

# AD Concert Band Safeguarding Policy

Reviewed: September 2023  
Next review due: September 2024

## Commitment to Safeguarding

The AD Concert Band recognises its responsibility to make sure that appropriate arrangements are in place to safeguard and promote the welfare of children, young people and vulnerable adults.

This document covers what members should do if they have any concerns about a child, young person or vulnerable adult with whom they are in contact. Implementing this policy and following the guidelines will enable all band members to participate in rehearsals and events confident that they have taken all reasonable precautions to prevent harm occurring, whilst being prepared to deal with an incident should it happen.

## What is meant by Abuse?

Abuse against a child or vulnerable adult is never acceptable. Abuse is complicated and can take different forms, but usually consists of one or more of the following:

*Neglect:* Where a need for food, warmth, shelter, nurturance and safety are not provided, to the extent that the person suffers significant harm.

*Emotional abuse:* Where a need for affection, approval and security are not being met and have not been met for some time by a parent or carer.

*Physical abuse:* Where a person is assaulted, or injured in some way that is deliberate.

*Sexual abuse:* Where a person is used for the sexual gratification of an adult.

The Band acknowledges abuse is not always easy to recognise, nor are the people in the band likely to be experts in recognition. It is not the responsibility of those in the band to decide if abuse has taken place, but it is their responsibility to voice concerns.

## About this policy

- This policy applies to; all members, volunteers and anyone working on behalf of AD Concert Band or taking part in AD Concert Band activities.
- The purpose of this policy is to provide members and volunteers with the overarching principles that guide our approach to the protection of all vulnerable people.
- This policy recognises vulnerable people as:
  - Children up to the age of 16 or young people aged 16-18.
  - Adults aged over 18 at risk as defined by the Safeguarding Vulnerable Groups Act 2006. This might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity. This policy also recognises risk is determined by the activity an adult is taking part in and not solely on the personal characteristics or circumstances of the adult, as such any adult can be at risk, and the risk can be temporary.
- This policy aims to:
  - Protect children, young people and adults at risk who are; members of or receive services from AD Concert Band.

- Ensure members and volunteers working with children, young people and adults at risk understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.
- Ensure that safeguarding of children, young people and adults at risk is a primary consideration when AD Concert Band undertakes any activity, event or project.

## **Named Safeguarding Members**

Kirsten Pearce has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to Kirsten Pearce in the first instance. The deputy designated member is Pauline Eldridge.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of Kirsten Pearce and in line with established procedures and ground rules (see below).

## **Policy review**

This policy will be reviewed and amended (if necessary) by the named safeguarding lead on an annual basis and approved by the AD Band Committee. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

We have members of AD Concert Band who have completed enhanced DBS (Disclosure and Barring Service) checks. They are well placed to observe outward signs of abuse, or unexplained changes in behaviour or performance, which may indicate abuse.

## **How AD Concert Band might work with vulnerable people**

We run regular rehearsals for members and put on concerts for the general public. As such our involvement with vulnerable people might include, but is not limited to:

- Members of the group who attend rehearsals and concerts.
- Relatives and friends of members who attend rehearsals and concerts in a volunteering capacity.
- Audience members at public concerts.
- Visitors attending play day events.

To minimise any risk to Children and young people the following procedures are in place:

- No child or young person under the age of 18 can be allowed to join the band, although they may visit on a regular basis when accompanied by a parent/carer or the named authorised adult.
- A parent/carer consent form is required which should include consent for the use of photographs/videos (see end of document).
- At no time will one to one tuition take place.
- A committee member will ensure that no child is left unattended at the end of rehearsals or concerts.
- No lifts are to be offered; parents/carers are to make transport arrangements.
- All efforts will be made to ensure the safety of under 18 year olds whilst at rehearsals and concerts.
- No volunteers should be under the age of 18. This includes volunteers at concerts e.g., providing refreshments.

