



## Safeguarding Policy

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### Confidentiality Statement

Information regarding children, parents or staff shall be respected and handled confidentially. All information concerning children, parents or staff shall be confidential and shall not be disclosed to or discussed with anyone other than those authorised to receive such information, unless disclosure is authorised by law. However if there are situations in which it is felt that an individual is at risk of harm, then outside agencies will be consulted and informed in the interest of safety to the individuals and others.



## Introduction

The purpose of this document is to provide an update on the 2012 version of the 'Oxted Band Safeguarding Children Policy'. Safeguarding young people and vulnerable adults within the Band is the responsibility of all members of the band. This policy will cover anybody who supervises young people and children, who has a duty of care to identify and report to appropriate persons any signs of child abuse. Supervisors have the responsibility to ensure that these children receive equal treatment regardless of age, sex, race, culture, religion, language or ability.

The terms 'young people' or 'children' refer to anybody under the age of eighteen years.

## Use of this Policy

This policy will help Oxted Band to make a positive contribution to the development of young people and to safeguard their welfare, but also protect all personnel from the risk of false allegations of abuse or poor practice.

This policy should be used as a guideline for Oxted Band personnel in dealing with young people. As such, it should be reviewed and agreed by members of the band and parents of young people involved. Furthermore, it should be made openly available to anybody who requests it.

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children's 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
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

Please Note: This is a working document and any changes in legislation that occur after June 2017 will supersede this policy.

This document has been informed by the Children's Act 1989 .

The Children's Act 1989 provides a comprehensive framework for the care and protection of children. It centres on the welfare of children up to their 18<sup>th</sup> birthday. It defines parental responsibility and encourages partnership working with parents.



## Good Practice

Good practice in supervising young people and children include:

1. Any personnel who may be a lone supervisor for children should obtain a Disclosure Barring Service Check (DBS).
2. Circumstances where a supervisor is with an individual child unobserved should be avoided, in the interests of all parties.
3. Before undertaking any activities involving young people, conduct a risk assessment to identify possible sources of danger and take appropriate action to minimise risks.
4. Treat all young people equally; this means giving all members of a group similar attention, time, respect and preserving their dignity.
5. Respect the developmental stage of each young person and do not risk sacrificing their welfare in a desire for personal achievements. This means ensuring that the practice intensity is appropriate to the physical, social and emotional developmental stage of the student, bearing in mind that the chronological age may differ from the social or emotional age.
6. Build relationships based on mutual trust and respect, in which young people are encouraged to take responsibility for their own development and decision-making. There should never be a situation where the teacher, conductor or any other member of the band uses their position and power to decide what the student should or should not do without consideration of the young person's needs and capabilities.
7. Avoid unnecessary physical contact with young people. Where any form of physical guidance is required in teaching technique, this should be provided openly and with the consent of the student. It is important to educate parents of what is and is not acceptable in the context of brass playing. Physical contact (touching) can be appropriate so long as it is neither intrusive nor disturbing and the student's permission has been given.
8. Communicate regularly with parents and involve them in decision-making. Gain their consent in writing to act in loco parentis to give permission for the administration of emergency first aid or other medical treatment if the need arises.
9. Be aware of any medical conditions, existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given. Arrange that someone with knowledge of first aid is readily available.
10. All members should maintain appropriate standards of behaviour when around young people, including not consuming alcohol. All members shall ensure careful use of language at all times. Suggestive remarks, gestures, innuendoes, and swearing are unacceptable at all times.
11. All of those involved in activities must be appropriately dressed, and action taken to rectify this when necessary.
12. Being aware of the signs of Child Sexual Exploitation



## Poor Practice

Bad practice in supervising young people and children include:

1. Spending excessive amounts of time alone with children away from others.
2. Taking children to your home, or alone on journeys in a car.
3. Engaging in rough, physical or sexually provocative games, including horseplay.
4. Allowing a child to use inappropriate language unchallenged.
5. Making sexually suggestive comments to a child, even in fun.
6. Taking advantage of any sort of power imbalance and asserting control in an inappropriate way.
7. Letting allegations a child makes go unchallenged, unrecorded, or not acted upon.
8. Doing things of a personal nature that children can do for themselves or are not necessary for the safety of that child.
9. Not having open communication.

