

**NORTH SHORE BRASS INC.**

PO Box 100-265  
 North Shore Mail Centre  
 Auckland  
 New Zealand  
[www.northshorebrass.org](http://www.northshorebrass.org)  
 Charity # CC 28334

**BAND ROOM LOCATION**

13a Taharoto Road  
 Takapuna

## Child Protection Policy

### POLICY STATEMENT

North Shore Brass is fully committed to safeguarding the welfare of all child members in its organisation. We recognise the responsibility to promote safe practice and to protect children from harm, abuse and exploitation while participating in our activities.

Staff, conductors, teachers and volunteers will work together to respect the rights of children and young people.

For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

This policy is based on the following principles:

- The welfare of children is the primary concern.
- All children have the right to protection from all forms of harm and abuse.
- Children have the right to express views on all matter, which affect them, should they wish to do so.
- Our organisation will work in partnership together with children and parents/carers to promote the welfare, health and development of children.

### POLICY OBJECTIVES

The aim of this policy is to promote good practice through:

- Promoting the health and welfare of children by providing opportunities for them to take part in bank activities safely.
- Respecting the rights of children.
- Promoting and implementing appropriate procedures to safeguard the wellbeing of children and protect them from abuse.
- Recruiting, training, supporting and supervising staff, conductors, teachers, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Requiring staff, conductors, teachers, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Responding to all allegations of misconduct or abuse of children in line with this policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Regularly monitoring and evaluating the implementation of this Policy and these procedures.



## PROCEDURES

### 1. Screening

As part of our duty of care, we must ensure that suitable and appropriate employees, conductors, teachers and volunteers (including parents) are engaged to work with children. When recruiting people to engage with children we will ensure that there is an appropriate recruitment process, depending on the role that **may** include:

- A role description;
- Candidate specifications advertising the position;
- An application process;
- Following up on referees;
- Interviewing (if necessary); and
- Screening (e.g. police vetting).

### 2. Appointing a Child Protection Officer

The role of child protection officer is to be monitored and implemented by the Management Committee as appropriate.

### 3. Good Practice Protocols

These protocols provide guidance to those working with children by outlining good practice and establishing boundaries in a range of situations.

- Applying a child-centred approach where all children are treated equally and with dignity.
  - Activities should be appropriate for the age and development of the children in your care.
  - Ensuring feedback to children is about their performance and not of a personal nature.
  - Use positive and age-appropriate language when talking to children and in their presence.
- Creating a safe and open working environment
  - Ensure that all staff, conductors, teachers and volunteers understand that physical contact with children is never necessary – unless we need to remove them from immediate harm.
  - Do not engage in any intimate, over-familiar or sexual relationships with people under the age of 18 years.
  - Ensure that any filming or photography of children is appropriate. (Obtain consent from parent/caregiver at time of joining club or participating through us).
  - Request parental consent before transporting young people in a vehicle. (Obtain consent from parent/caregiver at time of joining club or participating with us)
  - Ensure you have parental consent to administer first aid if required. (Obtain consent from parent/caregiver at time of joining club or participating with us)
  - Do not offer alcohol to children under any circumstances.
  - Do not engage in communication on a one-to-one basis through social media or email other than relevant teacher/student feedback or administration.



- Do not allow parents, conductors, teachers, other children, or spectators to engage in any type of bullying behaviour (this includes cyber bullying).
- Do not engage in any bullying activity.
- Avoiding situations where you are alone with a child.
  - Avoid private or unobserved situations, including being alone with a child
  - Avoid driving a child unaccompanied.
  - Always obtain parent/caregiver consent to have children to your home.
  - Always have another adult present when staying overnight anywhere with children.
  - Do not share a room with a child, other than your own child.

#### **4. Codes of Behaviour**

A code of behaviour sets out an organisation's expectation of its employees, volunteers and supporters. These codes can be developed to cover a variety of roles including conductors, teachers, students, officials, parents and supporters and administrators. They will also reinforce the good practice protocols.

Staff, conductors, teachers and volunteers are required to report any accident, incident of abuse, or cause for concern which arises in the course of their work with children. Reporting should be made to Oranga Tamariki (the Ministry for Children) or Police promptly when a disclosure is made.

