



CITY OF BATH BRASS BAND

SAFEGUARDING POLICY - 2024

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1. INTRODUCTION

We in the City of Bath Brass Band are committed to a practice, which safeguards and promotes the welfare of all our members, Volunteers in this organisation accept and recognise our responsibilities to develop awareness of issues, which cause children, young people and vulnerable adults harm. We will safeguard children, young people and vulnerable adults by:

- Adopting safeguarding guidelines through a yearly signing of a safeguarding agreement;
- Sharing information about safeguarding and good practice with children, parents, volunteers and members;
- Sharing information about concerns with agencies who need to know, and involving parents, children and carers appropriately.

We are also committed to reviewing our safeguarding policy and good practice guidance on a three yearly basis except where there are changes to the legislation or regulations or good practice guidelines that would necessitate a review prior to the three year date. Responsibility for this lies with the band's Safeguarding Officer who is a member of the band committee .

2. STATEMENT OF INTENT

It is the policy of the City of Bath Brass Band to safeguard the welfare of all children, young people and vulnerable adults by protecting them from all forms of abuse including physical, emotional and sexual harm. The City of Bath Brass Band's members are committed to creating a safe environment in which everyone can feel comfortable and secure whilst engaging in any of the City of Bath Brass Band's activities.

Please address all enquiries, questions and concerns to the band's Safeguarding Officer at safeguarding@cityofbathbrassband.co.uk

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3. TYPES OF ABUSE

NEGLECT: is the persistent failure to meet a child or vulnerable adults 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, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers);
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, an individual's emotional needs.

PHYSICAL ABUSE: may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or vulnerable adults. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or vulnerable adult.

SEXUAL ABUSE: involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, including prostitution, whether or not the individual 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, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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EMOTIONAL ABUSE: is the persistent emotional maltreatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the individual's emotional development. It may involve conveying to individual 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. These may include interactions that are beyond the person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the individual from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing the individuals frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, young person or vulnerable adult, though it may occur alone.

All these guidelines also apply to contacting a young person or vulnerable adult online, or outside of the band environment.

4. GUIDELINES FOR ALL 'OVER 18s' OF COBBB

Everyone within the band will show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of the City of Bath Brass Band.

a) RESPECT

Members of the City of Bath Brass Band are committed to:

- o Treating children, young people and vulnerable adults with respect and dignity;
- o Always listening to what a child, young person or vulnerable adult is saying;
- o Valuing each child, young person and vulnerable adult;
- o Recognising the unique contribution each individual can make;

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o Encouraging and praising each individual.

b) BY EXAMPLE

All members of the City of Bath Brass Band will:

- o Provide an example, which we would wish others to follow;
- o Use appropriate language with children, young people and vulnerable adults, and challenge any inappropriate language used by an individual within the band environment;
- o Respect everyone's right to privacy.

c) ONE TO ONE CONTACT

Volunteers will:

- o Not spend excessive amounts of time alone with children or vulnerable adults away from others. They will always try to be visible to others in their contact with children and vulnerable adults, or make others aware where they are and what they are doing;
- o In the event of having to meet with an individual child or young person, over 18's are to make sure parents are aware of the meeting;
- o If privacy is needed, more than one adult shall be informed of the meeting and its whereabouts

d) PHYSICAL CONTACT

Members of the City of Bath Brass Band should never:

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- Engage in sexually provocative or rough physical games, including horseplay;
- Do things of a personal nature for a child, young person or vulnerable adult that they can do for themselves. If such an incident arises, for example, where a child, young person or vulnerable adult has limited mobility, the City of Bath Brass Band members should seek advice from professionals in order to allow correct procedure;
- Allow, or engage in, inappropriate touching of any kind.

e) GENERAL

Members of the City of Bath Brass Band must:

- Be aware that someone might misinterpret our actions no matter how well intentioned;
- Never draw any conclusions about others without checking the facts;
- Never allow ourselves to be drawn into inappropriate attention seeking situations such as tantrums or crushes;
- Never exaggerate or trivialise safeguarding issues or make suggestive remarks or gestures about, or to a child, young person or vulnerable adult even in fun.

f) SHARING INFORMATION

Good communication is essential in any organisation. In the City of Bath Brass Band, every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously. It is the responsibility of the committee to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

Children, young people and vulnerable adults

Children and young people have a right to information, especially any information that could make life better and safer for them. The City of Bath Brass Band will act to ensure they have information about how, and with

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whom, they can share their concerns, complaints and anxieties. When sharing information, the City of Bath Brass Band's members will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

Parents/ Persons with parental responsibility

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation. We achieve this by:

- o Publicising information on all our band concerts, and rehearsals;
- o Publishing the name of Designated Safeguarding Person(s) and how to make a complaint or report any concerns;
- o Having a full copy of the Safeguarding Policy placed on the band noticeboard and available at all rehearsals.

Members of the Band

As an organisation, which offers support and guidance to children, young people and vulnerable adults it is imperative that each member of the City of Bath Brass Band is aware of their responsibilities under the Safeguarding legislation and has a working knowledge of the City of Bath Brass Band procedures. Each member of the band will sign an agreement each year, to declare any convictions they have.

Other Bodies

A copy of our Safeguarding Policy will be made available to any other appropriate body.

g) PROCEDURES FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

All action is taken in line with the following legislation/guidance:

- o Bath and North East Somerset Community Safety and Safeguarding Partnership Procedures 2023
- o Keeping Children Safe in Education 2023
- o Working Together to Safeguard Children 2023

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- What to do if you're worried a child is being abused 2015.

In any case where an allegation is made, or someone in the City of Bath Brass Band has concerns, a record should be made. Details must include, as far as practical:

- Name of child or young person
- Age
- Date of Birth (if known)
- Home Address (if known)
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available

Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details;

- What has prompted the concerns?
- Include dates and times of any specific incidents
- Has the child or young person been spoken to? If so, what was said?
- Has anybody been alleged to be the abuser? If so, record details
- Who has this been passed on to, in order that appropriate action is taken? E.g. school, designated officer, children's social care
- Has anyone else been consulted?

h) DESIGNATED SAFEGUARDING PERSONS

- The designated person will immediately inform Children & Families Assessment Intervention Team (CAFAIT) by telephone: 01225 396111 or 01225 477929 (weekdays from 8.30am – 5pm, except

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Fridays, closing at 4.30pm). Emergency Duty Team out of hours:
01454 615165.

- Confidentiality must be maintained and information relating to individual children and young people/families shared with staff on a strictly need to know basis.

i) ALLEGED ABUSE

- When an allegation is made against a member of the band, then the allegation must be passed to the band's Safeguarding Officer. If the allegation concerns the band's Safeguarding Officer, then the allegation must be passed direct to the Local Authority Designated Officer (LADO; see next bullet for contact details).
- The band's Safeguarding Officer should, within 1 working day of an allegation being made, contact the Local Authority Designated Officer (LADO) on 01225 396810 for consultation or, if unavailable, the Head of Safeguarding on 01225 396974. The person contacted (LADO or Head of Safeguarding) will record a note of the consultation and will advise on the appropriate action that needs to be taken.

j) TRAINING

The band's Safeguarding Officer can be trained in an external job role, and this is renewed on a regular basis, or the Safeguarding Officer can attend training (online or in person) through Brass Bands England..

k) RECORD-KEEPING

- All records, information and confidential notes will be kept in password-protected computer files with access restricted to named individuals

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and/or paper files that are held in locked filing cabinets (in line with the band's GDPR policy).

- Only the designated Persons will have access to these files.

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APPENDIX

The Safeguarding officer will:

- Never guarantee absolute confidentiality, as Safeguarding allegations will always have precedence over any other issues;
- Listen to the child, young person or vulnerable adult rather than question him or her directly;
- Offer him / her reassurance without making promises, and take what they say seriously;
- Allow the child, young person or vulnerable adult to speak without interruption;
- Accept what is said — it is not part of the role to investigate or question;
- Not overreact;
- Alleviate feelings of guilt and isolation, while passing no judgement;
- Advise that they will try to offer support, but that they must pass the information on;
- Explain what you have to do and whom you have to tell;
- Record the discussion accurately, as soon as possible after the event;
- Use the child, young person or vulnerable adult's words or explanations — not translate into their own words, in case they have misconstrued what the child was trying to say;
- Contact further agencies for advice / guidance to discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral;
- Record any discussions or actions taken within 24 hours.

If the Safeguarding Officer is unavailable or if it is inappropriate to approach the Safeguarding Officer, the volunteer / member of staff with the concern should make direct contact with the relevant organisation themselves (see paragraphs 4h and 4i).

FURTHER INFORMATION

For further information about what to do if you are worried a child is being abused, see the B&NES Community Safety and Safeguarding Partnership website.

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