/carer(s) (if different from child/young person's):		

### Your details

Your name:	Position in EBO:	Contact details:
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### Report

<p>Are you reporting your own concerns Yes/No (delete as appropriate):</p> <p>If you are reporting concerns on behalf of someone else, please give their name, position within EBO and contact details:</p> <p>Please give details of the incident or what has prompted concerns about the child/young person, including description of any behavioural/physical signs or injuries. Where possible give times and dates:</p>
--

Have you or anyone else spoken to the child/young person? If so, what have they said? And to whom did they say this?

Please give details of anyone alleged to have caused the incident or to be the source of any concerns:

Please give details of anyone who witnessed the incident or who shares the concerns:

Please note concerns should be discussed with the parent(s)/carer(s) **unless:**

- The view is that a family member might be responsible for abusing the child/young person
- Someone might be put in danger by the parents/carers being informed
- Informing the family might interfere with a criminal investigation

If any of these circumstances apply, consult with the local authority children's social care to decide whether or not discussions with the family should take place.

Have you or anyone else spoken to the parent(s)/carer(s)? If so what was said? And to whom? If not, give your reasons for deciding not to speak to the parent(s)/carer(s)

Are you aware of any previous incidents or concerns relating to this child/young person?

Has the situation been discussed with the EBO welfare officer? Yes/No (delete as appropriate)

If so please summarise what was discussed and agreed:

Have the statutory child protection authorities been informed?

Police: Yes/No (delete as applicable)

Date and time:

Name and telephone number of person spoken to:

Local Authority children's social care: Yes/No

Date and time:

Name and telephone number of person spoken to:

Actions agreed with the child protection authorities:

Signature of person completing this report: .....

Name ..... Date and Time .....

Signature of EBO Welfare Officer/Band Welfare Representative

.....

Name ..... Position in EBO .....

Date and Time .....