



## **Penrith Town Band Safeguarding Policy**

This policy has been written using Guidance from the Brass Band England 'Bandsafe' Toolkit. For further information on Types of abuse and responding to abuse see full information in **BandSafe #5 Safeguarding document.**

[https://www.bbe.org.uk/sites/brassbandsengland.co.uk/files/BandSafe%235\\_Safeguarding\\_1.pdf](https://www.bbe.org.uk/sites/brassbandsengland.co.uk/files/BandSafe%235_Safeguarding_1.pdf)

### **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.

Penrith Town 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.

### **Our commitment to safeguarding**

**Every** member of Penrith Town Band should feel happy, comfortable and safe while involved in band activities.

Penrith Town Band has a moral and legal obligation to safeguard children and vulnerable adults within our organisation from harm and abuse. We are committed to ensuring that everyone follows procedures to protect our members, and will report any concerns about their welfare to appropriate authorities.

We undertake to:

- prioritise the welfare, well-being and safety of our players so they can reach their full potential.



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- help our players to take part in an enjoyable and safe environment, whatever their age, culture, disability, gender, language, racial origin, religious belief or sexual identity.
- take all reasonable steps to protect our players from harm, discrimination and degrading treatment.
- respect the rights, wishes and feelings of all our players.
- respond swiftly and appropriately to all suspicions and allegations of poor practice or abuse.

### **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)



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**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 and 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.



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### How we meet this commitment

- Appointment of a Welfare Officer
- Safeguarding training
- Disclosure and Barring Service (DBS) checks
- First aid provision
- Compliance with Body of Persons Approval (BOPA) conditions
- Clear guidance for one-to-one lessons
- Safe transport policy
- Keeping a record of band members' emergency contact details, medical information and consent for photography
- Clear reporting procedure
- Regular review and sharing of this policy

### Band Welfare Officer

The Band will appoint a Welfare Officer each year at its AGM. Details of this appointment will be communicated to all members not in attendance.

In the event of either resignation or prolonged absence of the Welfare Officer, the Committee will appoint an Interim Welfare Officer to act until either the next AGM or return of the Welfare Officer.

Contact details for the Welfare Officer will be made available to all band members, so that anyone who needs to inform them of any safeguarding related concerns may do so at any time.

(For information, see Safeguarding/Welfare Officer's role description).

### Safeguarding training

The Welfare Officer must either have undertaken suitable Safeguarding training. Training needs will be discussed and agreed with the Committee, who must be satisfied that the level of training undertaken is sufficient in the light of the risks facing the Band.

The Welfare Officer will provide safeguarding training for band members who have involvement with young people, or ensure that they have received suitable opportunity for training. For example, Brass Bands England Bandsafe Training.

### Disclosure and Barring Service (DBS) register

Members of the band who have significant contact with young people (under 18) will apply for a DBS check (Disclosure and Barring Service register), which will be updated every 3



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years. A record shall be kept, detailing name, DBS number, date received and any recorded declarations. As a minimum, DBS checks will be obtained for all tutors and chaperones.

Some members may already have DBS clearance for other organisations. For this to be relied upon, this must be current (within the last 3 years) and the Welfare Officer should see the certificate and note the renewal date.

The Welfare Officer will keep an up-to-date list of children under 18 who are taught by band members, listing:

- Child's name
- Parent's name
- Child's date of birth
- Instrument
- Teacher
- Teacher's current DBS status
- Review date for DBS
- Usual time and venue for lesson
- Parents' consent to unaccompanied lessons, if given.

#### **First aid provision**

The Band has a first aid kit, which is stored in the band room for use if needed during rehearsal. This is taken with the band to events.

There are a number of qualified first aiders within the band. (*See Appendix 2*). A designated first aider shall be in place at each performance.

Penrith Town Band has a strict rule about nuts. **NO nuts** or food products containing nuts may be eaten in the band room or when involved in band activities.

#### **Compliance with Body of Persons Approval (BOPA) conditions**

The Children (Performances and Activities) (England) Regulations 2014 require that children under 16 must be licensed to take part in public performances for which there is an admission fee and/or at which alcohol is served. Penrith Town Band has completed the Brass Bands England 'Bandsafe Toolkit', and fulfils criteria to use the BBE BOPA to cover performances involving children under 16 which require a licence.



