

# Drighlington Band

# CHILD PROTECTION

# POLICY AND PROCEDURE

## 1. Introduction & Context

### 1.1

Everyone who participates in brass banding is entitled to do so in an enjoyable and safe environment (British Federation of Brass Bands (BFBB)). This principle applies to all individuals, but young people in particular are entitled to a higher duty of care and to be protected from poor practice or abuse.

Regardless of role and level of engagement, everyone involved in a band organisation has a role to play in safeguarding the welfare of children and preventing abuse. Anyone who has regular contact with young people has a responsibility to behave in an exemplary manner, be vigilant in identifying cases where a child may need protection and acting with integrity and professionalism in any instance of concern.

**Drighlington Band** is determined to ensure that all necessary steps are taken to protect from harm, children and young people who receive tuition, or play anywhere within the Band Organisation. Drighlington Band recognises that some individuals will actively seek opportunities to work with children in order to harm them, and is therefore committed to the application and implementation of this Child Protection Policy and Procedure, so that everyone accepts their responsibilities to safeguard children from harm and abuse, within a trustful environment.

This document highlights the paramount importance placed by Drighlington Band on the protection of children, young people and vulnerable adults. It also designed to safeguard and protect all individuals from the risk of false allegations of abuse or poor practice.

The **policy** establishes Drighlington Band's position, role and responsibilities towards safeguarding the children involved in the Organisation. The **procedures** section clarifies what is expected of the organisation, and individuals involved, in the support of all junior members.

All policy statements and procedures discussed below refer to vulnerable adults as well as to children. The terms child, children and young people are used synonymously throughout.

## 1.2 Policy Statement

Drighlington Band is committed to the following:

- Making the welfare, well-being and safety of young people paramount.
- Accepting responsibility for the welfare of young people, in accordance with this Policy & Procedure.
- Ensuring opportunities for all young people to participate in an enjoyable and safe environment, irrespective of age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity.
- Taking all reasonable steps to protect young people from harm, discrimination and degrading treatment.
- Respecting the rights, wishes and feelings of young people.
- Responding swiftly and appropriately to all suspicions and allegations of poor practice or abuse.

## 1.3 Terms and Abbreviations

The following terms and abbreviations are used in this document:

- Anyone under the age of 18 is considered to be a child/young person.
- 'Parent' is used as a generic term to include parents, carers and guardians.
- 'Drighlington Band', 'the Band', 'the Organisation' all refer to Drighlington Senior Band, Youth (Junior) Band, Learners Group and tuition, in their entirety. This includes all Band members, supporters, volunteers and any others regularly associated with the Band, e.g. the Committee.

BFBB: British Federation Of Brass Bands

CRB: Criminal Records Bureau

CPWO : Child Protection Welfare Officer

DO : Designated Officer

## 2. Good Practice, Poor Practice and Abuse

### 2.1 Introduction

To provide young people with the best possible experience and opportunities at Drighlington Band, everyone must operate within an accepted ethical framework and demonstrate exemplary behaviour. Not only will this allow the Band to make a positive contribution to the development of young people and safeguard their welfare, but it also protects all individuals from the risk of false allegations of abuse or poor practice.

It is not always easy to distinguish poor practice from abuse, whether intentional or accidental. It is **not** therefore the responsibility of individuals at Drighlington Band to make judgements about whether or not abuse is taking place. It is, however, their responsibility to identify poor practice and possible abuse and to act if they have concerns about the welfare of a child.

