

# Rushen Silver Band

## Child Protection Policy

***This Policy has been approved by the Committee of Rushen Silver Band in March 2019 and is reviewed annually.***

*Band members who wish to teach/tutor/train should refer to the Code of Conduct for further information on the teaching of children/young people.*

### Background

Rushen Silver Band is a Brass Band on the Isle of Man founded in 1949. The Band is a registered charity, and is also registered with the Department of Education, Sport and Culture on the Island as a voluntary youth organisation.

### Introduction

This Child Protection Policy should be seen as a clear intent by the Band that it is determined to ensure all necessary steps are taken to protect those children and young people who participate in any of the Band's activities.

It clearly highlights the importance placed by the Band on the protection of children and young people. In addition, it also safeguards and protects all personnel from the risk of false allegations of abuse or poor practice. Everyone who participates in brass banding is entitled to do so in an enjoyable and safe environment.

This Policy provides guidelines when working with children and young people (anyone under the age of 18 is considered to be a child/young person).

This Policy covers the tuition of learners, rehearsals and concerts at various venues, and off-site social activities and over-night stays.

It should be noted that the Band from time to time may play at a venue which may be licensed premises, and that children/young people with the Band will be permitted at that venue until the designated times on the premises for a specified age.

### **Guidelines of Good Practice**

#### Designated persons/Teachers

Designated persons who are responsible for the tuition and care of children and young people will be appointed on an annual basis by the Band Committee at their first meeting following the Band Annual General Meeting. Note:- when these persons are not in attendance at any event, this responsibility will be given to persons agreed by the Band Chairman and Child Protection Officer.

All persons teaching children and young people will be approved by the Child Protection Officer appointed annually by the Band Committee. These persons will assist the designated person in charge. These persons must be Band members 18 years or over.

Note:- persons who are aged at least 14 and under 18 may teach children/young people, but there must also be an approved person in attendance at all times.

The Band's Child Protection Officer is currently Tom Sinden.

### Code of Conduct

Children will be issued with a Membership Statement which outlines the requirements in learning an instrument, and details the expectation the Band have of children/young people and their parents.

Children may be taught in small groups or a parent/guardian may be in attendance. Where there is one adult supervising one child/young person, other adults should be in close attendance ie. within hearing distance, an adjacent room.

If there are any concerns about a child's/young person's behaviour or inappropriate comments, the designated person must be informed and the matter discussed with the parent/guardian in attendance and recorded.

### Transport to/from a Band concert/rehearsal

It is the responsibility of the parent / carer of young people to arrange the transport to / from band rehearsals, concerts and other events.

It is recommended that any band members who intend to transport a child/young person to a concert/rehearsal, should have passed their driving test for at least 12 months. If need be, any potential drivers should check their insurance before providing transport.

Where possible/practical, a child or young person should not travel alone with an adult and if they do, they should be seated in the rear of the vehicle.

A child/young person may travel in the Band van with parent / carer permission, provided it is driven by a designated driver, and seat belt guidance is followed.

### Health and Safety

Two first aid boxes are located at the Bandroom and in the Band Van, and will be taken to off-site visits if deemed necessary. Note:- adults will not put a plaster on a child, or clean a wound.

Parents are required to inform the Band if a child/young person has a medical condition eg. asthma. Band members will not administer medication to children or young people.

Parents and children/young people will be familiar with the Bandroom Fire Procedures, a practice occurring at least once a year will take place during rehearsal periods.

### Off-site activities

A number of off-site social activities are arranged throughout the year for the Band and others specifically for the children/young people.

Some activities may be half-day or full day, either arranged by the Band themselves ie Band camp, ten-pin bowling; or arranged by other organisations eg. Department of Education, Sport and Culture events.

Risks will be assessed prior to each event which may include a site visit. Adult to child ratios will vary according to the activity and will follow Department of Education, Sport and Culture guidelines.

### Overnight Stays ( Isle of Man, UK or overseas )

For any activity which may include an overnight stay, the following are to be adhered to:-

- a) There will be two designated persons aged 18 or over in charge – one for girls, one for boys;
- b) Boys and girls will have separate designated sleeping areas. Note:- siblings may share a room with agreement with parents or carers.
- c) Children/young people aged 14 or over may leave the site with permission from the Child Protection Officer or other designated adult Band member.
- d) Children/young people under 14 must be accompanied by an adult aged 18 or over.
- e) Adults will not administer any medication to a child/young person, but can look after medicine or tablets that are clearly named.
- f) No alcohol will be consumed by any person under the age of 18. Band members 18 or over, will not purchase or supply drinks for young persons under 18. However, a young person aged 16 or 17 may drink alcohol with a meal when accompanied by parents or carers in accordance with licencing laws in the locality / jurisdiction.
- g) Written parental/guardian permission to attend must be received before any off-site activities.

### General Data Protection Regulations (GDPR)

In line with the GDPR legislation that came into force on 25<sup>th</sup> May 2018, the band follow the following practice regarding the data of members:-

- a) Email and telephone contact details for each member (or their parents/guardians) will only be used to inform members of matters relating to the band (practice dates, concerts etc).
- b) Contact details for each member (or their parents/guardians) will be kept secure, and the data reviewed on a regular basis. Any data no longer required will be deleted.
- c) Any group emails/text messages will be sent 'blind' so that the contact details are not shared with all recipients.
- d) All members will be able to view their personal data held by the band, upon request, at any time.