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### **Clear guidance for one-to-one lessons**

Particular consideration should be given to one-to-one situations, including the one-to-one teaching of children. The following steps will be taken in one-to-one lessons:

- Parents/guardians of children under 18 will be informed that they are welcome to sit in on lessons if they so choose.
- If parents prefer not to sit in on lessons, they should give written consent to the Welfare Officer.
- Children must be collected from lessons by a parent known to the teacher.
- Tuition must always take place in a visible location in a room with either a glass door or open door.
- There must be no physical contact between an adult and child.

### **Safe transport policy**

It is common practice for members of bands to share lifts to both rehearsals and concerts.

If a young player, or player with care and support needs requires help with transport, this should be arranged directly between the parent/carer/player and band member offering the lift and not through a third party or the committee. It should be made clear to the parent/carer 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 practice when providing lifts to young people and in some cases, those with care and support needs. This should include, but is not limited to:

- 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 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 policy and, if necessary, appropriate referrals made to statutory authorities.

It is the responsibility of the driver to ensure their vehicle is in a safe and road-legal condition

### **Band member records**

Penrith Town Band keeps a secure electronic record of all band members' contact details, next of kin and emergency contacts and any relevant medical information. Band members will be asked to sign an annual declaration to update these details, and state whether or not they give consent for photography. When a new person joins, they will be asked to



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complete and sign a form with these details. The secure electronic copy of the details will be carried by nominated members of the committee, for use should an incident arise.

### **Clear reporting procedure**

We publish a Band Handbook in which we:

- make clear our commitment to safeguarding
- tell people what they need to do if they do not feel happy, comfortable or safe

The Handbook advises that concerns should be reported to the Band Welfare Officer, however concerns may be reported to the Band Chair if either the concerns relate directly to the Welfare Officer, or if a matter is urgent and the Welfare Officer is unavailable.

If there is a serious safeguarding concern about a child that is in an emergency situation, the Welfare Officer (or a chaperone) would inform the Police immediately on 999.

If there is a serious safeguarding concern about a child or young person that requires immediate attention the **Cumbria Safeguarding Children Partnership** will be contacted on 0333 240 1727, or a 'single contact' form is to be completed online (see details on page 8)

The Band commits to reporting any matters concerning the welfare of members to relevant authorities, whenever this might reasonably be expected. If ever there is doubt about whether or not a matter should be reported, then advice must be sought from one of the external contacts listed below.

Any potential safeguarding issues will be reported (according to the process outlined in this policy), as although some concerns may seem minor, they could form part of a bigger safeguarding picture. If the Welfare Officer is unsure how to deal with a safeguarding issue, advice will be sought from the LSCB and Brass Bands England safeguarding officer, as appropriate.

### **Regular review and sharing of this policy**

The Committee will discuss safeguarding matters at least annually to ensure all reasonable steps are taken to protect members from harm. The Welfare Officer will be asked to report to this meeting, either to confirm either that this policy has been fully complied with, or that any instances of non-compliance have been or are being appropriately dealt with (it may not be possible to disclose full details of relevant incidents to the Committee).

A copy of this policy will be made available for all members of the band, and also to parents of children. Tutors and parents are asked to sign a declaration to document that they have read this policy.



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## **Contacts**

### ***Internal:***

**Band Welfare Officer:** Laura Nightingale 07887 681940, email [nightingale.laura@gmail.com](mailto:nightingale.laura@gmail.com)

**Chair:** Michael Lawler 07402 467332, e-mail [michaelplawler@aol.com](mailto:michaelplawler@aol.com)

### ***External:***

#### [Useful contact details:](#)

In an emergency situation – dial 999

**Cumbria Safeguarding Children Partnership :**

<https://cumbriasafeguardingchildren.co.uk/>

Email [safeguardinghub.fax@cumbria.gov.uk](mailto:safeguardinghub.fax@cumbria.gov.uk)

**Out of hours contact Emergency Duty Team (EDT) on 0333 240 1727.**

**Office hours – Urgent 0333 240 1727**

**Or complete 'Single contact form'**

<https://www.cumbria.gov.uk/secure/LSCBContact/>

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)

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

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

Brass Bands England Safeguarding Officer: 01226 771015

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

This policy was last reviewed on: March 2022

Signed: *L.Nightingale* (Band Safeguarding/Welfare Officer)



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