



# Lanner and District Silver Band

Registered Charity: 1146498

## SAFEGUARDING POLICY AND PROCEDURES V2.1

Adopted by the Management Committee: February  
2018

**“The welfare of the child is paramount”** The Children Act (1989)

### Section 1. Policy Statement

This policy applies to all members, volunteers or anyone working on behalf of Lanner and District Silver Band and Lanner Brass Academy (Lanner Band).

The purpose of this policy:

- to protect children, young people and vulnerable adults who are members of the band.
- to provide staff and volunteers with the overarching principles that guide our approach to child protection Lanner band believes that a child, young person or vulnerable adults should never experience abuse of any kind. We 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:

- 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



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.
- We will seek to keep children and young people safe by:
  - valuing them, listening to and respecting them
- adopting 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
- Ensure that all concerts, contests and band outings have been risk assessed for safety and suitability and conform to Cornwall Council performing licence guidelines and that registered chaperones are used as appropriate
- Ensure that all trips and visits comply with safeguarding guidelines.
- 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.

Useful contact details

Band Safeguarding Officer: Steve Coad

Local police: 101 or if a child is in immediate danger 999

Cornwall children's social care department 0300 303 0440 E Mail:

[multiagencyreferralunit@cornwallgcsx.gov.uk](mailto:multiagencyreferralunit@cornwallgcsx.gov.uk)

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 Safeguarding Officer: 01226 771015

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

This policy was last reviewed on: February 2019



Signed: *S J Coad* (Band Safeguarding Officer)

## **Section 2. Types of Abuse**

In terms of safeguarding guidelines, a child is “anyone who has not yet reached their 18<sup>th</sup> birthday”.

Safeguarding children and vulnerable adults is a personal responsibility and liability which cannot be passed to the band or band committee.

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. They may be abused by an adult, or adults or another child/children. 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**

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 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. Once a child is born, 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**

#### **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.
- 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 responsible for child protection to let them know what is happening.
- A decision will need to be made about who should inform the child's family and the local authority children's social care department, and when they should be informed. If you have involved the police and/or the health services, they should be part of this decision. Consider the welfare of the child in your decision making as the highest priority. 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 impact of telling or not telling the parent
  - the current assessment of the risk to the child and the source of that risk
  - any risk management plans that currently exist.



### **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 of the person making the notes should be written alongside each entry.

### **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.

Band Member has concerns about a child's safety or welfare

Band member makes notes of their concerns using the reporting form, and discusses them with the named Safeguarding Officer.

If the child's family does not already know about the concern, the Safeguarding Officer discusses it with them **unless**:

- a family member might be responsible for abusing the child
- someone may be put in danger by the family being informed
- informing the family might interfere with a criminal investigation.
- If any of these circumstances apply, discussions with the family should only take place after this has been agreed with the local authority children's social care department.
- If there is still uncertainty about the concerns, the Officer can discuss with children's social care department or with NSPCC Helpline without disclosing the identity of the child/family

## **Section 4. 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 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 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 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 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 Officers and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic 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.
- Monitoring and review the safeguarding officer is responsible for monitoring the effectiveness of this policy. This policy will be reviewed every two years. The next review is due on: November 2019

### **Section 5: 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 bands reputation, and 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 and ensure that these are appropriate and in keeping with 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 with each through social media in a group setting such as the band's social media page or website. Any content which raises a safeguarding concern should be reported to the Band Safeguarding Officer using the procedure outlined in the band's safeguarding procedures.





## **Section 6: 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 Chair and Safeguarding Officer 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 Child Protection Policy.

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

Speak to the Band Chair or Safeguarding Officer. 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.

### **2. 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 suggest that the person speaks to that officer 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 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 Officer (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 Officer 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.

If it becomes apparent during the course of the investigation that a criminal offence may have been committed, the police should 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. It may be appropriate for the person who raised the concern to 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**

The responsible officer 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, a Local Authority Designated Officer for safeguarding, or Citizens Advice.

Further Information can be found at:

<http://www.brassbandsengland.co.uk/about-us/contact-us/>

<http://www.online-procedures.co.uk/swcpp/>

<http://www.charitycommission.gov.uk/>





Appendix 1

PROTECT - PERSONAL

## Lanner and District Silver Band Member/Volunteer Reference Form

\_\_\_\_\_ has expressed an interest in becoming a member/associate/affiliate/volunteer, and has given your name as a referee.

