

# Denmead Brass - Safeguarding Policy

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# Denmead Brass - Safeguarding Policy

## Section 1. Policy Statement

This policy applies to all members, volunteers or anyone working on behalf of Denmead Brass.

The purpose of this policy:

- to protect children, young people and vulnerable adults who are members of the band.
- to provide staff, volunteers and members with the overarching principles that guide our approach to child protection

Denmead Brass believes that a child, young person or vulnerable adults should never experience abuse of any kind. We all 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:

- Keeping Children Safe in Education 2018
- Working together to safeguard children 2018
- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 2018
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Local Authority guidance on safeguarding children and young people.  
(<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren> )

We 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. E.G. Early Help Assessment

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

- Valuing them, listening to and respecting them
- Adopting and adhering to 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 (Section 8)
- Ensure that all concerts, contests and band outings have been risk assessed for safety and suitability and comply with safeguarding guidelines.

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- 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. (Section 3)
- Ensuring appropriate ratios of adults to children at all rehearsals and events
  - 4 - 8 years, 1 adult to 6 children
  - 9 - 12 years, 1 adult to 8 children
  - 13 - 18 years 1 adult to 10 children
  - Having at least 2 responsible adults present at all times.

### Useful contact details

- Band safeguarding team: Linda Groves 07949 972219, Andy Hill 07811 450420, Sarah Smith 0777 6420535
- Local police: 101 or if a child is in immediate danger 999
- Hampshire children's services department 0300 555 1385  
<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/contacts>
- Out of hours contact: 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

## Section 2. Types of Abuse

In terms of safeguarding guidelines, a child is “anyone who has not yet reached their 18th birthday”. Safeguarding children and vulnerable adults is the responsibility of everyone. All committee members, band members and volunteers should be aware of the different forms abuse can take. In general terms, abuse and neglect are forms of maltreatment of a child/vulnerable person. Children may be abused in a family or in an institutional or community setting: by those known to them or, more rarely, a stranger. An adult, or adults or another child/children may abuse them. If any member of the band or band committee suspects abuse of any kind, they have a duty to act.

Commonly accepted definitions of the five main types of abuse are outlined below. These definitions may help, but staff suspecting a child is at risk of abuse should consult, especially where there is uncertainty.

### 1. Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or young person.

### 2. Emotional Abuse

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Emotional abuse is the persistent emotional maltreatment of a child/young person such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to children/young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children/young people. These may include interactions that are beyond the child's developmental capability, as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing the child/young person frequently to feel frightened or in danger. Some level of emotional abuse is involved in all types of maltreatment of a child/young person though it may occur alone.

### 3. Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities, or in encouraging children/young people to behave in sexually inappropriate ways. Sexual abuse frequently leaves no signs and is difficult to spot. The absence of signs and symptoms does not mean that a child has not been subject to abuse, but many of the symptoms may be caused by conditions unrelated to sexual abuse.

### 4. Neglect

Neglect is the persistent failure to meet a child's/young person's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. From before birth, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### 5. Bullying

This may be bullying of a child by an adult or another child. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It may be physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name-calling, graffiti, abusive text messages transmitted by phone or on the internet), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

## Section 3: Dealing with a safeguarding concern

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### 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 Child Line 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 999.
- 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 safeguarding officer to let them know what is happening. **Linda Groves 07949 972219**

The safeguarding team should inform Hampshire children's services department **0300 555 1385**, out of hours the police/ social services will direct you what to do next and if you should contact the parents.

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 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.

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### Keeping a record of your concerns

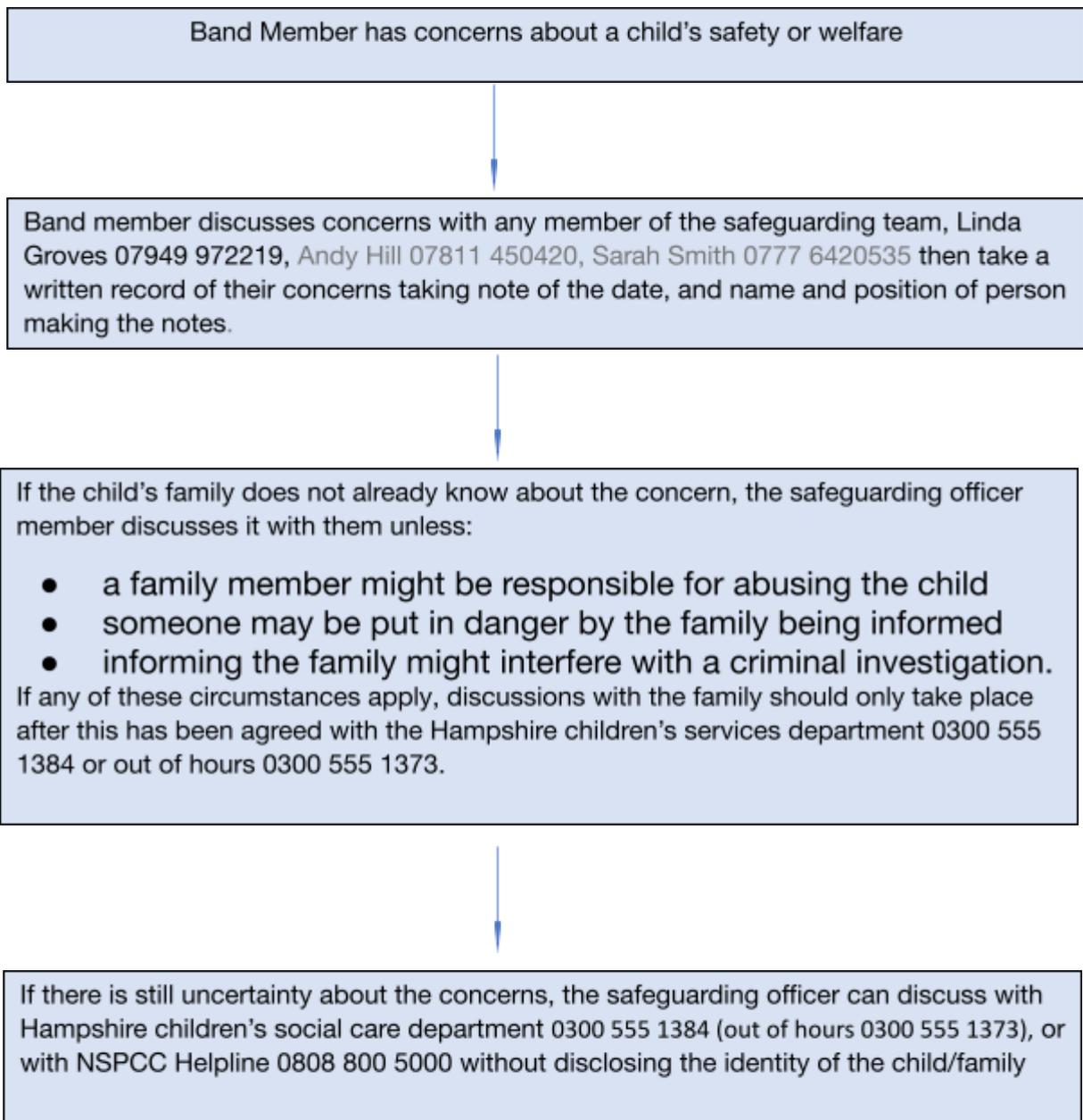
It is important to keep a clear detailed record of events and communication in relation to the concern. It can be used to forward information to the statutory child protection authorities if a referral to them is needed. The form / log should be signed and dated by all those involved in its completion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

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## Procedure for helping a child not in immediate danger

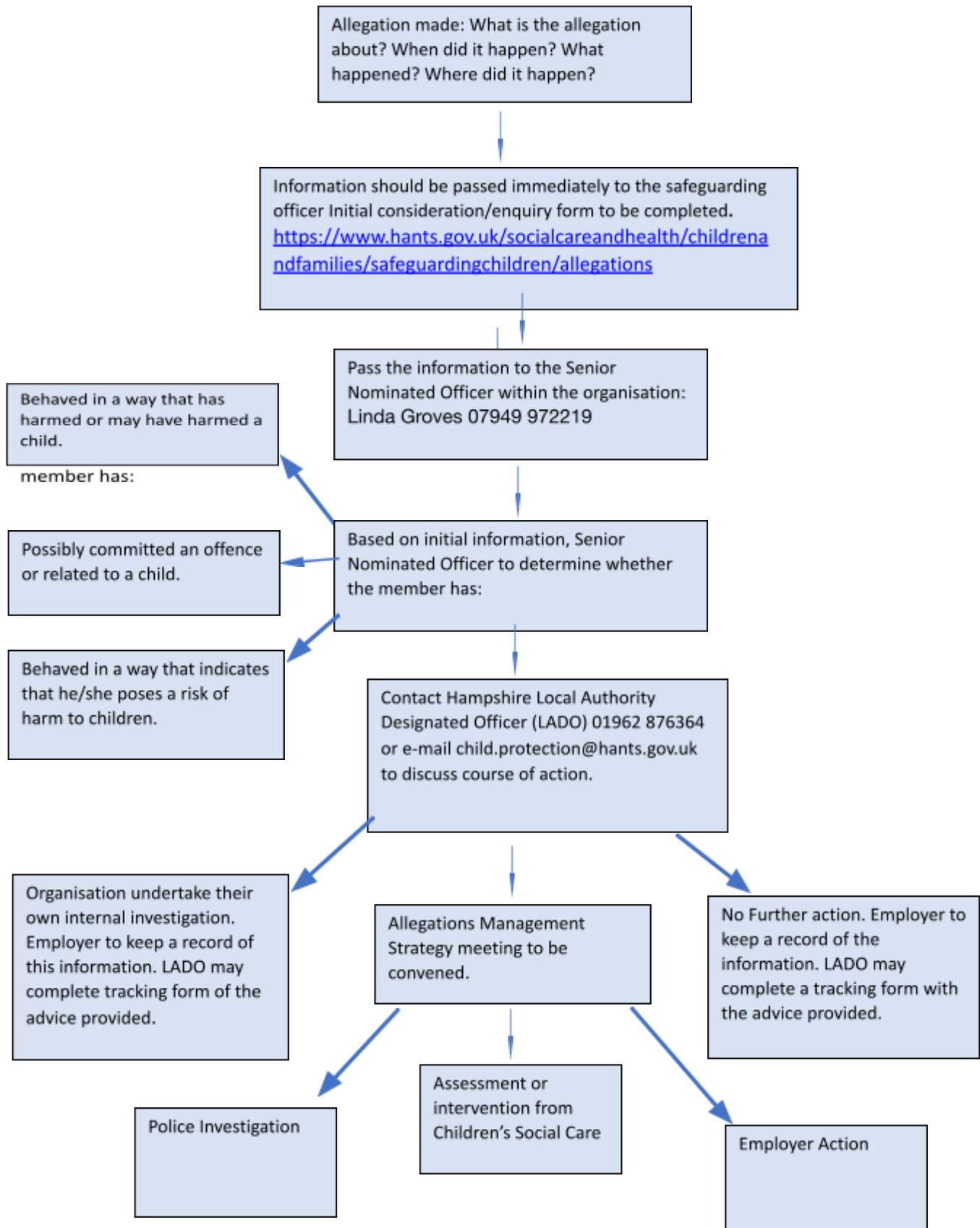
We aim to ensure all young people within the band and any other children who may come to the attention of the band receive the protection and support they need if they are at risk of abuse.

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



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## Procedure for managing allegations against a member of the organisation



## Section 4. Whistle Blowing Procedure

### 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 Chairman and safeguarding team 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 managing allegations process on page 9.

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

Speak to the band chairperson or safeguarding team. 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.

### 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 inform them to speak to the safeguarding team or chairman 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

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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 safeguarding team (if this is not you) to discuss the matter further. If you are not the person responsible for dealing with concerns i.e. Chair, safeguarding team 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 (See page 8).

If it becomes apparent during the course of the investigation that a criminal offence may have been committed, the police will 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. The person who raised the concern should 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

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The chair or safeguarding team 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 08000280285, or the Hampshire Local Authority Designated Officer (LADO) 01962 876364.

### Section 5. Anti-Bullying Policy

The band has well defined Anti-Bullying Policy which can be found on the safeguarding section of the bands website, a printed copy can also made available by the Safeguarding Team on request.

### Section 6. Supervision

There may be occasional times during rehearsals, concerts, contests or even social activities that young players and those of players with care and support issues will require supervision. In the case of a young player's parent (or other agreed responsible adult) not being present, the band has a Duty of Care to act in loco parentis for the duration of the event.

The person or persons responsible for supervision will be safely recruited for this role (including a DBS check and other appropriate safeguards) and must be made aware of any specific needs (including dietary) or medical conditions of the young people.

The supervisor(s) will consider appropriate environments for young players during social times during the event (for example after playing and before receiving the results at a contest).

### Section 7. Transportation Policy

It is common practice for members of bands to share lifts to both rehearsals and concert. Unless group transport has been arranged by the band (see below), it is the responsibility of the parent/carer to arrange the transportation of young players, or players with care and support needs. The band does not hold any responsibility for any personal arrangements made between a parent/carer/player and other band members, such arrangements should not be made through a third party or the committee.

Band members making a personal arrangement with a parent/carer should follow the best practice guidelines outlined in the band's code of conduct.

Despite the band not holding responsibility for the arrangement of lifts, there is still a duty of care if there are any concerns raised regarding transporting young people or those with care and support needs to the band. Any issues raised should be dealt with in line with the band's safeguarding and whistle blowing policies and, if necessary, appropriate referrals made to statutory authorities.

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When Group transport is arranged for events, the band will ensure it conforms to legal requirements including, rest times, number capacity of the vehicle and seat belts.

Pick up and drop off points will be agreed before the event and emergency contact information held by the band will be checked prior to departure. In the case of breakdown and recovery, parents will be informed as soon as possible.

### Section 8: Health & Safety Policy

The band has well defined Health and Safety plan and a First Aid Policy which can be found on the safeguarding section of the bands website, a printed copy can also made available by the safeguarding seam on request.

The band carry out regular Health & Safety reviews and risk assessments. Members are expected to cooperate with any advice provided by the nominated Health and Safety representative.

The band have 1 trained First Aiders (Kate Stapleford), First Aid Boxes are provided and maintained by Denmead Community Centre.

Any issues regarding Health and Safety should be reported to the nominated representative as soon as possible.

### Section 9: E Safety & 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 band's reputation, and also 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 can 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, groups and chat groups and ensure that these are appropriate and in keeping with the purpose of the page, group or chat and the band ethos.

#### Individuals within the Band

It would be best practise for adult members of the band 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

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with each other through social media in a group setting such as the band's social media page, group, group chat or website.

Any content that raises a safeguarding concern should be reported to the band safeguarding team who will carry out safeguarding, whistle blowing, or allegations management procedures as outlined in this document.