



## Safeguarding Policy and Procedure

This document sets out the policy and procedures of Stourport on Severn Brass Band (“the Band”) for the safeguarding of children, young people and vulnerable adults. This policy, agreed by the committee of the Band who are the trustees responsible for its affairs, commits the Band to the following statement of policy. Provisions relating to children and young people shall also apply, where consistent, in relation to any vulnerable adults who may become members of the Band.

### **Part 1 Safeguarding Policy**

This policy applies to everyone, including musical directors, playing members and other volunteers, teachers/tutors and committee members, as well as any other person associated with or on behalf of Stourport on Severn Brass Band.

Stourport on Severn Brass Band believes in providing a safe and welcoming atmosphere to all and to promote the welfare of all associated with the band and to keep them safe.

The band states herein that it is **always** unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children, young people, or vulnerable adults by a commitment to practice which protects them.

Stourport on Severn Brass Band recognises that:

- the welfare of the child/young person/vulnerable adult is paramount.
- all children, young people, or vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, vulnerable adults, parents, carers and other agencies is essential in promoting welfare.

The purpose of the policy is,

- To provide protection for the children young people, or vulnerable adults, who participate in, play with, or support Stourport on Severn Brass Band's activities.
- To encourage an earnest consideration of an environment that is safe and welcoming for all, and to outline ways to ensure the protection of those in need, the understanding and prevention of unacceptable circumstances.
- To provide Members, the Musical Director, co-opted members and other supporters with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm. To offer an atmosphere of supportive responsiveness to any concerns raised.

Stourport on Severn Brass Band seeks to safeguard children, young people and vulnerable adults by,

- valuing them, listening to and respecting them
- adopting child protection and safeguarding guidelines for staff and volunteers
- ensuring that a DBS check and a reference is obtained for the Musical Director and all that DBS checks are obtained for the Trustees and others in authority
- sharing information about child protection, safeguarding and good practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know, and involving parents, carers and children/young people/vulnerable adults appropriately. All concerns and allegations of abuse will be taken seriously by officers, committee members and others in positions of authority and responded to appropriately including by referral to Children's Services or Safeguarding Adults Services and, in emergencies, to the Police.
- providing effective support for its members, employees and volunteers through support, training, and connecting with or signposting to appropriate local organisations
- Informing children and young people and their parents of the policy and procedures as appropriate
- complying with the principles, legislation and guidance underlying the safeguarding of children including health and safety and anti-bullying.
- reviewing the Safeguarding Policy and Procedures of the Band by the Band committee at least annually.

## Part 2 Safeguarding procedures

1 These procedures supplement the statement of policy set out above. References to a “young person”, “young people” or “children” apply to young people under 18 years of age and also to any adult members of the band who are vulnerable by reason of physical or other disability. These procedures are intended first to protect young people from abuse while engaged in the activities of the band and secondly to avoid allegations of abuse against officers and other members of the band.

2 In the event that there is a member of the Band under 18 years of age, parent(s) or guardian(s)/carer(s) will be required to sign a membership form covering such details as contacts, allergies and emergency health information and consent to the child being included in band photographs.

3 Normally the activities of the band will be in full rehearsal and at engagements when young people will be encouraged to develop musically and socially in an unthreatening, open environment. Occasionally members may rehearse, socialise or travel in small groups and all members should be aware that physical, sexual or emotional abuse or neglect of a young person can occur and is more likely in such circumstances.

4 In order to minimise the risk of abuse or an allegation of abuse, the Band and its members shall:

- Ensure that, whenever possible, parents take responsibility for their own children.
- Follow an “open door” policy and not allow an adult to be alone with a child in a closed room.
- Never be alone with a child or children on a car journey, however short, unless there is absolutely no other option, or the child’s or children’s parent(s) or guardian(s) /carer(s) have given permission to the Safeguarding Officer or her/his deputy.
- Not engage in or allow inappropriate physical contact of any kind.
- Avoid personal verbal abuse and inappropriate use of electronic communication and social media.
- Not encourage or condone the illegal acquisition or consumption of alcohol by young people and, where consumption of alcohol is legal, for example with a restaurant meal, try to ensure that a young person does not drink to excess.
- Ensure, so far as possible, that photographs published by the Band do not expose any young person to risk.
- Carry out, as necessary and appropriate, risk assessments in relation to engagements and venues.

However, it is the duty of all members to ensure that the welfare of the child or children is of paramount importance, so no child or children should ever be put at risk by a member avoiding to take an action to safeguard a child or children.

5. The Committee shall appoint a **Safeguarding Officer** and **Deputy** (to cover in their absence) to oversee the implementation of the policy and procedures and to be the first point of reference in the event of a complaint or suspicion of abuse. Such persons will have undergone an enhanced DBS (Disclosure and Barring Service) check.

6. If any member of the band is concerned that abuse has occurred or may occur to themselves or another person, he or she should refer the matter immediately to the Safeguarding Officer or, if he/she is not available or the disclosure or complaint relates to the conduct of the Safeguarding Officer, the Deputy Safeguarding Officer, the Chairman of the Band or another committee member.

The Safeguarding Officer or other person receiving a disclosure or complaint from a band member or young person must not conduct any investigation but should refer the complaint as soon as possible to the Chairman and to Social Services and/or, in case of emergency, to the Police. The number for Social Care at the Worcestershire Hub is 0845 607 2000 out of office hours (5:00pm to 8:00 am weekdays and all day at weekends and bank holidays) contact the Emergency Duty Team (EDT) on 01905 768020.. The Childline number is 0800 1111.

The Safeguarding Officer shall keep a written record of any complaints received and all action taken.

7. Any member of the Band who finds himself or herself in a compromising situation should immediately withdraw from that situation and speak to the Safeguarding Officer or a Trustee as soon as possible. Similarly anyone who observes another Band member putting himself or herself at risk of an allegation should speak to the member concerned or to the Safeguarding Officer with a view to discreetly avoiding embarrassment.

The Safeguarding Officer is Kim Harris and her mobile telephone number can be obtained by emailing [secretary@stourportband.co.uk](mailto:secretary@stourportband.co.uk) or found in the contact list in the Members' Area of the band website. The Deputy Safeguarding Officer is Helen Howard and she can be contacted in the same way as the Safeguarding Officer.

This Policy and Procedure was adopted by Stourport on Severn Brass Band

on: 1<sup>st</sup> May 2015 at the Band AGM

Reviewed date: May 2016

Chairman's Signature: Kim Harris (Chair)

### **Legal framework**

This policy and procedure has been drawn up on the basis of 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