## **Ground rules and ways for working regarding safeguarding of vulnerable people**

When AD Concert Band organises an activity or event (e.g., Play day) where they will be responsible for vulnerable people they will ensure:

- Planning is carried out in line with this policy and procedures.
- The event is attended by an appropriate number of DBS checked adults (1:10 ratio).
- There is a main contact for safeguarding on the day - this will be an individual who has been DBS checked.
- The main contact has access to emergency contact details and other relevant details (e.g., information about picking up arrangements for vulnerable people).
- That if vulnerable people of different gender will be taking part in activities adults of different gender will be in attendance too.
- A vulnerable person is not left alone with an adult.
- Two adults (one DBS checked) should be the last to leave a venue once the activity has finished and will be responsible for ensuring vulnerable people get home safely.

**Working with parents/carers:** If a vulnerable person wishes to take part in AD Concert Band activities written permission (email is fine) should be obtained from parents/carers where appropriate, and before the activity takes place. Written permission should include: emergency contact details of any relevant pick-up arrangements – including permission for another adult to pick up the vulnerable person after the activity has finished.

## **Procedures for raising safeguarding concerns and incidents of abuse**

- If any member, or volunteer in AD Concert Band witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding officer, Kirsten Pearce.
- If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the deputy lead Pauline Eldridge or another DBS checked adult:
  - Kathryn Fisher
  - Paul Jackson
  - Trevor Farren (pending confirmation)
  - Emma McLeod (pending confirmation)
- If an individual wishes to report an incident of abuse against themselves they should report it to the named safeguarding officer or an individual they trust.

## **Disclosures of abuse**

You may be the first person that a vulnerable person has trusted, and it has probably taken a great deal of courage to tell you about the abuse:

- Allow the person to do the talking. Listen carefully and reassure them they have done the right thing in talking to you.
- Take seriously what the person is saying or showing you.
- Remain calm and do not demonstrate your own emotions, allow them to finish.
- Do not criticise or make judgements about the alleged abuser.
- Do not promise confidentiality.
- Do not ask leading questions or examine the person.
- Try not to take notes whilst talking to the person, instead try to remember what is said and make a note of it after the conversation using their own words.
- Share your concerns (see below)
- Tell the person what will happen next.

## **Procedures for dealing with concerns and incidents of abuse**

The Named person (or person reported in their absence) will first make a decision based on the immediacy of the concern and the following two factors:

1. If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
2. If the person at the centre of the allegation is working with vulnerable persons at the current time – remove them, in a sensitive manner, from direct contact with vulnerable people and follow the procedures below.

If none of the above applies the named person will:

- Make a note of the concerns reported to them.
- Speak with committee members to decide how to handle the reported abuse. Excluding any committee members who of involved in the incident.
- Escalate the report by either:
  - Raising concerns with the police – for serious or possible criminal offences.
  - Requesting an assessment by the local authority social care department about whether a vulnerable person is in need of protection.
  - An internal investigation – for less serious incidents where they feel internal mediation will be successful.
- Where cases are escalated the committee will cooperate with the police or local authority in dealing with the reported incident.
- Where an internal investigation takes place the committee will:
  - Inform all parties involved of the reported abuse as soon as possible.
  - Inform the parents/carers of the person reported as being abused of the incident.
  - Arrange separate meetings with both parties within 10 days of the reported incident. A joint meeting may be arranged if appropriate.
    - Both parties should be given the chance to bring a friend or representative to the meeting.
    - Meetings will be attended by the named safeguarding officer and at least one other committee member.
    - All parties will also be invited to submit a written statement in advance of the meeting.
  - Once meetings have taken place the committee will decide on next steps and communicate them to all parties in writing within 5 days. They will be either:
    - Escalate the incident to the relevant authority.
    - Further investigation – with established procedures and timelines to work towards a resolution.
    - A decision or resolution.

## **Resolution and disciplinary action**

- If abuse is found to have taken place any final resolution or decision will be taken in the best interest of the person who has suffered the abuse and the best interests of the AD Concert Band.
- Any disciplinary action will be taken in line with the AD Concert Band constitution.

