

Tenbury Town Band

Safeguarding Policy and Procedures.

This policy applies to all members, volunteers or anyone working on behalf of Tenbury Town Band (TTB)

The purpose of this policy:

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

Tenbury 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 practise in a way that protects them.

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 safeguarding children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government (2015)
- 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)

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, TTB are aware that we 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;
- providing effective support and training for volunteers with responsibility;
- recruiting 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.

Band Contact details

Band Safeguarding/Welfare Officer .Mrs Melanie Parker. Contact Number 07768 924422
Deputy Safeguarding/Welfare Officer. Mrs Julie Kitson. Contact number 07581 798509
Additional (Non-Playing) Safeguarding /Welfare Officer for Concerts. Mrs Cheryl Albert. Contact Number 07970 860111

Other useful contact details:

Local police: 101 or in an emergency 999
Worcestershire Local authority children's social care department, including out of hours contact:
Day. 01905 822666 (Family Front Door) or Out of Hours 01905 768020
NSPCC Helpline: 0808 800 5000 or help@nspcc.org.uk
ChildLine: 0800 1111 (textphone 0800 400 222) or www.childline.org.uk
[Local authority adult social care department](#)
Brass Bands England Welfare Officer: 01226 771 015

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

This policy was last reviewed by the TTB committee on:28th April 2019.....

Signed:*Melanie Parker*..... (Band Safeguarding/Welfare Officer)

Nb. A True signed copy is kept in the bands safeguarding Secure box.

Appendix 1.

How Tenbury Town Band will deal with a Safeguarding concern

Ways that abuse might be brought to your attention:

- A child or adult might make a direct disclosure about him or herself.
- A child or adult might make a direct disclosure about another person.
- A child or adult might offer information that is worrying but not a direct disclosure.
- A member of the band or volunteer might be concerned about the appearance or behaviour of a child or adult at risk, or about the behaviour of someone (e.g. a parent or carer) towards a child or adult at risk.
- A parent or carer might make a disclosure about abuse that a child or adult is suffering or at risk of suffering.
- A parent or carer might offer information about a child or adult that is worrying but not a direct disclosure.

When talking to a child or adult who has told you that he/she or another person is being abused:

- Reassure them 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 person who is the subject of the allegation) safe.
- In the case of an adult with mental capacity, ask them if they will give their consent to the information being passed on to an external investigating agency.
- Let them know what you are going to do next (i.e. discuss the matter with the band Welfare Officer).
- Let the person tell their whole story. Don't try to investigate or quiz them, but make sure that you are clear as to what they are saying.
- Ask them what they would like to happen because of what they have said, but don't make or infer promises you can't keep.
- In the case of a child, give them the ChildLine phone number: **0800 1111**.
- In the case of an adult, check out whether they have anyone they can talk to about the matter; if not, tell them that they can talk to you (if you are willing for them to do so).

Helping someone in immediate danger or in need of emergency medical attention:

- If someone is in immediate danger and is with you, remain with them and call the police.
- If the person is elsewhere, contact the police and explain the situation to them.
- If the person needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from our first aider. The band principal first aider is Mrs Sheila Kitchen.
- If the first aider is not available, use any first aid knowledge that you may have yourself to help the person.
- You also need to contact the band's named Welfare Officer responsible for child protection/adult safeguarding to let them know what is happening.

A decision will need to be made about informing the person'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 or adult in your decision making as the highest priority. Issues that will need to be considered are:

- the person's wishes and feelings;
- in the case of an adult, their consent or the withholding of their consent, and whether there are 'vital interests' or mental capacity issues to consider;
- in the case of a child, 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 or family;
- the current assessment of the risk to the person and the source of that risk;
- any risk management plans that currently exist.

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the flowchart at the end of this section.

