

# Saltash Town Band

## Safeguarding Policy

### Introduction

These procedures have been designed to ensure the welfare and protection of any child, young person or vulnerable adult who accesses the services provided by Saltash Town Band. We recognise that child protection can be a very difficult subject for people to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem. Saltash Town Band is committed to the belief that safeguarding is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all workers and volunteers to act appropriately to any concerns that arise.

Saltash Town Band is committed to equal opportunities and cultural diversity. Saltash Town Band does not tolerate discrimination for any reason and seeks to promote opportunities for all, whatever their race, age, culture, disability, gender, language, background, religious belief, sexuality or sexual identity in order for them be able to participate in brass banding in an enjoyable and safe environment.

### Recognising the Signs and Symptoms of Abuse.

Saltash Town Band will ensure that identified band members undertake appropriate training dependent upon their role to gain a basic awareness of the signs and symptoms of child abuse and recognises how concerns about a child or young person's safety can come to light. For example:

- a child or young person alleges that abuse has taken place or that they feel unsafe,
- a third party or anonymous allegation is received,
- a child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect,
- a child or young person reports an incident(s) of alleged abuse which occurred some time ago,
- a report is made regarding the serious misconduct of a volunteer towards a child or young person.

Abuse in all its forms can affect a child at any age. The effects can be so damaging that if not treated, they may follow an individual into adulthood.

Children with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation, and a powerlessness to protect themselves, or adequately communicate that abuse has occurred. Children from ethnic minorities, who may also be experiencing racial discrimination, may be, or feel, doubly powerless in these respects.

Abuse may take a number of forms, and may be classified under the following headings:

## **Neglect**

This is where adults fail to meet a child's basic needs like food, shelter, warm clothing or medical care, or to protect them from physical harm. Children might also be constantly left alone or unsupervised.

Neglect in a banding situation could include a conductor or band manager not keeping children safe, or exposing them to unnecessary risk of injury.

## **Physical Abuse**

This is where someone physically hurts or injures children, for example by hitting, shaking, throwing, squeezing, burning, suffocating and biting or otherwise causing physical harm to a child. Giving children alcohol or inappropriate drugs would also constitute physical abuse.

## **Sexual Abuse**

Girls and boys can be abused by adults or other children, both male and female, who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, or fondling. Showing children pornographic material is also a form of sexual abuse.

In banding, activities which might involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. Also the power of the teacher over young students if misused, may lead to abusive situations developing.

## **Emotional Abuse**

Persistent lack of love and affection, where children may be led to believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the child being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. It may also feature age or developmentally inappropriate expectations being imposed on children. Emotional abuse also occurs when there is constant overprotection, which prevents children from socialising.

Emotional abuse in banding might include situations where children are subjected by a parent or teacher to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure in order to perform to high expectations.

## **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).

In banding, bullying may arise when a parent pushes a child too hard to succeed, a teacher adopts a win-at-all-costs philosophy, or an official at a contest/ festival uses bullying behaviour.

## **Guidance on how to respond to a person disclosing abuse**

DO's:

- Do treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying,
- Do tell the child they are right to tell you,
- Do reassure them that they are not to blame,
- Do be honest about your own position, who you have to tell and why,
- Do tell the child what you are doing and when, and keep them up to date with what is happening,
- Do take further action – you may be the only person in a position to prevent future abuse – tell your nominated person immediately,
- Do write down everything said and what was done.

DON'T's:

- Don't make promises you can't keep,
- Don't interrogate the child – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this,
- Don't cast doubt on what the child has told you, don't interrupt or change the subject,
- Don't say anything that makes the child feel responsible for the abuse,
- Don't do nothing – make sure you tell your Designated Safeguarding Officer immediately – they will know how to follow this up and where to go for further advice.