## **Good Practice**

All personnel should adhere to the following principles and actions:

- Consider the young person's needs and capabilities, for example ensuring that the instrumental playing is appropriate to the physical, social and emotional stage of the development of the child.
- Always be publicly open when working with children.
- Avoid unnecessary physical contact with young people e.g. in demonstrating a playing technique
- Maintain a safe and appropriate relationship with children. Maintain a "professional distance". Don't be overly familiar.
- Maintain appropriate standards of behaviour at social events that young people attend.
- Communicate regularly with parents/carers. This may be directly or via the appropriate officer as the situation demands.
- Gain written parent/carer consent when appropriate.

## **Poor Practice**

The following are regarded as poor practice and should be avoided by all personnel:

- Taking children alone in a car on journeys except in exceptional circumstances.
- Situations where a child will be alone with you completely unobserved.
- Allowing or engaging in inappropriate touching of any form.
- Letting allegations a child makes go unchallenged, unrecorded, or not acted upon.
- Exchanging contact details with a young person (including phone, WhatsApp, social media etc).

It is recognised that cases arise where it is impractical to avoid some of the situations mentioned in this section. Deviations from the guidelines should only occur with the full knowledge and consent of band officers and the child's parent/carer and should be noted.

If during your care of a child you accidentally hurt them, the child seems distressed in any manner, or misunderstands or misinterprets something you have done, report any such incidents as soon as possible to the designated Band member or deputy or other Committee member and make a brief written note of it.

## **Photography**

The following is advice issued by the NSPCC -

- Do not use children's names in photograph captions. If a child is named, avoid using the photograph.
- Use a parental permission form to obtain consent for a child to be photographed and videoed.
- Obtain the child's permission to use their image.
- Only use images of children in suitable clothing to reduce the risk of inappropriate use.
- Address how images of children on an organisation's website can be misused. Images accompanied by personal information, such as the name of a child and their hobby, could be used to learn more about a child prior to grooming them for abuse.
- State written expectations of professional photographers or the press who are invited to an event. These should make clear the organisation's expectations of them in relation to child protection.
- Do not allow photographers unsupervised access to children.

AD Concert band will request parent/carer consent for the use of photographs and videos.

## Further guidance

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from [www.nspcc.org.uk/childprotection](http://www.nspcc.org.uk/childprotection)

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>  
<https://www.nspcc.org.uk/preventing-abuse/safeguarding/>

The designated member, their deputy or Committee member in their absence should follow the guidelines listed here <https://www.solihull.gov.uk/children-and-family-support/Safeguarding-children-young-people> which are: -

**To report a child or young person at risk** call 0121 788 4300 (Monday to Thursday 8.45am - 5.20pm, Friday 8.45am - 4.30pm).

*If you are calling out of working hours (Evenings, weekends or bank holidays) please call 0121 605 6060.*

### ***In an emergency always call 999.***

*When reporting a concern please be prepared to provide as much information about the vulnerable person as possible, including: the vulnerable person's name, age, gender, ethnicity, first language, address, who lives at the home; including other children and parents/carers, details of nursery, school, college. However, if you do not have all of this information it should not stop you reporting a concern.*

*Alternatively, concerns can be reported to the **NSPCC** on **0800 800 5000**.*

The **Solihull Safeguarding Adults Board** leads and coordinates safeguarding work across Solihull for vulnerable adults. Any concerns should be directed to SMBC Adult Social Care – as a safeguarding concern on **0121 704 8007**. For further information <https://ssab.org.uk/>.

**AD Concert Band – Parent/Carer Consent form**

For members/visitors under 18 years old.

I confirm that I have read and am happy with the Child Protection Policy of the AD Concert Band.

Name of child.....

Date of birth .....

If a parent/carers is not present I give permission for the following band member to supervise my child and act in 'loco parentis':-

Name of band member.....

I understand that as a member of the AD Concert Band my child will be photographed or have moving images taken of them.

These images are to be used for newsletters, website, band social media, marketing, leaflets or any other educational or publicity purpose.

I hereby give AD Concert Band permission to use any still and/or moving image of my child for the above reasons.

Parent/Carer signature: .....

Print name: .....

Date: .....