

# **MAGHERAMORNE SILVER BAND**

## **EST. 1882**

### *Reporting/Whistle-blowing Procedures*

Issue I (Annexed to Child Protection Policy document)

#### **1. INTRODUCTION**

The following procedures may be used for reporting suspected child protection breaches and also to whistle-blow any suspected statutory or ethical breaches.

The welfare of the children in our care is paramount and the Magheramorne Silver Band Child Protection Policy is designed to help protect all children from harm.

When abuse is suspected or when a member makes an allegation that he/she is suffering or has suffered abuse, this band has a statutory obligation, under the Children (N.I.) Order 1995, to make a referral to the social services of the local Health and Social Services Trust, or to the Police.

The designated welfare officer for child protection is Mr Mark R. W. McKinty. All Committee and band members have been made fully aware of the procedures to be followed.

The following are the procedures for parents to follow if they wish to contact the band on issues concerning Child Protection. A copy of the band's policy on Child Protection may be inspected upon request.

#### **2. COMPLAINTS FROM PARENTS**

If a parent has concerns or complaints about his or her own child's or another member's safety they may take the following action.

Parent is concerned about child's/other member's safety.



Contact the tutor or any Committee member



If still concerned, contact the band's Designated Welfare Officer for Child Protection.



If still concerned, contact the parents may contact Social Workers at their local Health and Social Services Trust.

Social Services have after hours Duty Social Workers available for help on child protection matters.

Parents may want to contact their local Police Child Care Unit or any Police Care Unit.

### **3. MEMBERS REPORTING SUSPECTED ABUSE**

It is vital that all members are familiar with and adhere to the following arrangements when reporting suspected cases.

RECORD all information on the 'Child Protection Disclosure Form'  
(see end of document)

Report to the Designated Welfare Officer - Mr Mark R. W. McKinty. If not available report to another member of the Committee.

The Designated Welfare Officer will liaise with the Committee concerning the case.

#### **NOTE**

The Designated Welfare Officer has the responsibility for activating the co-ordinating arrangements by notifying the local Social Services offices and, if relevant, a designated officer of the Northern Ireland Bands Association.

In addition:-

The Welfare Officer of L.O.L. 291 will undertake a role equivalent to that of the NIBA officer in ensuring that reporting arrangements are in place and in accordance with the regulations of the Grand Orange Lodge of Ireland.

It must be emphasised again that individual members must not undertake this task, the lines of action and responsibility must be adhered to.

1. Where a tutor or other member suspects that a child has been abused, or is at risk of abuse, the Designated Welfare Officer for Child Protection should be consulted immediately.
2. The Designated Welfare Officer for Child Protection will agree who will take responsibility for subsequent actions. This will normally be the Designated Welfare Officer for Child Protection.
3. Where concern remains the Designated Welfare Officer for Child Protection should consult with NIBA Welfare Officer for advice and guidance on the way forward.
4. The parent/carer should be involved as early as possible and informed by the Designated Welfare Officer for Child Protection of actions to be taken or already taken.
5. Once the concern is clarified the Designated Welfare Officer for Child Protection should make a referral to Social Services as appropriate and follow up in writing.
6. The Designated Welfare Officer for Child Protection should attend all Case Hearings as appropriate.
7. The Designated Welfare Officer for Child Protection should construct a written report which should be made available to the Chair of the Case Hearing prior to the Case Hearing being held.

8. The Designated Welfare Officer for Child Protection should make a record of all discussions held and actions taken within 24hours.

The focus of attention should be the child and where appropriate, having regard to child's age and understanding, the process should be:

- a) Explained to him.
- b) Detailed enquiries into the circumstances of the case MUST be left to investigating agencies. This is not the responsibility of the band and indeed may be counterproductive. However, when abuse is suspected, it is essential to have a record of all information available. Members should note carefully what they have observed and when observed. Signs of physical injury observed should be described in detail or sketched, UNDER NO CIRCUMSTANCES should a child's clothing be removed. Any comment from the child or any person who might be the abuser should be written down, quoting words actually used, as soon as possible afterwards. A note should also be taken of any subsequent conversations or contacts.

If you think there is a possibility of abuse or neglect but have some doubts also it is important to contact the Social Services Department and discuss concerns. It is not appropriate to raise with parents your worries about abuse or neglect without first consulting the Social Services Department.

### **3. DISCLOSURE OF INFORMATION**

It is important to remember that delay in drawing attention to worries or concerns about possible neglect can be highly dangerous for the child. Deciding to give parents the benefit of the doubt without sharing suspicions and properly investigating them can be dangerous.

### **3. LIABILITY FOR MEMBERS**

Any member who complies with the procedures stated in making a report of suspected child abuse will not be held personally liable either legally or financially.

### **3. REFERENCE MATERIALS**

NEELB Circular KJC/AG 'Dealing with Child Abuse'  
DENI Circular 1989/41 'Dealing with Child Abuse'  
'Guide for Education Sector'

### **3. CONCLUSION**

Magheramorne Silver Band's Child Protection Policy was revised in May 2010. All members and volunteers were briefed on all aspects of the policy document.

All issues relating to:

- a) vetting procedures
- b) code of conduct

- c) handling of concerns
- d) handling of complaints

The policy and hand-out documents were distributed to all relevant parties.

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*Child Protection Disclosure Form*

Name of Child:

Address:

Date of Birth:

Details of disclosure:

Name of person who made disclosure:

Date of disclosure:

Action taken:

Welfare Officer's signature:

Date:

Role of the band: