

St Albans City Band

Safeguarding policy

Note: This policy has been drawn in line with guidance from Brass Bands England's Bandsafe programme.

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St Albans City Band

Safeguarding policy

This policy applies to all members, volunteers or anyone working on behalf of St Albans City Band.

The purpose of this policy:

1. To protect children, young people and adults with care and support needs who are members of the band or connected to the band in some other way.
2. To provide staff and volunteers with the overarching principles that guide our approach to child protection.
- 3.

St Albans City Band believes that a child, young person or adult with care and support needs should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and adults at risk and to keep them safe. We are committed to practice in a way that protects them.

Related policy:

St Albans City Band Whistleblowing Policy

Legal framework

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

- Children Act (1989)
- United Convention of the Rights of the Child (1991)
- Data Protection Act (1998) and subsequent data protection guidance
- Sexual Offences Act (2003)
- Children Act (2004)
- Protection of Freedoms Act (2012)
- Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children; HM Government (2018)
- The Safeguarding Vulnerable Groups Act (2006)
- The Human Rights Act (1998)
- The Children and Families Act (2014)
- Special Educational Needs and Disability (SEND) code of practice: 0 to 25 years. Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government (2014)
- General Data Protection Regulations (European Union) (2017)

- Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government (2015)
- The Care Act (2014)
- The Care Act (2014) Care and Support Statutory Guidance (specifically the safeguarding section of this)
- The Mental Capacity Act (2005)

Safeguarding

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; and
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

In addition, bands are aware that they also have safeguarding responsibilities towards adult members, some of whom may be vulnerable at different times in their lives. The principles outlined above in relation to children, also apply to our work with adults. In terms of a legal framework, the arrangements for those over 18 are governed by the Care Act 2014. This Act stipulates that statutory safeguarding duties apply to an adult who:

- has care and support needs, and
- is experiencing, or at risk of, abuse or neglect, and,
- as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

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

- valuing them, listening to and respecting them, ensuring that, in the case of adults, we work with their consent unless 'vital interests' [as defined in the Data Protection Act (1998)] are at stake, or the person has been assessed as lacking mental capacity [as defined in the Mental Capacity Act (2005)];
- adopting child protection and adult safeguarding practices through procedures and a code of conduct for members and volunteers;
- ensuring that our governance arrangements reflect our commitment to safeguarding
- working to ensure that there is a safe culture within our band
- 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 adult safeguarding with children, parents, volunteers and members;
- sharing concerns with agencies who need to know, and involving parents and children appropriately.

Our safeguarding policy in practice

In order to provide young and vulnerable people with the best possible experience and opportunities in brass banding with St Albans City Band, everyone must operate within an accepted ethical framework and demonstrate exemplary behaviour. Not only will this allow brass banding to make a positive contribution to the development of young or vulnerable members of the Band and safeguard their welfare, but it also protects all personnel from the risk of false allegations of abuse or poor practice.

It is not always easy to distinguish poor practice from abuse, whether intentional or accidental. It is not therefore the responsibility of members or participants in the Band to make judgements about whether or not abuse is taking place. It is, however, their responsibility to identify poor practice and potential abuse and to act if they have concerns about the welfare of a young or vulnerable person. The sections below are not intended to be definitive or conclusive but will enable us to identify what is meant by good practice, poor practice, and abuse.

Where circumstances arise where it is impractical to avoid any of the situations mentioned above, they should only occur with the full knowledge and consent of someone in charge in the organisation and the young or vulnerable person's parent or carer.

If, during your care of a child, you accidentally hurt them, the child appears distressed in any manner, or misunderstands or misinterprets something you have said or done, you must report any such incidents as soon as possible to a committee member and make a brief written note of it. The Band Safeguarding Officer will then ensure that parents are informed of the incident where appropriate.

Procedures to implement DBS checks

The Band members who need to be vetted are all persons (including non-member helpers) who will have significant access to young or vulnerable persons, and as directed by the Committee. The Band Safeguarding Officer will keep a record of all such people and ensure that they have been vetted through the DBS.

How this Policy impacts on St Albans City Band

St Albans City Band is a thriving band, whose membership will include some members under the age of 18 years, with the advent of our Youth Band, and with under 18s occasionally playing in our community or training bands.

Illness or other factors may also make a person vulnerable – not always in a way which is immediately obvious.