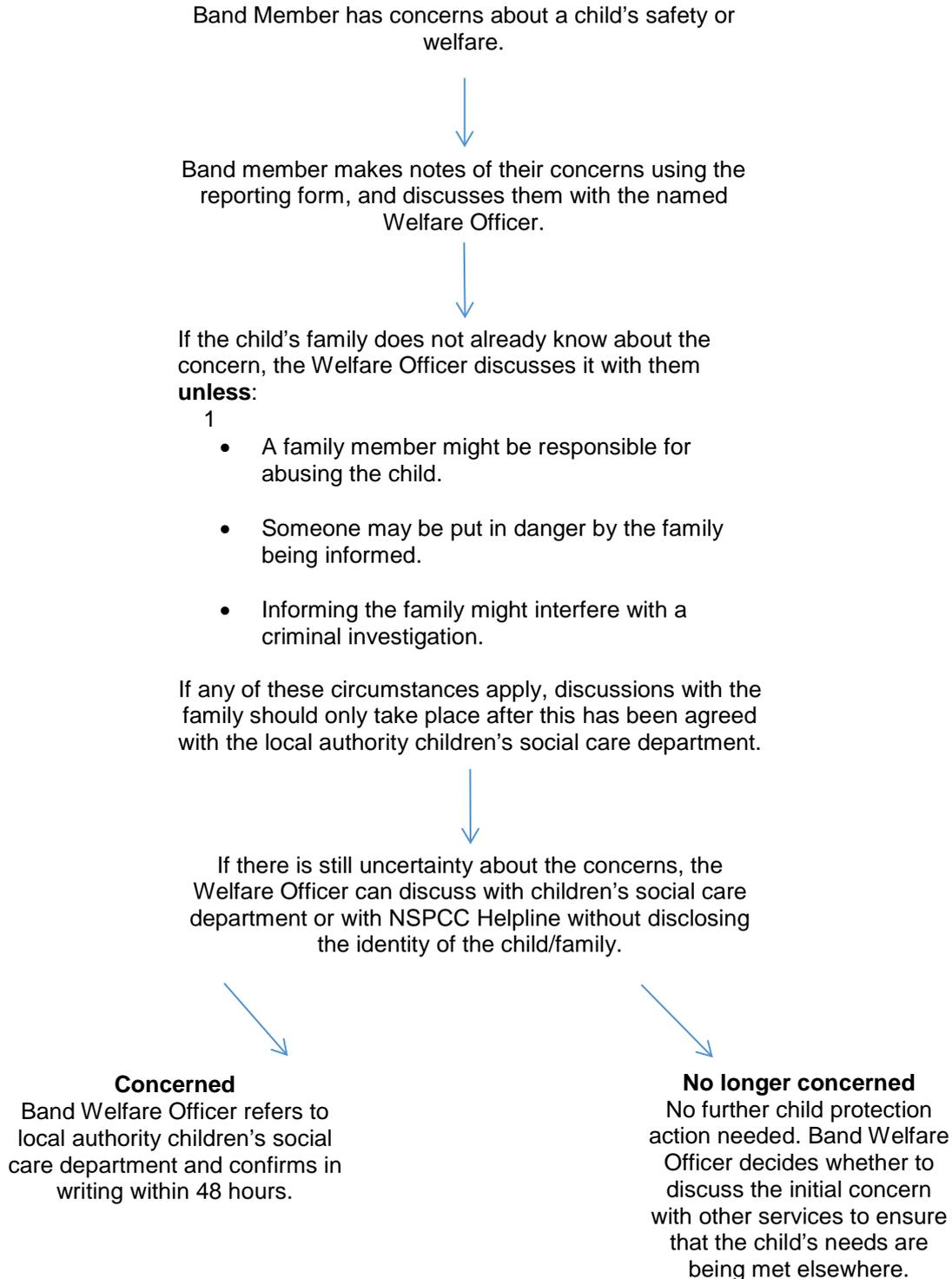
Keeping a record of Our concerns

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 or adult safeguarding authorities if a referral to them is needed. The form/log will be signed and dated by all those involved in its completion and kept confidentially on the person's file. The name of the person making the notes will be written alongside each entry. All forms will be kept in a locked confidential box by the main safeguarding officer.

Procedure for helping someone not in immediate danger

We aim to ensure that everyone within TTB and any other children or adults at risk 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 TTB if they have concerns that a child needs protection.



This procedure provides clear direction to members and volunteers of TTB if they have concerns that an adult at risk needs protection.

Band Member has concerns about an adult's safety or welfare



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



The adult's views about what they would like to happen should be sought. With the consent of the adult, it may be appropriate to seek the views of their partner or carer, unless that person might be responsible for the abuse, or is coercing the adult, or seeking their views might put someone else in danger or interfere with a criminal investigation.

Unless the adult either clearly lacks mental capacity to consent to issues regarding the concerns, or is being coerced, or there are vital interests at stake, any steps taken should only be with their permission.

If any of these circumstances apply, discussions with a partner or family member should only take place after this has been agreed with the local authority adult social care department.



If there is still uncertainty about the concerns, or about questions such as consent or mental capacity, the Welfare Officer can discuss with the relevant adult social care department without disclosing the identity of the adult or their family



Concerned - the adult, who has mental capacity, consents
Band Welfare Officer refers to local authority adult social care department and confirms in writing within 48 hours.



Concerned - the adult does not or cannot consent
Band Welfare Officer seeks guidance from local authority adult social care department without initially disclosing identity of adult.



No longer concerned
No further child protection action needed. Band Welfare Officer decides whether to discuss the initial concern with other services to ensure that the adult's needs are being met elsewhere.

Appendix 2.

Tenbury Town Band. Safeguarding/ Welfare Officer's Role Description

Organisation: Tenbury Town Band

Reports to: Chairperson

Purpose of the role

To take the lead role in ensuring that appropriate arrangements are in place at the band for safeguarding children, young people and adults at risk.

To promote the safety and welfare of children, young people and adults at risk, that are members of the Band, and other children and adults at risk, with whom the Band may come into contact.

Duties and responsibilities

1. Make sure that all issues concerning the safety and welfare of children, young people and adults at risk, who are members of the band, are properly dealt with through policies, procedures and administrative systems.
2. Make sure that all players, volunteers, children/young people, adults at risk, parents/carers and the management committee are made aware of the procedures and what they should do if they have concerns about a child or adult at risk.
3. Receive and record information from anyone who has concerns about a child or adult at risk who is a member of the band.
4. Take the lead on dealing with information that may constitute a child protection or an adult safeguarding concern. This includes assessing and clarifying the information, and taking decisions where necessary in consultation with the Chair of the management committee and statutory child protection and adult safeguarding agencies.
5. Consult with, pass on information to and receive information from statutory child protection and adult safeguarding agencies, such as the local authority children's social care department, the adult social care department and the police. This includes making formal referrals to these agencies when necessary.
6. Consult with the NSPCC Helpline and/or the Brass Band England Designated Safeguarding Officer or other local contacts when such support is needed.
7. Report regularly to the Band committee.
8. Be familiar with and work within local inter-agency child protection and adult safeguarding procedures developed by the local safeguarding children board and local safeguarding adult board.
9. Be familiar with issues relating to both child and adult safeguarding and abuse and keep up to date with new developments in this area with any appropriate training.

Appendix 3.

Tenbury Town Band. Safeguarding concern incident reporting form. **Strictly Confidential.**

Your name:	Name of organisation: Tenbury Town Band
Your role::	
Contact information (you):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Child's name:	Child's date of birth:
Child's ethnic origin: <i>Please state</i>	Does child have a disability: <i>Please state</i>
Child's gender:	
<input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's / carer's name(s):	
Contact information (parents/carers):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Have parent's / carer's been notify of this incident?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else:	
<input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
<i>Name:</i>	
 <i>Position within the sport or relationship to the child:</i>	

<i>Telephone numbers:</i>	<i>Email address:</i>
Date and times of incident:	
Details of the incident or concerns: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>	
Child's account of the incident:	

Please provide any witness accounts of the incident:	
Please provide details of any witnesses to the incident: <i>Name:</i> <i>Position within the band or relationship to the child:</i> <i>Date of birth (if child):</i> <i>Address:</i> <i>Postcode:</i>	

<i>Telephone number:</i>	<i>Email address:</i>		
Please provide details of any person involved in this incident or alleged to have caused the incident / injury:			
<i>Name:</i>			
<i>Position within the Band or relationship to the child:</i>			
<i>Date of birth (if child):</i>			
<i>Address:</i>	<i>Postcode:</i>		
<i>Telephone number:</i>	<i>Email address:</i>		
Please provide details of action taken to date:			
Has the incident been reported to any external agencies?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If YES please provide further details:			
<i>Name of organisation / agency:</i>			
<i>Contact person:</i>			
<i>Telephone numbers:</i>			
<i>Email address:</i>			
<i>Agreed action or advice given:</i>			
Your Signature:		Print name:	
Date:			