

# **Weston Brass Safeguarding Policy for Band Members February 2018 (agreed following AGM January 2018)**

Following on from the AGM when it was agreed the band should join Brass Band England and comply with their BandSafe recommendations, we are committed to Safeguarding ALL member so we are now members and the following has been agreed.

**NB - In order to comply with current recommendations the following has been copied from the BandSafe guidelines, Weston Brass reserve the right to update these guidelines and to follow any recommendations made through Brass Band England or other regulatory bodies. Band members will be notified of any changes and a copy of these guidelines will be displayed in the Bandroom for members and parent/carers attention. (Main and Training Band). Safeguarding will be an agenda item at each AGM and all new members will be provided with a copy of our policy**

## **BandSafe 5 Safeguarding**

Safeguarding young people (any individual under the age of 18), and vulnerable adults within the Band is the responsibility of ALL members of the Band. This document provides guidelines and information on the following sections;

**Section 1:** Information about types of abuse

**Section 2:** Weston Brass Safeguarding Policy

**Section 3:** Dealing with a Safeguarding Concern

**Section 4:** Welfare Officer Role Description

**Section 5:** An example of an Anti-Bullying Policy

**Section 6:** Guidelines for the use of Social Media

**Section 7:** Whistle Blowing Policy

**Section 8:** Supporting a young person and transport

## **Section 1: Information on types of abuse**

**Physical abuse** is violence causing injury or occurring regularly during childhood. It happens when:

- someone gives a child alcohol, inappropriate drugs or any other harmful substances
- a child is hurt or injured for example by being hit, shaken, burned, scalded, or cut
- someone tries to drown or suffocate a child
- 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:

- showing children pornographic material or involving them in the production of such material
- 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
- 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:

- 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.
- regularly making the child feel frightened by shouts, threats or any other means
- 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

**Neglect** involves persistently failing to meet a child's physical, psychological or emotional needs. It may include:

- failing to provide appropriate supervision to keep a child out of danger. This includes lack of supervision of activities or leaving a child alone.
- failing to ensure that a child's basic needs for food, shelter, clothing, health care, hygiene and education are met

## **Section 2: Safeguarding Policy – Weston Brass**

This policy applies to all members (including parents/carers), volunteers or anyone working on behalf of **WESTON BRASS**.

### **The purpose of this policy:**

- to protect children, young people and vulnerable adults who are members of **WESTON BRASS** (Main & Training Band).
- to provide members and volunteers with the overarching principles that guide our approach to child protection

**Weston Brass** believes that a child, young person or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

### **Legal framework**

This policy has been drawn up based on law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

Weston Brass recognise that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing them, listening to and respecting them
- adopting child protection practices through procedures and a code of conduct for and members and volunteers
- developing and implementing an effective e-safety policy and related procedures
- providing effective support and training for volunteers with responsibility
- recruiting staff and volunteers safely, ensuring all necessary checks are made

- sharing information about child protection and good practice with children, parents, volunteers and members
- sharing concerns with agencies who need to know, and involving parents and children appropriately.

**Useful contact details**

Band Welfare Officer: [Kathie Light 01934 624186](tel:01934624186) (Main band) [Training Band - Verity Saunders](tel:01934624186)

Local police: Avon & Somerset Constabulary

Local authority children’s social care department out of hours contact: North Somerset SPA – 01275 888888

NSPCC Helpline: 0808 800 5000 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

ChildLine: 0800 1111 (textphone 0800 400 222) or [www.childline.org.uk](http://www.childline.org.uk)

Brass Band England Welfare Officer: 01226 771015

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: ..... (Date)

Signed: ..... (Band Welfare Officer)

### **Section 3: Dealing with a safeguarding concern**

#### **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 of the band or volunteer might be concerned about a child's appearance or behaviour or about the behaviour of an adult 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 must 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 because 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 the bands named Welfare Officer responsible 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 considered 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.

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

### **Keeping a record of your concerns**

It is important to keep a clear detailed record of events and communication in relation to the concern. It can be used to forward information to the statutory child protection authorities if a referral to them is needed. The form / log should be signed and dated by all those involved in its completion and kept confidentially on the child's file. The name of the person making the notes should be written alongside each entry.

