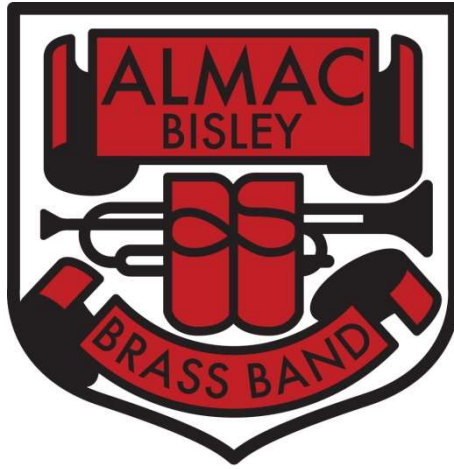


Almac Bisley Brass Band



Safeguarding Children and Vulnerable Adults

Policy and Procedures

Audit details

Status and Date: Approved by Committee 01/03/22

Next Formal Review Date: By 01/03/23

Version 4.0

Safeguarding Children and Vulnerable Adults

Policy and Procedures

Overview

1. The Committee of Almac Bisley Brass Band is committed to ensuring that all necessary steps are taken to protect from harm all children and vulnerable adults involved in the Band's activities.
2. The requirements of this policy apply to every adult member of the Band and to any adult closely associated with it including volunteers, teachers, adult learners and supporters. Its intention is to ensure that everyone is clear about their responsibilities for, and procedures relating to, the protection of young people and vulnerable adults. We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected.
3. If concerns are raised they will be investigated and, if necessary, referred to the appropriate authorities.

Almac Bisley Brass Band

4. Almac Bisley Brass Band is a not-for-profit organisation based at Bisley Village Hall, School Close, Bisley, Surrey, GU24 9EG. It is an integral part of the local community, presenting four annual concerts and carrying out a range of engagements, locally and further afield. The Band is run by a Committee which is responsible for the overall direction and organisation of the band's affairs and for the conduct, discipline and wellbeing of band members.
5. The Band is a concert band rather than a competing band. So we do not take part in contests but we do aim to attain high musical standards and to adopt a professional approach. We endeavour to foster and maintain a friendly and supportive spirit within the band and to make as full as possible a contribution to the local and wider community.

Safeguarding Commitments

6. We are committed to:-
 - Making the welfare of children and vulnerable adults paramount
 - Enabling everyone - whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity - to participate in brass banding in an enjoyable and safe environment.
 - Taking all reasonable steps to protect young and vulnerable people from harm, discrimination or degrading treatment and to respect their rights, wishes and feelings.
 - Taking action swiftly and appropriately with regard to all suspicions and allegations of poor practice or abuse.
 - Working with children and vulnerable adults and their parents, other relatives, carers and other agencies to promote their welfare.

Good Practice, Poor Practice and Abuse

7. We want young and vulnerable people to have the best possible experience of, and opportunities in, brass banding. We will promote a caring, safe and positive environment. All allegations of abuse of poor practice

will be reported and taken seriously. To achieve this everyone must operate within an accepted ethical framework and demonstrate exemplary behaviour.

8. - It is not, -, the responsibility of Band personnel 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 help you to identify what is meant by good practice, poor practice and abuse.
9. If you do have concerns they should be drawn to the attention of the Band's Safeguarding Officer who will, in turn inform and consult the Committee and the young or vulnerable person's parent, relative or carer before, if necessary, involving relevant authorities.

Responsibilities

10. You may not teach or coach any young or vulnerable person on behalf of the Band without prior agreement of the Committee and appropriate checks being made. If you have significant access to young or vulnerable persons, you must have DBS (Disclosure and Barring Service) clearance. The Band Safeguarding Officer is responsible for ensuring that DBS vetting takes place and for keeping a record of DBS-cleared people.
11. The Committee will be responsible for ensuring 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.
12. If, while in your care, a child or vulnerable adult is: accidentally hurt, seems distressed in any way, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done; report any such incidents as soon as possible to another colleague and make a brief written note of it. The Band's Safeguarding Officer will ensure that parents/carers are informed of the incident where appropriate.
13. If a child or vulnerable adult confides to you their worries about possible abuse by people outside the band, it is the Band member's responsibility to speak to the Band's Safeguarding Officer who will then decide what action needs to be taken.
14. Those people who have significant contact with young or vulnerable persons will be provided with additional information (including training, if necessary) to assist them in understanding signs of poor practice or abuse.
15. All adults in or associated with the Band have responsibility for the safety and protection of any young or vulnerable people involved in the Band, and should therefore ensure that they follow the good practice outlined in this document.
16. If one-to-one tuition/coaching takes place away from the Band's usual premises the Committee must still ensure that the provider and everyone else involved meet the requirements of Child Protection law and good practice.
17. When a young or vulnerable person attends rehearsals or engagements the Band must still observe all requirements of the law and good practice although ultimate responsibility for that person rests with the parents or carers. 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.
18. Ensure that email accounts and social media are used appropriately and images of band members and children are only used after permission. The Band's Committee is responsible for ensuring that the

organisation meets all relevant legal requirements. This includes seeking Child Performance approvals and exemptions where appropriate.

Safeguarding Officer

19. In compliance with the recommendations of Brass Bands England, the Committee has appointed a Safeguarding Officer. The Safeguarding Officer – who should be DBS-cleared - has primary responsibility for advising on safeguarding law, policy and procedure and for checking that everyone who has significant access to young or vulnerable people is suitable for that role, has been vetted and a DBS check carried out where appropriate.
20. The Safeguarding Officer should not be a co-ordinator, tutor or conductor of any training or coaching for young or vulnerable people but should act as a focal point for reporting any concerns about poor practice or that a person has been placed at risk.
21. The Band's Safeguarding Officer is Pete Burrows

Legal Framework

22. This Policy has been drawn up on the basis of law and guidance that seeks to protect children and , in particular:
 - Children Act, 1989 and 2004
 - United Convention of the Rights of the Child, 1991
 - Data Protection Act, 1998
 - Sexual Offences Act, 2004
 - Protection of Freedom Act, 2012
 - Surrey County Council Child Protection Procedures.
 - Brass Bands England Safeguarding Advice and Guidance
23. This Safeguarding Policy has been made available to all Band members and is on the Band's website.
24. The Committee will review and update this Policy and any associated guidance documents on an annual basis but will be updated sooner if necessary The next formal review is scheduled for March 2023