If you are happy to provide this reference all the information contained on the form will remain absolutely confidential and will only be shared with the applicant's immediate supervisor and the Child Safeguarding Officer, should they be offered a position.

We would appreciate you being candid in your evaluation of this person. If you would prefer to respond by telephone, please do so – contact details are set out below.

How long have you known this person?

In what capacity?

Would this person be suitable to work with children and vulnerable adults?

**Yes / No** (delete as applicable)

How would you describe their personality?

Name:

Date:

Position:

Signed

Address

Telephone



## Appendix 2

# BRASS BANDS ENGLAND

## Procedures to implement DBS checks

As adopted by Lanner and District Silver Band – February 2018

### 1. Band members who need to be vetted.

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

As a registered umbrella body, Brass Bands England will endeavour to process DBS check applications quickly and without any fuss for bands.

This service is free of charge to member bands, and a small administration charge will be made for applications received from non-member bands and other organisations.

It is very important that all bands use the DBS. We advise you to take a look at the procedures you have in place to see if they are up to date.

We advise that any members who work directly with young people agree to a DBS check. If you apply for some grants or apply for charitable status you will need to have your DBS checks in place.

If you would like more information or assistance concerning your DBS applications please [contact the National Office](#).



## Appendix 3

### PROTECT – PERSONAL Lanner and District Silver Band

#### Safeguarding and Child Protection – Incident reporting form

|                   |  |
|-------------------|--|
| Name of child     |  |
| Age/Date of Birth |  |
| Parent/Carer Name |  |
| Address           |  |
| Telephone Number  |  |

|   |
|---|
| Are you reporting your own concerns or passing on those of someone else? Give details of witnesses          |
|   |
| Brief description of what has prompted concerns: include date, time, location etc of any specific incidents |
|   |
| Any physical signs? Behavioural signs? Indirect signs?  |
|   |
| Have you spoken to the child? If so, what was said?   |
|   |
| Have you spoken to the parent(s)? If so, what was said?   |
|   |
| Has anybody been alleged to the abuser? If so, give details, including relationship with the child?         |
|   |
| Have you consulted anyone else? Give details?   |
|   |
| To whom reported and date reported? Give contact information for further reference                          |
|   |

**NAME:**

**POSITION:**

**SIGNATURE:**

**DATE OF REPORT:**



## Appendix 4

# Lanner and District Silver Band Safeguarding Audit and Impact Assessment

|                             |  |
|-----------------------------|--|
| Safeguarding Officer        | <b>Stephen Coad</b>  |
| Professional Qualifications | Safeguarding and Child Protection Certificate; Data Protection Certificate |
| Address                     | Maythorne Cottage<br>Croft Row<br>Carharrack<br>Redruth<br>TR16 5RE        |
| Telephone Number            | (01209) 821935   |
| Email                       | stevecoad@live.co.uk   |

|   |  |
|---|--|
| <i>Is the identity of the Safeguarding Officer, and the procedure for reporting any concerns:</i>   |  |
| <ul style="list-style-type: none"> <li>– made known to junior members?</li> <li>– made known to parents?</li> <li>– on display in the Band room?</li> </ul>   |  |
| <i>Is the Safeguarding Officer independent of any direct role involving activities with young people, such as conductor or band manager?</i>  |  |
| <i>Is parental consent for possible emergency medical attention obtained for all junior members?</i>  |  |
| <i>Has the band formally adopted Child Protection procedures in its Constitution?</i>   |  |
| <i>Have all adults with access to young people:</i>   |  |
| <ul style="list-style-type: none"> <li>– satisfied the Safeguarding Officer of their suitability for the role?</li> <li>– completed a self-declaration form or DBS Disclosure?</li> <li>– been made conversant with the BBE Child Protection procedures?</li> </ul> |  |
| <i>Is the Code of Conduct on display?</i>   |  |
| <i>Has it been made clear that access to young people is restricted to those who have satisfied these requirements?</i>   |  |
| <i>List all teachers and others with access to young people. Against each name mark 'DBS' or 'SD', to show that they have obtained a DBS Disclosure or completed a self-declaration form,</i>   |  |
|   |  |

**NAME:**

**POSITION:**

**SIGNATURE:**

**DATE:**