### **Procedure for helping a child not in immediate danger**

We aim to ensure all young people within the band and any other children who may come to the attention of the band receive the protection and support they need if they are at risk of abuse.

This procedure provides clear direction to members and volunteers of the band if they have concerns that a child needs protection.

If a Band Member has concerns about a child's safety or welfare, the Band member makes notes of their concerns using the reporting form, they should then discuss these concerns with the named Welfare Officer. A copy of the form will then also be held with the committee for future reference or referral to appropriate authorities.

If the child's family does not already know about the concern, the Welfare Officer 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, the Welfare Officer can discuss with children's social care department or with NSPCC Helpline without disclosing the identity of the child/family.

**Concerned** Band Welfare Officer refers to local authority children's social care department and confirms in writing within 48 hours. A copy of the initial form will be shared.

**No longer concerned** No further child protection action needed. Band Welfare Officer decides whether to discuss the initial concern with other services to ensure that the child's needs are being met elsewhere.

## **Section 4: Welfare Officer's Role Description**

### **Organisation:**

**Reports to:** Chairperson

### **Purpose of the role**

To take the lead role in ensuring that appropriate arrangements are in place at the band for keeping children and young people safe.

To promote the safety and welfare of children and young people that are members of the Band and other children that the Band come in to contact with.

### **Duties and responsibilities**

1. Make sure that all issues concerning the safety and welfare of children and young people who are members of the band are properly dealt with through policies, procedures and administrative systems.
2. Make sure that all players, volunteers, children/young people, parents/carers and the management committee are made aware of the procedures and what they should do if they have concerns about a child or children.
3. Receive and record information from anyone who has concerns about a child who is a member of the band.
4. Take the lead on dealing with information that may constitute a child protection concern. This includes assessing and clarifying the information, and taking decisions where necessary in consultation with the Chair of the management committee and statutory child protection agencies.
5. Consult with, pass on information to and receive information from statutory child protection agencies, such as the local authority children's social care department and the police. This includes making formal referrals to these agencies when necessary.
6. Consult with the NSPCC Helpline and/or the Brass Band England Welfare Officer or other local contacts when such support is needed.
7. Report regularly to the management committee.
8. Be familiar with and work within local inter-agency child protection procedures developed by the local safeguarding children board.
9. Be familiar with issues relating to child protection and abuse, and keep up-to-date with new developments in this area.
10. Attend training in issues relevant to child protection from time to time and share knowledge from that training with other volunteers and management committee members.

## **Section 5: Weston Brass Anti-Bullying Policy**

### **We recognise that:**

Bullying is “behaviour, usually repeated over time, that intentionally hurts another individual or group of individuals, physically or emotionally”.

One person or a group can bully others;

Bullying can occur either face to face between individuals or groups or online, using information technology, such as computers or mobile phones;

### **Bullying can include:**

- verbal teasing or making fun of someone;
- excluding members from activities and conversations;
- pressurising other members not to be friends with the person who is being bullied;
- spreading hurtful rumours or passing round inappropriate photographs/images/drawings;
- shouting at or verbally abusing someone;
- stealing or damaging someone’s belongings;
- making threats;
- forcing someone to do something embarrassing, harmful or dangerous;
- harassment based on race, gender, sexuality or disability;
- physical or sexual assault (although all sexual incidents and all but very minor physical incidents constitute abuse and must be dealt with in accordance with child protection procedures).

**Bullying causes real distress.** It can affect a person’s health and development and, at the extreme, can cause significant harm. People are often targeted by bullies because they appear different from others;

### **We all have a role to play in preventing bullying and putting a stop to bullying.**

#### **The purpose of this policy is:**

- to prevent bullying from happening in our brass band, as much as possible;
- when bullying does happen, to make sure it is stopped as soon as possible and that those involved receive the support they need;
- to provide information to all members, volunteers, young people and their families about what we should all do to prevent and deal with bullying.