## Best Practice for Supporting Young People and Adults at Risk

Having young players as members of the band is extremely rewarding. These guidelines, in addition to the other supporting documents, allow bands to ensure that young people under 18 (henceforth referred to as young players), and adults at risk (henceforth referred to as players with care and support needs) are protected and that measures are in place to clarify positions of responsibility both within the band and with parents/carers.

### Transporting young people and vulnerable adults to rehearsals and concerts

It is common practice for members of bands to share lifts to both rehearsals and concerts. When this involves a young player or players with care and support needs, the band may wish to consider these best practice guidelines:

- Explain, either within the membership form or welcome information that transport to rehearsals and concerts is the responsibility of the parent or carer, unless group transport has been arranged by the band.
- If a young player, or player with care and support needs, is needing help with transport, this should be arranged directly between the parent/carer/player and band member offering the lift and not through a third party or the committee. It should be made clear to the parent/carer that this is a personal arrangement and the band does not hold any responsibility for this arrangement.
- Band members should be made aware of best practice when providing lifts to young people and, in some cases, those with care and support needs. This should include but is not limited to;
  - Where possible, avoid travelling with the young person alone
  - Agreeing pick up and drop off arrangements with parents
  - Asking the young person to sit in the rear of the car, particularly if you are alone
  - Having a contact number for the parent
  - Driving within the law



- Despite the band not holding responsibility for the arrangement of lifts, there is still a duty of care if there are any concerns raised regarding transporting young people or those with care and support needs to the band. Any issues raised should be dealt with in line with the band's safeguarding and whistle blowing policy and, if necessary, appropriate referrals made to statutory authorities

### **Young people and those with care and support needs attending concerts, contests and events outside the band room**

There will be times throughout the year where the band are away from their rehearsal space, either performing at concerts, contests or even social activities. During this time, young players' needs and those of players with care and support issues, should be considered and a position of responsibility agreed between the band and the parent/carer/adult with care and support needs.

**In the case of a young person under 18, if the young player's parent (or other agreed responsible adult) is not present at the event, the band has a Duty of Care to act *in loco parentis* for the duration of the event.**

#### **In this instance the following should be considered;**

- Young people should be supervised throughout the duration of the event. The person or persons responsible for supervision should be safely recruited for this role (including a DBS check and other appropriate safeguards) and be made aware of any specific needs (including dietary) or medical conditions of the young people.
- The band should consider appropriate environments for young players during social times during the event (for example after playing and before receiving the results at a contest).
- It may be required to gain parental permission for the young player to attend the event, if it is outside the normal activities agreed to on the membership form.
- Group transport should conform to the legal requirements including, rest times, number capacity of the vehicle and seat belts. Considerations should also be taken in relation to breakdown and recovery.
- Pick up and drop off points should be agreed and emergency contact information held.
- Provision of information to the young player and their parent/carer prior to the event.

## **Classifying Abuse**

It is important that adults can identify potential signs of children who are subjected to abuse. Abuse can take a number of forms, including:



**Neglect-** this is where adults fail to meet a child's basic needs like food, shelter, warm clothing or medical care, or to protect them from physical harm. Children might also be constantly left alone or unsupervised. In a brass band, this could include a conductor or band manager not keeping children safe, or exposing them to unnecessary risk of injury.

**Physical Abuse-** This is where someone physically hurts or injures children, for example by hitting, shaking, throwing, squeezing, burning, suffocating and biting or otherwise causing physical harm to a child. Giving children alcohol or inappropriate drugs would also constitute physical abuse.

**Sexual Abuse-** Girls and boys can be abused by adults or other children, both male and female, who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, or fondling. Showing children pornographic material is also a form of sexual abuse. This could also include inappropriate language or gestures.

**Emotional Abuse-** Persistent lack of love and affection, where children may be led to believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. Emotional abuse in banding might include situations where children are subjected, by a parent, teacher or another student, to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure in order to perform to high expectations.

**Bullying-** Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can be physical, verbal, sexual or emotional. In banding, bullying may arise when a parent pushes a child too hard to succeed, or when a teacher adopts a win-at-all-costs philosophy.