## **Safe Recruitment Practices**

Saltash Town Band will use the following checklist for safer recruitment:

1. Make it clear that your organisation has a commitment to safeguarding and protecting children and vulnerable adults.
2. Where possible have a face-to-face interview with the prospective volunteer. Include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.
3. Check the candidate's identity by asking them to bring photographic ID.
4. Check the candidate actually holds any relevant qualifications they say they have.
5. Apply for a Disclosure and Barring Service check if appropriate to the individual's role.
6. Take up references. Ask specifically about an individual's suitability to work with children.
7. Provide a copy of your organisation's child protection policy and procedures.

## **A Named Person(s) for Child Protection**

Every organisation that works with children or young people should have in place a named person who is responsible for dealing with safeguarding issues that may arise. A deputy must be made available in their absence.

Saltash Town Band has appointed individuals who are responsible for dealing with

any Safeguarding concerns. In their absence, any member of the committee can be contacted. The named persons for safeguarding within Saltash Town Band are:

Designated Safeguarding lead  
Name: Lauren Thomas

Email: l.rossiterthomas@hotmail.co.uk

Tel: 07969 163109

Designated Safeguarding committee member :  
Name: Mathew Thomas

Email: mepthom@gmail.com  
Home telephone number:  
Mobile number: 07902 456114

The role and responsibilities of the named persons are:

- To ensure that all volunteers are aware of what they should do and who they should go to if they are concerned that a child, young person or vulnerable adult may be subject to abuse or neglect.
- Ensure that any concerns are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- The Named Person(s) will record any reported incidents or breaches of Child Protection policies and procedures. Records will be kept in a secure place and will be confidential.

## Training

The effectiveness of the policies described will depend on **everyone** who is involved with the band being aware of what is good practice. This applies particularly to those working directly with children, such as junior conductors and Welfare Officers, but an awareness of safeguarding issues is also needed by others who may be involved more indirectly, such as committee members or occasional parent helpers.

**All volunteers will be given details of this policy as part of their induction.** All new volunteers should be adequately supervised and their progress reviewed on a regular basis.

Saltash Town band will endeavour to send identified volunteers on available, appropriate training courses.

## **Managing Allegations made against a member of Staff / Volunteer**

Saltash Town Band will ensure that any allegations made against members will be dealt with swiftly and in accordance with these procedures:

- The volunteer must ensure that that the child is safe and away from the person against whom the allegation is made,
- The Designated Safeguarding lead should be informed immediately. In the case of an allegation involving that person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person,
- The named person should contact the local authority designated officer (LADO) for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the police. See Useful contacts section at the end of this document.
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The safeguarding lead can support the volunteer during this process but must not complete the report for them. This report must be made available on request from either the police and/or Social services.
- Regardless of whether an investigation follows, Saltash Town Band will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.

## **Recording and managing confidential information.**

If Saltash Town Band becomes concerned that a child/young person may be at risk of significant harm, then the organisation has a duty to refer their concerns to the relevant agencies. Where possible this should be done with the child's/young person's consent, but, if necessary, such consent should be set aside in the interests of the child/young person concerned.

volunteers will be responsible for completing the incident report form (in Appendix 3). This is for recording concerns / allegations of abuse, harm and neglect and the person who receives the allegation or has the concern should complete the pro-forma.

Access to those records needs to be limited to people in named roles who either need to know about the information in those records and/or who manage the records/files.

## **Whistle Blowing Procedure (Procedures to deal with in house allegations against other workers/volunteers)**

It can be very difficult to report concerns about a member of staff or volunteer but all staff and volunteers have a duty to do this. It is important that any concerns arising from suspected abuse or harassment by a member of staff or volunteer should be reported immediately. As a first step, you should normally raise concerns either verbally or in writing to the chair of the committee or the safeguarding lead. Concerns about the management of the band can be discussed with South West brass banding Association.

## **Photography & Filming**

We will not permit photographs, video or other images of children or young people to be taken without the consent of the parents/carers and children. Should Saltash Town Band require photographs, video or other images of children or young people for our own promotional purposes Saltash Town band will take all steps to ensure these images are used solely for the purposes they are intended. The band should be contacted immediately by anyone who has become aware that these images are being used inappropriately.

## **Internet, Social Media and Mobile Phone acceptable use**

Saltash Town Band understand the importance of emerging technologies for children's education and personal development but recognise that safeguards need to be in place to ensure children are kept safe at all times.

## **Avoiding accidents and running safe events**

Saltash Town Band will strive to identify and manage physical risks to children and young people when they take part in activities through:

- having a health and safety policy and risk assessment process in place covering the venue and activities;
- carrying out risk assessments in advance of outings and special events;
- ensuring that there are regular checks on equipment used by children, staff and volunteers in the organisation;
- having clear guidelines on parental consent to activities and, where appropriate, the consent of young people;
- users completing a registration form giving us details about their needs (medical,

dietary, allergies, care needs), these will be kept easily available during sessions;

- There being a trained designated first aider.

## **Disseminating/Reviewing Policies and Procedures**

Saltash Town Band will review this policy on an annual basis and this will be signed by the Chair of the committee or his/her deputy when the revised policy has been accepted. Any changes/amendments will be clarified and shared with all band members and where significant changes appear these must be relayed to parents/carers.

Date that the policy was last amended / reviewed by the Committee :

Signature of the Chair:

Name :

## **Useful telephone numbers and contact details**

### **Cornwall Services**

MARU (Multi-agency referral unit) 0300 123 1116  
Out of Hours Service: 01208 251300

LADO (Local Authority Designated Officer) 01872 326536  
Principal LADO Justine Hosking and LADO Annabel Timmins

Cornwall and Isles of Scilly Safeguarding Children Partnership  
<https://www.cornwall.gov.uk/health-and-social-care/childrens-services/cornwall-and-isles-of-scilly-safeguarding-children-partnership/>

### **Devon Services**

MASH (Multi agency safeguarding hub) 0345 155 1071  
Emergency Duty Team: 0345 6000388

LADO 01392286013

### **Useful additional reading**

LADO General Guide for VCSE (Voluntary, Charity, Social Enterprise) and Private Sector who work with Children (leaflet available from the LADO office)

Government Publication Working Together to Safeguard Children 2018: Chapter 2 page 71 Voluntary Organisations, and Chapter 2 Page 58 People in positions of trust.

## Appendix 2

### **Procedures to implement DBS checks**

1. CBBA/Band members who need to be vetted



All band personnel (including non-member helpers) who will have significant access to children must be checked. The band Welfare Officer should keep a record of all such people and ensure that they have been vetted through the DBS

## 2. Obtaining the DBS form

Persons who are required to obtain a “disclosure” from the DBS will need to contact the Welfare Officer to arrange for the relevant forms to be obtained from BBE

## 3. Completing the DBS form

Please read the guidance notes sent to you by the DBS with your form and note their request for the form to be completed in black ink. Any mistakes should be crossed through and the correct information written in the given boxes immediately to the right if space permits, or as close as possible to the intended area. Do not use liquid paper – the DBS computer will reject these forms.

## 4. Checking Identity

The Welfare Officer should carefully check the documentation against the details shown on the form.

## 5. Disclosure

The result of the check, ‘**the Disclosure**’ will be sent to the applicant and to the registered body (BBE). An authorised person at your supporting Registered Body will deal with information received, as required of a Registered Body by the DBS. The applicant is then required to show the Disclosure Certificate to the Welfare Officer, who will take a copy and certify it.

## 6. Suitability for responsibility

It is important to emphasise that the absence of any relevant disclosure emerging from this vetting process does not guarantee that the individual is safe to work with children, so it **should not be relied on excessively**. It is only one of a number of factors in the initial assessment of the person’s suitability for this responsibility.

## 7. Further Advice

Further advice can be obtained from the Disclosure and Barring Service at [www.gov.uk](http://www.gov.uk)

# Appendix 3

## Incident Report Form