### 2.2 Good practice – principles and actions.

Drighlington Band insists that all individuals should adhere to the following principles and actions, exemplifying their commitment to safeguarding the welfare of all children involved in the Organisation:

- A risk assessment will be conducted before any activities involving young people are undertaken. The risk assessment will identify possible sources of danger, following which, appropriate action will be taken to minimise these risks (see Section 3.4 – responsibilities of the Child Protection Welfare Officer (CPWO). The CPWO will be responsible for ensuring risk assessments are conducted by the most appropriate person).
- The experience of being involved with Drighlington Band will be fun and enjoyable. There will be a consistent commitment to promote fairness, and to confront and deal with bullying.
- All young people will be treated equally; this means giving everyone similar attention, time, respect and ensuring that their dignity is preserved.
- There will be a focus upon respect for the developmental stage of each individual young person. Welfare will not be compromised in a desire for personal achievements. This means ensuring that the practice intensity is appropriate to the physical, social and emotional stage of the young people. Concerts and competitions etc. will be suited primarily to the needs and the interests of the young people, not those of the parents, Band or other influences.
- Relationships will be based on mutual trust and respect, in which young people are encouraged to take responsibility for their own development and decision-making.

- Situations will be avoided, where an adult uses their position and power to influence or decide what a young person should or should not do, without due consideration of the young person's needs, desires and capabilities.
- Unobserved activity will be avoided. There will be no instance of an adult and young person being alone in a closed room, for any reason or activity.
- Unnecessary physical contact with young people will not be condoned. Where any form of physical guidance is required in teaching technique, this will be provided openly and with the consent of the young person.
- The CPWO will ensure that parents will be made aware of what is and is not acceptable in the context of learning / playing a brass instrument. Physical contact (touching) can be appropriate so long as it is neither intrusive nor disturbing and the consent of the young person has been obtained.
- Safe, professional and appropriate relationships with young people will be maintained. It is inappropriate and unacceptable for anyone in a position of authority to have an intimate relationship with a young person, even if they are over 16, the normal age of legal consent.
- Adults will maintain appropriate standards of behaviour at social events that young people attend and thus provide an excellent role model.
- Smoking or drinking alcohol while working with young people will not be tolerated.
- Rule violations or the use of prohibited or illegal substances will NOT be condoned.
- There will be effective and regular communication with parents and they will be involved in decision-making.
- Written consent from parents will be obtained for appropriate adults to act in loco parentis, which provides the relevant permission for the administration of emergency first aid or other medical treatment if the need arises.
- A record of any medical conditions, existing injuries and medication will be maintained, along with a written record of any injury or accident that occurs, together with details of any treatment given.
- Parental consent (informed) will be obtained, in writing, for any significant travel arrangements, especially if an overnight stay is involved.
- There will be an active insistence on the adherence to Child Protection procedures.

## 2.3 Poor practice

The following constitute poor practice and are **NOT** acceptable:

- Unnecessarily spending excessive amounts of time alone with children away from others.
- Taking children alone in a car on journeys, however short.
- Taking children to your home where they will be alone with you.
- Sharing a room with a child.
- Engaging in rough, physical or sexually provocative games.
- Allowing or engaging in inappropriate touching of any form.
- Allowing children to use inappropriate language unchallenged.
- Making sexually suggestive comments to a young person.
- Using excessive verbal admonition.
- Allowing allegations a child makes to go unchallenged, unrecorded, or not acted upon.
- Doing things of a personal nature that children can do for themselves.

If circumstances arise where it is impractical to avoid any of the situations above, they will **ONLY** occur with the full knowledge and consent of the Band's Child Protection Welfare Officer (CPWO) **AND** the parents of the young person concerned.

If any of the following situations arise, these will be **immediately** reported to another adult, **and** as soon as is feasible, the Band's CPWO. A written record of the incident will be made and parents will be informed:

- Accidental hurt of a young person by an adult
- A young person displaying signs of any distress
- A young person becoming sexually aroused by the actions of an adult
- Misunderstanding or misinterpretation of any action or behaviour

## 2.4 Abuse

Abuse in all its forms can affect a child at any age. The effects can be so damaging that if not treated, may follow an individual into adulthood. **Appendix 1** outlines the primary categories of abuse and illustrates some examples of their application in the context of banding activities.

## **2.5 Indicators of abuse**

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Drighlington Band acknowledges that individuals within the Organisation are not experts in such recognition. Primary indications that a child is being abused are listed in **Appendix 2**.