#### **We will seek to prevent bullying by:**

Developing a code of behaviour that sets out our code of conduct and expectations of appropriate behaviour, everyone involved in the Band is expected to behave with respect at all times. both in face-to-face contact and online (online contact through social media is not recommended between adult to anyone under the age of 18.

Advertise and promote the band in a way that will help to attract members from diverse groups.

Provide welcome information to new members and help them to settle in.

Hold discussions with members, volunteers, young people and families who are part of the Band to ensure that they understand our anti-bullying policy.



**When bullying occurs and is reported to the committee , we will respond to it by:**

- Having a clear anti-bullying procedure in place;
- Providing support and training for all Officers and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying;
- Addressing the issue from the point of view of the person being bullied, the bully, any bystanders and the band as a whole;
- Reviewing the plan developed to address the bullying, to ensure that the problem has been resolved;
- Avoiding any punishments that make the individuals concerned seem small, or look or feel foolish in front of others.

**Monitoring and review**

Chairperson ([Mark Mills](#)) and all committee members are responsible for monitoring the effectiveness of this policy.

This policy will be reviewed every two years. The next review is due on: February 2020

## **Section 6: Guidelines on the Use of Social Media**

It is recognised that the internet provides unique opportunities to promote the band including vacancies and performances using a wide variety of social media, such as Facebook, Twitter and You Tube. These guidelines aim to protect individuals within the band and to encourage them to take responsibility for what they write, exercise good judgment and common sense. Inappropriate use of social media can pose risks to the bands reputation, and can jeopardise compliance with legal obligations.

### **Band Websites and Social Media pages.**

It is important that you have permission prior to posting images of band members on official and websites and social media pages. This permission will be obtained through the membership form.

Personal details such as phone numbers and email addresses should not be posted on the internet without the permission of the individual.

It is important to consider the age range of band members when posting images, and comments on pages and ensure that these are appropriate and in keeping with the band ethos.

Social media sites have different levels of security in relation to openness to the public and setting restrictions that do not allow posts to be shown without approval. It would be useful to discuss this as a committee and agree the most appropriate method for managing the site.

### **Individuals within the Band – Weston Brass recommend that ALL members follow best practise, failure to comply will result in a breach of code of conduct.**

Weston Brass do not support adults contacting children, young people or vulnerable adults on social media. BBE recommends that it is would be best practise for adult members of the and not to be social media friends with children, young people or vulnerable adults who are members of the band. This is particularly important with social media forms that allow individual private communication. These members can still communicate with each through social media in a group setting such as the band's social media page or website.

Should anything be entered on any Weston Brass social media that is considered inappropriate or offensive it should be brought to the attention of the Weston Brass Committee and must be removed. At the time of removal or amendment a comment will be added to confirm that "This comment is not the view of Weston Brass and we have asked for the comment to be removed".

Any content which raises a safeguarding concern should be reported to the Band Welfare Officer using the procedure outlined in the band's safeguarding procedures.

## **Section 7: Whistle Blowing Policy**

### **Aims and purpose of this procedure**

The aim of this procedure is to provide a clear and transparent way for all members of the band to raise genuine concerns about acts of wrongdoing or malpractice within the organisation. It also aims to ensure that any concerns are dealt with effectively and in a timely fashion.

This procedure provides the Band Committee and specifically the Chair and Welfare Officer with steps to deal with allegations, ensuring that members and volunteers are not penalised for raising genuine concerns, even if those concerns prove to be unfounded. It also provides the means for taking disciplinary action against anyone who is found to have raised false concerns with malicious intent.

The procedure does not apply to child protection concerns or allegations about a member of staff or volunteer. Concerns or allegations of this nature should be dealt with by following the Child Protection Policy.

#### **1. What to do if you wish to raise a concern about malpractice**

Speak to the Band Chair (Mark Mills) or Welfare Officer (Kathie Light). If your concern relates to one of these officers, then it may be necessary for another committee member to also be involved to support the officer you have spoken to.

The officer you have approached should arrange to meet with you as soon as possible to discuss your concern. This meeting can take place away from the band room if necessary. You will be told at the meeting, or as soon as possible afterwards, what action will be taken to address your concern. It may not be possible to tell you the full details of the outcome, as this could relate to confidential third party information. If no action is to be taken in relation to your concern, you will also be informed of this fact and given the reasons why.

- If you do not want the person you have concerns about to know your identity, you should make this clear to the officer dealing with your concern at the earliest opportunity. Every effort will be made to respect your wishes, but it cannot be guaranteed that your identity will not be disclosed. If this is the case, you will be informed and any issues you may have about this will be discussed with you.

- If you need support in raising your concern, you may bring another member or volunteer with you, however consideration should be taken to respect the confidentiality of the concern.

#### **2. What to do if someone raises a concern with you about malpractice**

If someone tells you they are concerned about the actions of another member or volunteer, you should arrange to meet him/her as soon as possible. If you are not the person responsible for dealing with these matters, you should establish why he/she has chosen to discuss the concern with you. You should then suggest that the person speaks to that officer and offer to support them to do this. You should not, however, refuse to hear what the person has to say.

You should approach the situation sensitively, recognising the discomfort that the person may feel. Offer to meet him/her away from the band room if he/she wishes, but ensure you are protected and not alone if this person is under 18. You should also remind the person with the concern about other sources of support available to him/her. Some are listed at the end of this document.

If the person reporting the concern wants his/her identity to be kept confidential, you should explain that this will be done if possible, but that it may not be achievable.

Make notes of your discussions with the individual, and check the accuracy of your notes with him/her.

### **Deciding what action to take**

Once you have established the nature of the concern, it may be of a relatively minor nature and you may decide to resolve it informally. If the concern appears more serious, you must consider first whether any immediate action is needed to protect children or a vulnerable adult. If so, you should check the child protection procedures to consider what action to take.

You should also consider whether there is a need to involve the police and/or other statutory services e.g. health. If so, you should contact the Welfare Officer (if this is not you) to discuss the matter further.

If you are not the person responsible for dealing with concerns i.e. Chair, Welfare Officer or other appointed committee member, you should refer the matter to the appropriate officer, who will decide what action to take.

### **Conducting an investigation**

Unless the matter is relatively minor and can be dealt with informally, the responsible officer should arrange for an investigation to be completed as swiftly as possible. The investigation should also be demonstrably thorough and impartial.

The scope of the investigation will be determined by the nature of the concern. Witnesses may need to be consulted and records may need to be scrutinised. It is also possible that advice may be needed from someone with specialist knowledge in the area of concern.

Once the investigation is completed, a report should be produced summarising the nature of the concern, the investigation process and the outcome, including specific recommendations. Take measures to preserve the anonymity of the person who raised the concern, if this has been his/her wish. If the concerns are not upheld, this should also be made clear.

If the concern is upheld and the person at the centre of it is found to have been culpable or remiss in some way, the report's recommendations should be carried out using a clear plan of action. The plan may include the use of disciplinary action, training, coaching, counselling, the implementation of new policies or procedures, or a referral to the Independent Safeguarding Authority.

If it becomes apparent during the course of the investigation that a criminal offence may have been committed, the police should be informed. Your own investigation may have to be suspended on police advice, if they decide that they need to become involved.

The person who raised the concern should be informed of the outcome, but not the details of any disciplinary action. It may be appropriate for the person who raised the concern to be offered support or counselling.

If the concern is unfounded and the person who raised it is found, through the process of investigation, to have acted maliciously or out of a desire for personal gain, it may be appropriate to consider disciplinary action against him/her.

### **Recording the concerns**

The responsible officer should make accurate notes of each stage of the process, including the discussions during meetings, regardless of whether the concern is dealt with formally or informally.

Copies of these notes should be given to the person who is the subject of the concern. The person who raised the concern should also be given copies of notes from his/her discussion. Notes made during the investigation and the report of the investigation, together with any

notes relating to the outcome, should be kept securely and compliant with data protection. If it was requested, these notes should not reveal the identity of the person who reported the concerns.

### **Information and Support**

Dealing with an issue such as this may require external support. This could be gained through Brass Band England, the NSPCC, a Local Authority Designated Officer for safeguarding, or Citizens Advice. Your policy should provide contact details of relevant national and local contacts that could support during this time.