If the child is in immediate danger, the police should be called.

Measures will be taken to ensure a child's safety by minimising or eliminating factors that could lead to injury, including such things as bullying, all forms of abuse, extreme weather, and unsafe equipment and/or facilities.

Staff should not forward any personal details of the child or family to a third party, except when requested by the Police or social services.

If staff, conductors, teachers or volunteers feel that they may be at risk from becoming the subject of unwarranted allegations in connection with a child, they should alert the person in charge or management committee immediately.

Complaint and internal discipline procedures for breaches of the code procedures will also be widely distributed and promoted.

#### **5. Dealing with allegations, responding to concerns**

In accordance with members' responsibility to act on any serious concerns, the following should be brought to the attention of the Management committee or person in charge of the event.

- Any instance where this policy is breached or good practice guidelines are not followed.
- Any disclosure by a child that abuse or harm is occurring
- Any suspicions or concerns about a child being subject to abuse.

#### **Where concerns about poor practice are reported.**

Poor practice involves actions that are contrary to the good practice guidelines provided by North Shore Brass and increase the risk of harm to children.



- Initial concerns should be discussed with the management committee or person in charge of the event.
- The management committee or person in charge will consider the allegation and where there is legitimate concern provide a written notice to the individual(s) involved.
- If the practice is continued or repeated following a written notice then disciplinary procedures will be enacted. This may include expulsion from North Shore Brass.
- Consider actions across all circumstances for example – regular practices, lessons and event situations, overnight stays.

### **Where abuse is suspected or reported**

The welfare and interests of the child or young person are the first and paramount considerations.

- Ensure the child is safe from immediate harm.
- Consult immediately with Management committee or person-in-charge or police if necessary.
- As soon as possible, record accurately and appropriately the information received.
- Records should be factual (not opinion or hearsay) and concise and include:
  - i. Who noticed/disclosed the abuse and their relationship to the child
  - ii. Details of any witnesses
  - iii. Signs and symptoms noted (including behavioural change)
  - iv. Any particular incidents with dates, times and places (if possible)
  - v. Determination on nature of concern/complaint
  - vi. Any action taken
- Consult with others as necessary – do not work alone.
- Avoid questioning the child beyond what has already been disclosed.
- Do not question or counsel the alleged offender.
- Do not investigate/presume expertise unless very experienced and qualified to do so.
- Notify Oranga Tamariki or the Police.

### **Policy Review**

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any significant changes within North Shore Brass
- Following any issues or concerns raised about the protection of children within North Shore Brass.
- In all other circumstances, at least every twelve (12) months.

### **Additional Guidance**

#### ***North Shore Brass will:***

- Have access to a register of every child member accessible in case of emergencies. including a contact name and number.



- Treat everybody with respect.
- Set an example we would wish others to follow.
- Where possible consider activities that involve more than one adult being present or within sight and hearing of others.
- Be aware that on occasions others may misinterpret our actions even if they were well intentioned.
- Respect a child's right to personal privacy.
- Provide time and attention for children to talk to us.
- Encourage children to respect and be courteous to others.
- Intervene to stop any inappropriate verbal or physical behaviour.
- Have an agreed list of persons who have permission to collect each child after rehearsal/practice is completed.
- Ensure that any suspicions or allegations of serious abuse are **referred** not **investigated**.
- Only refer and seek support from other agencies for those identified under the child protection policy.
- Ensure that all information gathered in reference to the Child Protection Policy; including Police vetting check information will be held in line with the guidance within the Privacy Act 2020.

**Child Protection Officer appointed:**

Ruth Lovelock – North Shore Brass Secretary

Signed: 

Date: **18<sup>th</sup> June 2024**

**Approved by:**

Owen Melhuish – North Shore Brass President

Signed: 

Date **18<sup>th</sup> June 2024** to be reviewed June 2025

*If you have any concerns regarding the North Shore Brass Child Protection Policy, please contact our appointed Child Protection Officer (Ruth Lovelock) at [secretary@northshorebrass.org](mailto:secretary@northshorebrass.org)*

*All reports and concerns regarding Child Protection will be held adhering to the Privacy Act 2020 and will securely be held solely for North Shore Brass Inc.*