## 3. Recruiting and selecting individuals to work with children

### 3.1 Introduction

Drighlington Band recognises that anyone may have the potential to behave inappropriately with young people, in some way, at some time. The Band is therefore committed to taking all reasonable steps to prevent unsuitable people from working with young people.

The procedures set out below are applicable to all adults involved with young people within the Organisation, regardless of capacity. There is some scope for flexibility pertinent to particular, individual circumstances, but the fundamental principle is that all reasonable steps will be taken to ensure the suitability of those who have access to young people.

### 3.2 Controlling access to Young People

Individuals who will be involved with the organisation and running of the Youth (Junior) Band, Learners Group or individual tuition sessions, will have significant access to young people and so must adhere to the procedures outlined below.

Prior to becoming involved, and having access to young people, every individual should complete the Self Declaration Form (**Appendix 3**), which should reveal if the individual has any criminal record, or other matter that has a bearing on their suitability to work with children e.g. previous investigations with police or social services or disciplinary investigations in relation to work with children.

Failure or refusal to disclose relevant information at this stage will result in the individual being precluded from direct involvement with young people.

Written consent will be obtained from individuals for an enhanced CRB check to be conducted (**Appendix 3**).

For conductors and tutors, two references will be obtained (**Appendix 4**). Wherever possible, at least one of these will be in relation to previous work with children.

For helpers with a less direct, or involved role with the young people, the self-declaration form (Appendix 3) and enhanced CRB disclosure will suffice.

All information received in relation to individuals will be treated with the strictest of confidentiality and kept securely by the CPWO.

### 3.3 Vetting

All individuals who will have significant access to young people will be vetted to establish whether they have any criminal convictions or other past behaviour that suggests they are unsuitable to work with children or young people. The mechanism for this is the enhanced disclosure from the Criminal Records Bureau (see **Appendix 5** for procedure).

It is important to emphasise that the absence of any relevant disclosure emerging from this vetting process does not guarantee that the individual is safe to work with children, so it should not be relied on exclusively, or in isolation. It is only one of a number of factors in the assessment of the person's suitability for such responsibilities.

### 3.4 The Child Protection Welfare Officer (CPWO)

The role of the CPWO is to advise the Committee on adherence to the Child Protection Policy, and compliance with all the procedures described in this document. Furthermore, the CPWO will act as a focal point for the reporting and documentation of any concerns.

The CPWO :

- has the primary responsibility to verify that everyone who has significant access to young people within the Band is suitable for that role and has been vetted accordingly.
- must be identifiable to the junior members of the band and their parents, but should be independent from their activities.
- must be a member of the Band committee.
- will undergo the enhanced CRB vetting process.
- will ensure that risk assessments (as detailed in section 2.2) are robustly and reliably conducted by the most appropriate individual.
- will maintain the records of the risk assessments (above).
- will keep and maintain all records referred to in this document, with the exception of those held by appropriate adults, acting in the capacity of loco parentis, (e.g. consent, record of medical conditions and treatment)

### 3.5 Training

The effectiveness of the policy and procedures contained within this document depends upon **everyone** being aware of what is good practice. An awareness of welfare, safeguarding and child protection issues is needed by all of those who may be involved, however indirectly, for example committee members or occasional parent helpers.

Training courses on Child Protection are available from BFBB. Drighlington Band supports, endorses and recommends these for any relevant individuals.

The BFBB promotes Child Protection Training via its Newsletters and the BFBB Website. The CPWO will ensure that this is disseminated appropriately, for the attention of interested parties.

BFBB asserts that formal training in child protection will help people to:

- Compare their own practice against what is regarded as good practice in brass banding and check that their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or abuse.
- Deal with the vetting procedures described in 3.3 above.
- Work safely and effectively with children.

