



## **Sussex Brass Band Safeguarding Policy 2018**

### **1. Introduction**

Sussex Brass Band accepts that their Safeguarding Policy will address the following points:

- 1.1 Adopt a policy on safeguarding the welfare of young people and its members.
- 1.2 Make all children and young people aware that they may talk with an independent person.
- 1.3 Introduce and apply agreed procedures for protecting young people to all member/volunteers associated with the bands.
- 1.4 Introduce and issue guidelines to all member/ volunteers on how to deal with any disclosure or discovery of abuse.
- 1.5 Identify any areas of training for its members/volunteers, relating to implementation and administration of policy procedures in the prevention of child abuse.
- 1.6 Follow the Child Protection guidelines issued by the Brass Bands England Federation.

### **2. Sussex Brass Band Safeguarding Policy Statement**

Sussex Brass Band Management Committee / Trustees and all Members/ Volunteers associated with the band, will check that we:

2.1 safeguard the welfare and well-being of the children and young people linked to our group.

2.2 provide a safe environment where children and young people are always listened to and encouraged to talk about themselves, their family, their lives and experiences or concerns they might have.

2.3 recognise that children and young people may suffer abuse in many forms – Physical, Sexual, Emotional and/or Neglect.

### **3. Behaviour Statement:**

#### **3.1 We always:**

- treat children and young people with respect
- treat all members/volunteers with respect and set an example for others to follow
- will be non-judgmental when dealing with children and young people and respect their individual rights.
- respect the 'right to privacy'.
- show tolerance towards children, young people and volunteers.
- recognise and encourage the achievements of band members.
- remember that insults or verbal abuse from anyone will not be tolerated and need to be challenged.
- will be vigilant when dealing with a sensitive matter or situation.
- will always be aware of the possible implications of physical contact with children and young people. We recognise that our actions, no matter how well intended, might be misinterpreted.
- check that other adults are present when we are assisting children and young people with uniform change.
- make sure that all children and young people are supervised at all times by at least one responsible adult, particularly when they are waiting for and after band practice sessions, concerts, competitions, or auditions.
- make sure that at least one committee member, or parent, is present with the Musical Director when additional rehearsal or workshops are held. The committee member or parent will be provided with a copy of the Emergency Contact list for all players. The list must not be disclosed to any third party or organisation. If a committee member or parent is not available the additional rehearsal must be cancelled.
- check that reasonable precautions are taken to protect children and young people from 'outsiders' in particular when attending venues for competitions or concerts.
- inform someone of our whereabouts and use a rehearsal room with a window, with a member of the Committee or parent nearby outside if 1:1 or small group tuition is required. All Sussex Brass Band musical directors,

tutors and volunteers have been checked by the organisations safeguarding procedures and have the total support from the committee of trustees. It is therefore unnecessary to have another adult present when 1–1 instruction or audition is required unless this is requested by a parent or the MD / Tutor believes it may be appropriate. Young people can get nervous playing if too many people are observing them and this must always be considered in such circumstances. • will make sure a member of the Committee or parent is present if 1:1 tuition is being provided by someone from outside the organisation. • will seek advice whenever in doubt. • make sure that players will not take part in any activity if we believe there may be a health & safety risk to anyone in the organisation.

**3.2 We do not;** • allow bullying • allow children or young people to feel “down trodden” or to be made a “fool of” by anyone. • make suggestive remarks, gestures or detrimental comments in the presence of children and young people. • respond with negativity or sarcasm. • allow ourselves to be drawn into any situation which might appear improper. • jump to conclusions

4. Photographs / Videos Official photographs and videos of the band may be used to publicise and promote the band for such purposes as; the Sussex Brass Band official web site, Facebook page, Twitter, CD covers, DVDs, brochures, newspaper articles etc. Parents will be given the opportunity to state if they do not wish their children’s photos to be used for such purposes. Individual players should not be identified by tagging on the Sussex Brass Band Facebook page without consent.

### **5. Actions statement for suspected abuse**

We will be proactive at all times and be ready to recognise the signs and symptoms. If we suspect, or if informed that a child or young person is experiencing abuse, we never try to investigate further. We will always refer to the guidelines as set out for reporting an allegation and seek further advice from East Sussex Council Children’s Services. We do not pass judgement on what is said. We will try and reassure the child or young person. We do not ask questions about what we might suspect. We make it clear that we are available to listen and can offer support but that we **MUST** pass on the information.