All adult members of St Albans City Band have responsibility for the safety and protection of any young or vulnerable people who are members of the Band, and should therefore ensure that they follow the good practice outlined in this document which, if followed, also provides protection to members against any allegations relating to poor practice or safeguarding issues.

Paid staff and volunteers will be provided with additional information to assist them in understanding signs of abuse, or that young or vulnerable persons are at risk and may be asked to attend training.

No Band member is to teach or coach any young or vulnerable person on behalf of the Band without prior agreement of the committee and appropriate checks being made. Any such member will need to complete a DBS check. St Albans City Band will ensure that, during any individual tuition and coaching undertaken with a young or vulnerable person in the course of a Band session, an additional adult, (preferably a parent, or a carer) will also be present.

St Albans City Band will ensure that appropriate vetting, including DBS checks, are carried out for everyone involved in training Band members under 18, including tutors and conductors whether paid or volunteers.

If any member takes on the tuition/coaching of a young or vulnerable person in a private capacity, it must be made clear that they are not working on behalf of the Band, and this must not take place during band rehearsal times.

If a young or vulnerable person attends rehearsals or engagements, responsibility for that person must rest ultimately with the parents or carers. Whilst Band members will observe the St Albans City Band Safeguarding Policy and procedures, parents or carers are welcome to remain on site and to satisfy themselves that the young or vulnerable person for whom they have responsibility is safe and their welfare needs met.

In compliance with the recommendations of Brass Bands England, the committee of St Albans City Band has appointed a Safeguarding Officer to advise on compliance with the procedures in the protection policy. The Safeguarding Officer will have the primary responsibility to check that everyone who has significant access to young or vulnerable people within the Band is suitable for that role, has been vetted and a DBS check carried out

where appropriate. The Safeguarding Officer should also undergo the vetting/DBS procedure.

The Safeguarding Officer should not be a co-ordinator, tutor or conductor of any of St Albans City Band's bands, and will act as a focal point for reporting any concerns about poor practice or concern that a child has been placed at risk.

Useful contact details:

Band Safeguarding Officer: Jenny Hill safeguarding@stalbandsband.co.uk

Band Chair of Trustees: Chris Hughes chris@stalbandsband.co.uk

Local police:

- Hertfordshire Constabulary
 - <https://www.herts.police.uk/contact/af/contact-us/>
 - Call 101 for non-emergency enquiries.
 - Police Station address, Civic Centre, St Peter's Street, St Albans AL1 3JE

Hertfordshire Local authority children's social care department and adult social care department, including out of hours contacts:

- If you are concerned that abuse could be taking place but there is no immediate danger, please call or visit:
 - Children - [0300 123 4043](tel:03001234043)
 - [Hertfordshire Safeguarding Children Partnership](#)
 - Adults - [0300 123 4042](tel:03001234042)
 - [Safeguarding Adults at Risk](#)

NSPCC Helpline: 0808 800 5000 or help@nspcc.org.uk

ChildLine: 0800 1111 (textphone 0800 400 222) or www.childline.org.uk

The Samaritans: <https://www.samaritans.org/>

National Domestic Abuse Helpline: <https://www.nationaldahelpline.org.uk/>

Brass Bands England Safeguarding Officer: 01226 771015

Appendix 1: 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, religion 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 and adult safeguarding 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, adults at risk, 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 the 'dos and don'ts' in terms of how everyone involved in the Band is expected to behave, both in face-to-face contact and online.
- 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, adults at risk and families who are part of the Band to ensure that they understand our anti-bullying policy.

When bullying occurs, we will respond to it by:

- Having a clear anti-bullying procedure in place;
- Providing support and training for all band members on dealing with all forms of bullying, including racial, sexist, homophobic, religious 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.

Appendix 2: Guidelines on the Use of Social Media

It is recognised that the internet provides unique opportunities to promote our band, including performances, using a wide variety of social media, such as Facebook and YouTube. 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 can jeopardise compliance with legal obligations.

Band Websites and Social Media pages

We will always gain permission prior to posting images of band members on official websites and social media pages. This permission is obtained through the membership form. Permission can be withdrawn at any time by written application to the band's Chair or Safeguarding Officer.

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

We will always 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's 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. Our site is managed in the most appropriate way for ensuring the safety and security of our members.

Individuals within the Band

Adult officers, musical directors and volunteers – those in positions of responsibility – will not be social media friends with children and young people who are members of the band, unless there is a direct family relationship or friendship. This is particularly important with social media forms that allow individual private communication.

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