## 4. Responding to suspicions and allegations

### 4.1 Introduction

Many cases of child abuse take place within the family setting. However, abuse can and does occur in other situations as well, which may include brass banding or other social activities. Abuse is rarely a one-off event when it occurs within such a setting. Drighlington Band considers it critical that those involved with children and young people are aware of this possibility and are obligated to ensure that all allegations are taken seriously and appropriate action taken.

It is **not** the responsibility of anyone in the Band Organisation to decide whether or not child abuse is taking place. However, there is a responsibility to inform appropriate agencies of possible abuse so that the necessary inquiries are made and any necessary action is taken to protect the child. This applies both to suspicions of abuse occurring within the context of banding activities and to allegations that abuse is taking place elsewhere.

### 4.2 Receiving evidence of possible abuse

A suspicion of abuse may become apparent in various ways:

- Direct observation
- Awareness of signs such as those outlined in Appendix 2
- Report of abuse by someone else
- Direct disclosure by the child

All of these circumstances will be acted upon. In the case of a direct disclosure it is particularly important to respond appropriately. If a child says or indicates that he or she is being abused, or information is obtained which gives cause for concern that a child is being abused, the person receiving the disclosure will;

- React calmly so as not to frighten the child
- Tell the child they are not to blame and that it was right to share the information
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child, particularly one who has a speech disability and/or differences in language
- Keep questions to the absolute minimum necessary so that there is a clear and accurate understanding of what has been said
- Listen and take great care NOT to ask leading questions
- Provide reassurance

**It is vital that confidentiality is not promised to the child.** Other people and potentially agencies must be informed, as appropriate, and this must be made clear to the child, regardless of their requests that no one else is told.

### 4.3 Recording information

ALL information relating to the safeguarding of children and young people is highly sensitive and confidential. Accordingly, Drighlington Band will ensure that information will be treated with respect and stored by the CPWO in secure conditions, to preserve the safety and dignity of those involved. Information will only be made available to those who have a specifically identified and justifiable need for it, in accordance with the Data Protection Act (1998). The CPWO will determine who requires what information and all individuals will behave with personal and professional integrity to preserve the confidentiality of any situation and the individuals implicated.

On becoming aware of a potential incident or occurrence of abuse, individuals associated with Drighlington Band will make a written record, contemporaneously. This will detail all information obtained, but must exclusively state facts. There is no scope for the inclusion of personal opinion, subjectivity or speculation in this record. There must be a clear distinction between primary information (e.g. observation) and what has been reported. This documentation is imperative for internal records and procedures, but may also be required by external agencies, (e.g. Social Services, the police).

The written record will include:

- The nature of the allegation, in as much detail as possible, including times, dates, locations and other relevant information, as independently reported.
- Details of the child involved, including name, age, address and other contact details, and identifying who has parental responsibility for the child
- Details of the person against whom the allegation is made, including name, relationship with the child, age and contact details
- The identity and contact details of any informants or other witnesses
- The child's account, if he or she can give one, of what has happened
- A description of any visible bruising or other injuries
- Details of who else has been informed of the alleged incident
- Any other relevant information
- An incident report for recording such information is set out in **Appendix 6**.

#### 4.4 Reporting a Concern

Drighlington Band insists that its members discuss any concern they may have about the welfare of a child immediately with the CPWO, who in turn will ensure that appropriate action has been taken to date. The CPWO will then assume the responsibility to oversee the process and determine the subsequent course of action.

#### 4.5 Disciplinary procedures

The discovery that an individual associated with Drighlington Band may be abusing a child will undoubtedly cause significant concern and so it can be inherently difficult to report such matters. However, it is important that any concerns for the welfare of a child arising from abuse or harassment by any individual associated with the Organisation should be reported immediately. An allegation of abuse may give rise to a child protection investigation by the social services department and/or a criminal investigation involving the police. Additionally, this will result in disciplinary action being taken by Drighlington Band.

If the police and/or social services are investigating the matter, the Band will await the outcome of these investigations, but will suspend the individual concerned whilst the investigation is taking place. This is not intended to prejudge the outcome of the investigation, but simply to remove the individual from contact with young people until the investigation is concluded.

Following the conclusion of the investigation, the disciplinary sanctions available include the following:

- **By the band** – Suspension or exclusion from membership of the individual concerned, and such other sanctions which the Committee may deem appropriate.
- **By the BFBB** – recommend to the brass band registry, suspension or withdrawal of the individual's status as a registered player and / or recommend to the Association of Brass Band Adjudicators withdrawal of accreditation as an Adjudicator, if applicable, together with reprimands and such other sanctions which are provided for within the BFBB constitution and rules.

Every effort will be made to maintain confidentiality for all concerned, and consideration will be given to what support may be appropriate to children, parents, members of staff and volunteers.

#### **4.6 Allegations of Previous Abuse**

Allegations of abuse are sometimes made some time after the event, (e.g. by an adult who was abused as a child, against an adult who is still working with children). Where such an allegation is made, Drighlington Band will follow the procedures contained within this policy document and will report the matter to the police and/or social services department accordingly, in recognition of the fact that other children, either within banding or outside it, may be at risk from this person.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children.

#### **5. Conclusion**

Drighlington Band, by accepting this policy document, has asserted its determination to ensure that children and young people can participate with their safety, well-being and welfare, being of paramount importance.

Drighlington Band is committed to ensure that this document is representative of a process of continual improvement in the area of child protection and safeguarding within the Organisation. It is for **all** adults to promote good practice and procedures, whilst being ever vigilant and aware of their responsibilities towards the children and young people in their care.

# **Appendix 1**

# **Abuse**

### **Neglect**

This is where adults fail to meet a child's basic needs, such as food, shelter, warm clothing or medical care, or to protect them from physical harm. Children might also be constantly left alone or unsupervised.

It would constitute neglect in a band context if the young people were not kept safe, or were exposed to unnecessary risk.

### **Physical Abuse**

This is where someone physically hurts or injures children, for example by hitting, shaking, throwing, squeezing, burning, suffocating and biting or otherwise causing physical harm to a child. Giving children alcohol or inappropriate drugs would also constitute physical abuse.

### **Sexual Abuse**

Children, both male and female, can be abused by adults or other children, both male and female, who use their victim to meet their own sexual needs. This could include full sexual intercourse, masturbation, or fondling. Showing children pornographic material is also a form of sexual abuse.

### **Emotional Abuse**

Emotional abuse is the persistent lack of love and affection, where children may be led to believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the child being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. It may also feature age or developmentally inappropriate expectations being imposed on children. Emotional abuse also occurs when there is constant overprotection, which prevents children from socialising.

Emotional abuse in banding might include situations where children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure in order to perform to high expectations.

### **Bullying**

This may be bullying of a child by an adult or another child. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It may be physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name-calling,

Appendix 1  
Abuse

graffiti, abusive text messages transmitted by phone or on the internet), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

In a band context, bullying may arise when a parent pushes a child too hard to succeed, a teacher adopts a win-at-all-costs philosophy, or an official at a contest/ festival uses bullying behaviour.

# **Appendix 2**

## **Primary Indicators of Abuse**

## Appendix 2 Primary Indicators of Abuse

### Primary Indicators of Abuse:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which an explanation seems inconsistent
- The child describes what appears to be an abusive act involving him/her
- Someone else – a child or adult, expresses concern about the welfare of a child
- Unexplained changes in a child's behaviour – e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper - or behaviour changing over time
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour in games
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- Being prevented from socialising with other children
- Displaying variations in eating patterns including overeating or loss of appetite
- Losing weight for no apparent reason
- Becoming increasingly dirty or unkempt

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indicators is not proof that abuse is actually taking place. It is **not** the responsibility of those working in banding to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

### Signs of bullying may include:

- Behavioural changes such as reduced concentration or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctant to go to band rehearsals or to competitions.
- An unexplained drop-off in standard of performance.
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing on food, cigarettes or alcohol.
- A shortage of money or frequent loss of possessions.

