

Parkview Band Booster Association - Safe from Harm Code of Practice

This guidance material should be used to help safeguard members from physical, sexual and emotional harm while participating in Band activities. You should take all reasonable steps to ensure that, through relevant procedures and training, children, young people and adults taking part do so in a safe environment. For further guidance contact your 'parent' organization or your local authority.

All Parkview Band Booster Association volunteers that have close conduct with the students shall review, sign and conduct themselves in accordance with this Code of Practice. This shall apply to all chaperones, pit crew, band camp volunteers and any other positions deemed appropriate by the Parkview Band Booster Association Executive Committee. The Parkview Band Booster Association Vice President shall be responsible for obtaining and filing the signed forms from each of the volunteer groups stated above as well as any volunteers that participate in an ad-hoc manner during the year. The Parkview Band Booster Association Vice President shall conduct a simple background check on the sex offender website when ever a new volunteer form is received. This can be found at: www.georgia-sex-offenders.com. Any volunteers listed on this site may not participate in the functions listed above or any functions deemed such by the Parkview Band Booster Association Executive Committee. In addition, any behavior or concerns that are believed to put any member at risk may exclude a volunteer from participation. These could include persons with an aggressive nature, court orders related to family legal matters, etc.

As an adult, it is expected you should always:

- Respect everyone as an individual.
- Provide a good example of acceptable behavior.
- Respect everyone's rights to personal privacy.
- Be available as a listening ear and, if necessary, refer for more appropriate help.
- Be sensitive to other people's likes and dislikes.
- Try to ensure that your actions cannot be misunderstood or cause offense and are acceptable within the relationship of trust.
- Show understanding when dealing with sensitive issues.
- Plan to have more than one adult present during activities.
- Adhere to the rules and regulations of your organization.
- Uphold this Safe from Harm Code of Practice.
- Remember that you are accountable to your members' parents/caretakers and your own organization.

As an adult you should never:

- Permit abusive behavior, e.g. bullying, ridiculing or taunting.
- Have inappropriate physical or verbal contact with others.
- Jump to conclusions or make assumptions about others without checking facts.
- Encourage inappropriate attention-seeking behavior such as 'crushes'.
- Show favoritism to anyone.
- Make suggestive remarks or actions, even in jest.
- Deliberately place yourself or others in a compromising situation.
- Believe 'it could never happen to me'.

If you suspect a child is being abused physically, sexually or emotionally:

- Keep calm. Do not be shocked. Try to act normally.
- Do not investigate – do not question.
- Do not challenge parents/caretakers about your concerns.
- Advise the leader in charge of your concerns.
- Record all details, which support your suspicions. Sign, date and keep these.
- Agree with your leader in charge, and any other person who has been designated for this role, what action, if any, should be taken.

Never agree to keep a secret. You must inform others.

If a child talks to you about abuse by someone else, listen carefully to what the child tells you, accepting what is said, and:

- Offer immediate support, understanding and reassurance, explaining that you cannot keep it a secret.
- Tell them 'I believe you', 'it's not your fault' and 'I'm going to help you'.
- Tell your leader in charge of your concerns.
- Record all details, which support your suspicions. Sign, date and keep these.
- If the situation merits immediate action then contact either the police or social services/social work department.

Inform your leader in charge of the action you have taken.

If there is an allegation or suspicion of abuse by someone involved with youth in marching band, including yourself, follow the above procedures.

You must refer. You must not investigate.

It is recommended that when leaders are 'appointed' to roles within youth units, that they complete a review process. It is important to familiarize yourself with current youth/child protection regulations by discussing within your local 'parent organization'

As a Parent or Adult Volunteer, you must understand and agree to abide by these recommendations.

Please print, sign and date this form as acknowledgement and acceptance of your responsibilities in this regard.

Printed Name: _____ Signature: _____ Date: _____