## **BandSafe Section 8 Best Practise for Supporting Young People and Vulnerable Adults**

Having young players as members of the band is extremely rewarding as the band see them progress and support the future of the band. These guidelines, in addition to the other supporting documents, allow bands to ensure that young people, and vulnerable adults (from here on stated as young player) are protected and that measures are in place to clarify positions of responsibility both within the band and with parents / carers (from here on stated as parent)

### **Transporting Young People and Vulnerable Adults to Rehearsals and Concerts**

It is common practise for members of bands to share lifts to both rehearsals and concerts. When this involves a young player Weston Brass have decided to adopt the best practise guidelines of :-

- Transport to rehearsals or concerts remains the responsibility of the parent/carer/  
The welcome pack explains within the membership form or welcome information that transport to rehearsals and concerts is the responsibility of the parent, unless group transport has been arranged by the band in which case the young person should be accompanied by a supervising adult.
- If a young player is needing support with transport, this should be arranged directly between the parent and band member offering the lift and not through a third party or the committee. It should be made clear to the parent that this is a personal arrangement and the band does not hold any responsibility for this arrangement.
- Band members should be made aware of best practise when providing lifts to young people. This should include but is not limited to; **Weston Brass recommends that NO band member provide transport to a young person unless they are under the supervision of parent/guardian. (eg. Lift to both young person and parent/carer of young person, unless otherwise specified this should NOT be a band member unless they are a family member and over the age of 18).**
- Where possible, avoid travelling with the young person alone
- Agreeing pick up and drop off arrangements with parents
- Asking the young person to sit in the rear of the car, particularly if you are alone
- Having a contact number for the parent
- Driving within the law

Despite the band not holding responsibility for the arrangement of lifts, there is still a duty of care to be held, if there are any concerns raised regarding transporting young people to the band. Any issues raised should be dealt with in line with the bands safeguarding and whistle blowing policy.

### **Young people attending concerts, contests and events outside the band room**

There will be times throughout the year where the band are away from their rehearsal space, either performing at concerts, contests or even social activities. During this time, young players needs should be considered and a position of responsibility agreed between the band and the parent. **Weston Brass recommend that all young players are accompanied by a supervising adult and not a band member unless they are a family member and over the age of 18. In order that the family of the young person do not feel any additional financial burden to normal membership arrangements to comply with this recommendation one supervising adult**

**will be offered a 'free' seat on any coach or transport arranged by the band.** All band members will pay the allocated payment as agreed at the time.

**Weston Brass will therefore NOT act in loco parentis for a young person unless it is unavoidable due to an emergency whilst an engagement is taking place –**

**Should the young players parent (or other agreed responsible adult) be absent due an emergency during an event, the band will with permission from parent have Duty of Care to act in loco parentis for the duration of the event.**

**In this instance the following will be considered;**

- Young people should be supervised throughout the duration of the event. The person or persons responsible for supervision should hold a DBS check and be made aware of any specific needs (including dietary) or medical conditions of the young people.
- The band should consider appropriate environments for young players during social times during the event (for example after playing and before receiving the results at a contest.)
- It may be required to gain parental permission for the young player to attend the event, if it is outside the normal activities agreed to on the membership form.
- Group transport should conform to the legal requirements including, rest times, number capacity of the vehicle and seat belts. Considerations should also be taken in relation to breakdown and recovery.
- Pick up and drop off points should be agreed and emergency contact information held.

**Weston Brass also comply with Child performance and activities licensing legislation in England (Department for Education).**

**The following document will be considered when a young player attends prolonged performances or rehearsals. A copy of this guideline can be found on the following link.**

The links below will provide guidance and advice to aid understanding the requirements of the legislation.

<https://www.gov.uk/government/publications/child-performance-and-activities-licensing-legislation>

[www.nncee.org.uk/attachments/article/225/A%20Guide%20to%20Child%20Performance%20Licensing%20May%202016.pdf](http://www.nncee.org.uk/attachments/article/225/A%20Guide%20to%20Child%20Performance%20Licensing%20May%202016.pdf)