**Appendix 3**  
**Self Declaration &**  
**CRB Consent Form**

Appendix 3  
Self Declaration & CRB Consent Form

Following the murders of schoolgirls Jessica Chapman & Holly Wells, the Bichard Inquiry was commissioned, which resulted in a change of the legal landscape, with the inception of The Safeguarding Vulnerable Groups Act (2006). A key recommendation of this Act was the creation of a single agency to vet all individuals who wish to work or volunteer with vulnerable people. Consequently, The Independent Safeguarding Authority (ISA) has been established. The ISA is responsible for making decisions as to who should be barred from working with vulnerable people.

One of the earliest components of the ISA (effective from 12.10.09) is the introduction of the Vetting & Barring Scheme, which is a partnership between two organisations; the Independent Safeguarding Authority (ISA) and the Criminal Records Bureau (CRB). The ISA is responsible for the decision making, and the CRB provides the administrative support, i.e. the mechanism for the collection of the data.

In response to the legislative changes and implications for practice outlined above, as a responsible organisation, **Drighlington Band** recognises the significant importance of child protection and safeguarding the adults engaged in a voluntary capacity to support the young people involved.

.....

**In accordance with Drighlington Band’s Child Protection Policy & Procedure, please read carefully, and complete the following :**

I can confirm that I do **not** have any criminal convictions, or pending convictions, nor am I aware of any other matter that has a bearing on my suitability to work with children e.g. previous investigations with police or social services or disciplinary investigations in relation to work with children.

**Signature :**

I hereby declare my consent to :

- 1) Undergo an enhanced CRB check.
- 2) Show the Band’s Child Protection Designated Officer the Disclosure Certificate, upon receipt from CRB.

**Name :**  
(please print)

**Role :**

**Signature :**

**Date :**

**Forms to be returned to the Band’s DO (Tracey Marsh).**

If you are unable, or do not wish to complete the above declarations, or have any questions, concerns, or queries, please contact the Band’s Child Protection Welfare Officer / Designated Officer, who will be delighted to discuss any relevant matters with you.

**Mark Tweedle, 01484 717842, [welfareofficer@drighlingtonband.co.uk](mailto:welfareofficer@drighlingtonband.co.uk)**

# **Appendix 4 Reference Form**

Appendix 4  
Reference Form

\_\_\_\_\_ has expressed an interest in becoming involved with Drighlington Youth Band, and has given your name as a referee. If you are happy to provide this reference all the information contained on the form will remain absolutely confidential and will only be shared with the Band's Child Protection Welfare Officer. We would appreciate you being candid in your evaluation of this person. If you would prefer to respond by telephone, please do so – contact details are set out below.

How long have you known this person? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Would this person be suitable to work with children and vulnerable adults?

Yes  No

How would you describe their personality? \_\_\_\_\_

-----  
Your name \_\_\_\_\_

Signed \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Date \_\_\_\_\_

Please return to :

Mark Tweedle, (Band Chairman and Child Protection Welfare Officer)  
The Croft, Shepherds Thorn Lane, Brighouse, HD6 3TT

Please do not hesitate to contact Mark if you wish to discuss any issue pertinent to this reference request:

01484 717842

[welfareofficer@drighlingtonband.co.uk](mailto:welfareofficer@drighlingtonband.co.uk)

# **Appendix 5**

## **CRB Application Procedures**

# BRITISH FEDERATION OF BRASS BANDS

## Procedures to implement CRB checks – **as adopted by Drighlington Band**

### 1. Band members who need to be vetted.

All band personnel who will have **significant** access to children will have an enhanced CRB disclosure conducted. The band CPWO will keep a robust, reliable, up to date and accurate record of all such people.

### 2. Obtaining the CRB form

The Band's Designated Officer (DO) will provide the forms, and appropriate guidance, to ensure their accurate completion. It is vital that good practice and guidance are adhered to, as inadequately or incorrectly completed forms will be rejected by the CRB.

The DO will obtain the forms from the BFBB by contacting Derek Atkinson – 01744 755463 – [datkinson486@btinternet.com](mailto:datkinson486@btinternet.com)

### 3. Completing the CRB form

Please read the guidance notes provided to you by the DO with your form and note CRB's request for the form to be completed in **black ink**. Any mistakes should be crossed through and the correct information written in the given boxes immediately to the right if space permits, or as close as possible to the intended area. **Do not use liquid paper – the CRB will immediately reject these forms.**

**Sections ABCDH** on the form must be completed by the applicant. All sections must be completed legibly in **black ink**. It is important to record all details, e.g. previous names used, all addresses used during the past 5 years. A supplementary sheet can be used if necessary but must be clearly marked with the applicant's name and the application reference on the CRB form.

Appendix 5  
CRB Application Procedures

**Sections E and F** are no longer required. Applicants are advised to leave these sections blank – please do not put a line through these parts of the form or state not applicable.

**Section X** will be completed by the DO, who will check the documentary evidence to confirm identity. This must always be provided, even if the person checking identity knows the person. (See Paragraph 6 below).

**Section Y** will be completed by one of BFBB's nominated Counter signatories.

#### 4. Completing Section B

Please note Section B must be completed as follows –

- B13 the applicant's role e.g. MD, tutor, parent helper, playing (adult) member.
- B14 "Drighlington Band"
- B15-B19 the band's registered address, including postcode, which is currently :

The Croft  
Shepherds Thorn Lane  
Brighthouse  
HD6 3TT

The registered address has to be an 'active' postal address, and so the Band Secretary, at each appointment will be required to use their postal address for this purpose.

#### 5. Documentation Required - Photocopies are not permitted.

Applicants will need to provide at least three original documents as evidence of identity e.g. passport, driving licence, birth or marriage certificate, NI number.

#### 6. Checking Identity

The Band DO will carefully check the documentation against the details shown in all sections of the form. Details must be recorded where shown in Section X. The DO will ensure a likeness check is carried out where photo documents are seen. The DO should complete no.15/16 of Section X to confirm that the details have been checked.

## 7. Sending the form to a registered body

Once checked, verified and identity checking is complete by the DO, the completed form must be sent to the BFBB which is supporting your application, for completion of Section Y before it is sent to the CRB. **Applicants or DO should not complete Section Y.**

## 8. Payment

CRB checks for volunteers (at this moment) are **free** of charge.

## 9. Disclosure

The result of the check, '**the Disclosure**' will be sent to the applicant and to the registered body (BFBB). An authorised person at BFBB will deal with information received, as required of a Registered Body by the CRB.

**It is essential that the applicant agrees to show the DO his/her CRB disclosure certificate.**

## 10. Suitability for responsibility

It is important to emphasise that the absence of any relevant disclosure emerging from this vetting process does not guarantee that the individual is safe to work with children, so it should not be relied on exclusively, or in isolation. It is only one of a number of factors in the initial assessment of the person's suitability for this responsibility.

# **Appendix 6**

# **Incident Report Form**

Appendix 6  
Incident Report Form

Name of child \_\_\_\_\_ Age/date of birth \_\_\_\_\_

Parent/Carer's name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone number \_\_\_\_\_

Are you reporting your own concerns or passing on those of someone else? Give details of witnesses  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief description of what has prompted concerns: include date, time, location etc of any specific incidents  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any physical signs? Behavioural signs? Indirect signs?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you spoken to the child? If so, what was said?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you spoken to the parent(s)? If so, what was said?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has anybody been alleged to the abuser? If so, give details, including relationship with the child?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you consulted anyone else? Give details?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your name \_\_\_\_\_ Position \_\_\_\_\_

To whom reported and date reported? Give contact information for further reference  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_