### **6. Administration of policy:**

6.1 Sussex Brass Band recognises the importance of the implementation of a Safeguarding Policy. It has therefore identified a nominated person who is not involved with music tuition. Kerry Holsgrove (Safeguarding Officer) will be responsible for co-ordinating the Safeguarding Policy and monitoring its implementation in practice.

6.2 The Sussex Brass Band Child Protection Policy will be reviewed on an annual basis.

## **7. Admission of new volunteers, committee members / trustees**

7.1 All new volunteers, committee members / trustee members of Sussex Brass Band must also complete an application and declaration form (Appendix B) which will provide the following: • Name, address, date of birth. • Details of any previous experience of working with children/young people. • Details of any convictions for criminal offences against children, including “spent” convictions (Rehabilitation of Offences Act (exemptions) order 1975) • Permission to carry out a Disclosure and Barring Service (DBS) disclosures check. • Signature.

7.2 Discriminations and Barring Service (DBS) checks will be taken up on all new Sussex Brass Band members/volunteers. DBS Disclosures carried out for other organisations may be accepted, if they have been carried out within the last 5 years.

**8. Private Tuition Musical Directors and Tutors** who provide private tuition to members of Sussex Brass Band must make it clear to parents that such private arrangements are not made with Sussex Brass Band and are not covered by the Sussex Brass Band procedures or insurance.

## **9. Position of trust and possible abuse**

Musical Directors, Tutors and member/volunteers will have a “relationship of trust” with the young people attending Sussex Brass Band. A “relationship of trust” is defined in law as where an adult (18 years or older) has power or authority in a young person’s life (under 18 years) and may have a key influence on their future, by the nature of their role within an organisation. A person aged 18 or over is also said to be in a position of trust in relation to a younger person if they advise or train them.

This power or influence might be abused to persuade and encourage or intimidate a child or young person into certain behaviours or activities. All people in the organisation must recognise the responsibility they have to make sure they do not abuse their positions of trust.

The Sexual Offences Act (2003) re-enacts and extends the abuse of relationship / position of trust offences set out in the Sexual Offences (Amendment) Act (2000)<sup>6</sup>. It is a criminal offence for anyone working in an education setting to have a sexual relationship with a young person, even when the young person is over the age of consent but under 18 years of age.

## **10. Reporting allegations**

If an allegation is made, or concerns are raised, the person in receipt of the alleged allegation shall make a record as detailed in Appendix A: Sussex Brass Band will report any allegations to;

a) East Sussex County Council Children's Services ( to include Brighton and Hove)

SPOA (Single Point of Advice) 01323 464 222

Call from 8:30am to 5pm( Monday to Thursday)

08:30am to 4:30pm (Friday)

Emergency Duty Service/Out of hours contact 5pm to 08:30am ( after 4:30pm on Fridays, weekends and Bank Holidays) 01273 335906 or 01273 335905

b) Police - 101 or 999 if there is an immediate concern

Please see following documents- **Appendix A** and **B** when recording concerns.

<b>Document Version</b>	<b>Date Effective</b>
<b>1.0 / 2018</b>	<b>July 2018</b>

## **Appendix A**

### CHILD PROTECTION POLICY - REPORTING ALLEGATIONS

Name of child Age/date of birth Parent/Carer's 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 be the abuser? If so, give details, including relationship with the child.

Have you consulted anyone else? Give details.

Your name

Position

To whom reported and date reported? Give contact information for further reference

Signature

Date

## **Appendix B**

ADMISSION OF NEW VOLUNTEERS / COMMITTEE MEMBERS All new volunteers and committee members of Sussex Brass Band organisation must complete this application form. This is required by the Brass Bands England and Sussex Brass Band Child Protection Policy:

Name;

Address;

Details of any previous experience of working with children/young people

Details of any convictions for criminal offences against children, including “spent” convictions (Rehabilitation of Offences Act (exemptions) order 1975) If none please state so.

a) Disclosures and Barring Service (DBS) disclosures checks will be required for all new members/volunteers. I hereby give permission for Sussex Brass Band to carry out a DBS disclosures check. A CRB / DBS check carried out for another organisation within last 5 years may be accepted by Sussex Brass Band.

b) As a Sussex Brass Band Committee Member/ Volunteer, I acknowledge receipt of, and confirm I have read and agree to comply fully with, the Sussex Brass Band Child Protection Policy.

c) All information in connection with the policy will be treated in the strictest confidence

d) I agree to keep all contact details for players confidential and not to circulate to any other person or organisation.