## Indicators of Abuse

This list is designed to help personnel identify potential indicators of abuse, but is not exhaustive. Members of Oxted Band are not expected to be experts in recognising signs of abuse, but these indicators should be used as a guide:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- Any injury for which the explanation seems inconsistent.
- A child describes what appears to be an abusive act that has involved them.
- Unexplained changes in a child's behaviour.
- Inappropriate sexual awareness, or sexually explicit behaviour.
- Distrust of adults.
- Difficulty making friends, or being prevented from socialising with other children.
- Losing weight for no apparent reason



Signs of Bullying may include:

- Behavioural changes, such as becoming withdrawn, clingy, tearful or reluctance to attend rehearsals.
- An unexplained drop-off in the standard of performance.
- Physical symptoms such as headaches, stomach pains and difficulty sleeping.

Signs of Child Sexual Exploitation may include:

- unexplained gifts
- changes in mood
- going missing
- staying out late
- being secretive about where they are going
- lack of interest in activities and hobbies
- missing school or band activities.

**Please Note:** According to the British Federation of Brass Bands, it is not the responsibility of band members to decide that child abuse is occurring, but it is their duty to act on any concerns, where appropriate reporting them to the relevant authority.

## Welfare Officer

It is strongly recommended in the BFBB Child Protection Policy that Oxted Band appoint a Welfare Officer to:

- Advise the committee on best practice
- Act as a single point of contact for reporting any concerns
- Be responsible for ensuring that those involved in teaching or conducting young people are suitable for the role and have up-to-date vetting.

The Welfare Officer should be a member of the band and should be identifiable to the young player and their parents, but should not be actively involved in conducting or teaching the young people. Please see the end of this document for the details of Oxted Band Welfare Officer.

## Training

For this policy to be effective, everybody involved in the Training Band needs to understand what constitutes good practice. Formal Child Protection Courses are available. As a



minimum, all band members of the band involved with the Training Band should be given advice and guidance based on this documentation.

## **Responding to Suspicions and Allegations**

It is the responsibility of members to inform appropriate agencies of any suspected abuse, whether in the context of banding activities or taking place elsewhere.

If abuse is reported, either directly by the child or somebody else, or a child indicates that they may be abused, the following action should be taken:

- React calmly so as not to frighten the child
- Tell them they are not to blame and it was right to tell
- Take the child seriously, be patient and take into account any difficulties that the child may be having in communicating
- Keep questions to a minimum, so that there is a clear understanding of what they have said. Avoid leading questions at all cost.
- Reassure the child, but do NOT promise to keep it a secret. Explain that to solve the problem it may be necessary to inform appropriate people.
- The Welfare Officer should be informed of any allegations at the earliest opportunity
- If there is the potential for immediate risk, action must be taken immediately
- The child must be kept informed of the progress of any action that is being taken

In reporting an allegation you should keep a written record, for your own future reference and for appropriate agencies. You restrict the note to facts, only what you know, not what others have told you (i.e. rumours). Including your own opinions could leave you open to the possibility of libel. You should include:

- The nature of the allegation, including time, dates and locations
- Details of the child, including name, age, address, contact details and the person who has parental responsibility
- Details of the person against whom the allegation was made including name, age, contact details and the relationship with the child.
- The identity and contact details of any informants or witnesses
- The child's account, if they have given one
- A description of any visible injuries
- A list of people (if any) who have also been informed of the alleged incident
- Details of the person with parental responsibility

### **Informing Parents**

Parents and Carers should be consulted when there are concerns about a child. In most situations, they may be able to explain the circumstances behind any abnormal behaviour. However, in situations where this may put a child in further danger (e.g. when a parent is suspected of abuse), the appropriate agencies should be alerted as soon as possible. It may still be pertinent to inform the relevant agencies so there is a record of the concern.



Again, it is not the responsibility of the band member to deal with this, but to report it to the relevant authorities.

### **Disciplinary Procedures**

If an allegation is made against a member of Oxted Band, it is equally important that this is reported. As well as a child protection investigation by social services which may involve the police, it may be necessary for the Band to take its own action. It may be appropriate to suspend the individual during the investigation, to ensure they are not in contact with the child.

## **Anti-Bullying Policy**

### **We recognise that:**

Bullying is behaviour, 'usually repeated over time that intentionally hurts another individual or group of individuals, physically or emotionally'.

