**HAFFNER ORCHESTRA - PROCEDURE FOR CHILDREN AT POSSIBLE RISK OF ABUSE**

This procedure applies to any member or volunteer who may be concerned about the safety and protection of a child.

**Purpose and aim of this procedure**

We aim to ensure those children who play with the orchestra and any other children who may come to the attention of the Haffner Orchestra receive the protection and support they need if they are at risk of abuse.

This procedure provides clear direction to members and volunteers at the Haffner Orchestra if they have concerns that a child is in need of protection.

**Different types of abuse**

**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, eg 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.

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

* a child might make a direct disclosure about him or herself
* a child might make a direct disclosure about another child
* a child might offer information that is worrying but not a direct disclosure
* a member or volunteer might be concerned about a child’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 is suffering or at risk of suffering
* a parent might offer information about a child that is worrying but not a direct disclosure.

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

* Reassure the child that telling someone about it was the right thing to do.
* Tell him/her that you now have to do what you can to keep him/her (or the child who is the subject of the allegation) safe.
* Let the child know what you are going to do next and who else needs to know about it.
* Let the child tell his or her whole story. Don’t try to investigate or quiz the child, but make sure that you are clear as to what he/she is saying.
* 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.

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

* If the child is in immediate danger and is with you, remain with him/her and call the police.
* If the child 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.
* You also need to contact your supervisor/manager or named person for child protection to let them know what is happening.

A decision will need to be made about who should inform the child’s family and the local authority children’s social care department, and when they should be informed. If you have involved the police and/or the health services, they should be part of this decision. Consider the welfare of the child 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
* the current assessment of the risk to the child and the source of that risk
* any risk management plans that currently exist.

**Useful contact details**

Named person for child protection and deputy: Keith Strachan tel. 01524 811271and Alison Toy tel 01524 811474

Local authority children’s social care department:

Care Connect on **0300 123 6720** or out of hours **0300 123 6722**

**Report i**mmediate safeguarding concerns to the child contact Children's Customer Care on **0300 123 6720** or out of hours **0300 123 6722**

If you think a child is in immediate danger – don't delay call the police on 999

NSPCC Helpline: 0808 800 5000 - Monday to Friday 8am – 10pm or 9am – 6pm at the weekends. or help@nspcc.org.uk

ChildLine: 0800 1111 (textphone 0800 400 222) or www.childline.org.uk

**Reporting child protection concerns**

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

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

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the sequence at the end of this document.

**Keeping a record of your concerns**

Use the reporting forms to record the concern and how it is dealt with. The forms should be signed and dated by all those involved in their completion at each stage of the procedure and kept confidentially on the child’s file. The name of the person making the notes should be written alongside each entry. The forms can be used to forward information to the statutory child protection authorities if a referral to them is needed.

**Sequence**

Member or volunteer has concerns about a child’s safety or welfare

Member or volunteer makes notes of their concerns using the reporting form, and discusses them with Keith Strachan or Alison Toy.

If the child’s family does not already know about the concern, then Alison Toy or Keith Strachan discusses it with them **unless**:

a family member might be responsible for abusing the child

someone may be put in danger by the family being informed

informing the family might interfere with a criminal investigation.

If any of these circumstances apply, discussions with the family should only take place after this has been agreed with the local authority children’s social care department.

If there is still uncertainty about the concerns, one of the the named persons can discuss with children’s social care department or with NSPCC Helpline without disclosing the identity of the child/family.

**Concerned**

Named person refers to local authority children’s social care department and confirms in writing within 48 hours.

**No longer concerned**

No further child protection action needed. Named person decide whether to discuss the initial concern with other services (eg school) to ensure that the child’s needs are being met elsewhere.

**Form A for reporting concerns about a child**

If you have a concern about a child or young person who is a member of the orchestra or involved in an activity of the orchestra then please complete as much of the form as possible. If you do not know any of the details then leave that section to be completed later.

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| **Details of child and parents/carers** Name of child:  |
| Gender:  | Age:  | Date of birth:  |
| Ethnicity:  | Language:  | Additional needs:  |
| Name(s) of parent(s)/carer(s):  |
| Child’s home address and address(es) of parents (if different from child’s):  |

**Your details**

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| --- | --- | --- |
| Your name:  | Your position:  | Date and time of incident (if applicable):  |

**Report**

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| Are you reporting your own concerns or responding to concerns raised by someone else? (delete as appropriate)  Reporting own concerns  Responding to concerns raised by someone else  |
| If you are responding to concerns raised by someone else, please provide their name and position within the orchestra:  |
| Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information is first hand or the accounts of others, including any other relevant details:  |
| **Form A for reporting concerns about a child (cont.)** |
| The child’s account/perspective:  |
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| Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:  |
| Provide details of anyone who has witnessed the incident or who shares the concerns:  |

**Form B for recording actions taken after concerns about a child have been raised**

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| Please note: concerns should be discussed with the family **unless:** 1. the view is that a family member might be responsible for abusing the child
2. someone may be put in danger by the parents being informed
3. informing the family might interfere with a criminal investigation.

If any of these circumstances apply, consult with the local authority children’s social care department to decide whether or not discussions with the family should take place. Have you spoken to the child’s parents/carers? If so, please provide details of what was said. If not, please state the reason for this.  |
| Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/support plan? If so, please provide details:  |
| Summary of discussion with person recording the concern:  |
| Have you informed the statutory child protection authorities? Police: Yes/No Date and time: Name and phone number of person/s spoken to: Local authority children’s social care: Yes/No Date and time: Name and phone number of person spoken to: Action agreed with child protection authorities:  |
| What has happened since referring to statutory agency(ies)? Include the date and nature of feedback from referral, outcome and relevant dates:  |
| If the concerns are not about child protection, details of any further steps taken to provide support to child and family, and any other agencies involved:  |