One person or a group can bully others;

Bullying can occur either face to face between individuals or groups or online, using information technology, such as computers or mobile phones;

### **Bullying can include:**

- verbal teasing or making fun of someone;
- excluding members from activities and conversations;
- pressurising other members not to be friends with the person who is being bullied;
- spreading hurtful rumours or passing round inappropriate photographs/images/drawings;
- shouting at or verbally abusing someone;
- stealing or damaging someone's belongings;
- making threats;
- forcing someone to do something embarrassing, harmful or dangerous;
- harassment based on race, gender, sexuality or disability;
- physical or sexual assault (although all sexual incidents and all but very minor physical incidents constitute abuse and must be dealt with in accordance with child protection and adult safeguarding procedures).



Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm. People are often targeted by bullies because they appear different from others.

**We all have a role to play in preventing bullying and putting a stop to bullying.**

**The purpose of this policy is:**

- to prevent bullying from happening in our brass band, as much as possible;
- when bullying does happen, to make sure it is stopped as soon as possible and that those involved receive the support they need;
- to provide information to all members, volunteers, young people, adults at risk, and their families about what we should all do to prevent and deal with bullying.

**We will seek to prevent bullying by:**

- Developing a code of behaviour that sets out the 'dos and don'ts' in terms of how everyone involved in the Band is expected to behave, both in face-to-face contact and online.
- Advertise and promote the band in a way that will help to attract members from diverse groups.
- Provide welcome information to new members and help them to settle in.
- Hold discussions with members, volunteers, young people, adults at risk and families who are part of the Band to ensure that they understand our anti-bullying policy.

**When bullying occurs, we will respond to it by:**

- Having a clear anti-bullying procedure in place;
- Providing support and training for all Officers and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying;
- Addressing the issue from the point of view of the person being bullied, the bully, any bystanders and the band as a whole;
- Reviewing the plan developed to address the bullying, to ensure that the problem has been resolved;
- Avoiding any punishments that make the individuals concerned seem small, or look or feel foolish in front of others.



## **Guidelines on the Use of Social Media**

It is recognised that the internet provides unique opportunities to promote the band including vacancies and performances using a wide variety of social media, such as Facebook, Twitter and YouTube. These guidelines aim to protect individuals within the band and to encourage them to take responsibility for what they write, exercise good judgment and common sense. Inappropriate use of social media can pose risks to the band's reputation, and can jeopardise compliance with legal obligations.

### **Band Websites and Social Media pages**

Permission should be sought when posting images of band members on websites and social media pages. This permission can be obtained through the membership form.

Personal details such as phone numbers and email addresses should not be posted on the internet without the permission of the individual.

It is important to consider the age range of band members when posting images, and comments on pages and ensure that these are appropriate and in keeping with the band ethos.

Social media sites have different levels of security in relation to openness to the public and setting restrictions that do not allow posts to be shown without approval. It would be useful to discuss this as a committee and agree the most appropriate method for managing the site.

The band's social media sites are strictly monitored, with a very limited number of people being able to post as the band on twitter and the facebook group is locked so only approved administrators can approve posts. We will continue to review the social media policy and access as and when new social media sites become relevant to the band.

### **Individuals within the Band**

It would be best practice for adult members of the band not to be social media friends with children and young people who are members of the band. This is particularly important with social media forms that allow individual private communication. These members can still communicate with each through social media in a group setting such as the band's social media page or website.

Any content which raises a safeguarding concern should be reported to the Band Welfare Officer using the procedure outlined in the band's safeguarding procedures.

### **Guidelines for E-Safety**

Whilst the Oxted Band understands that most children will use mobile phones and computers, communication should not be made directly with children via their phones or any online platforms. Any communication regarding the band should be made direct to parents.

## **Photography of children and vulnerable adults**

Photographs of children and vulnerable adults should ideally be only taken with consent of parents sought before the event, and only by individuals who have been approved prior to the event. Whilst we cannot control audience members taking photographs at outdoor events, it is important that committee members are vigilant and inform the safeguarding lead or chairman if at all suspicious. If parents wish to take photos of their own children they may do so, but they must ensure no photographs of others are shared in any online or public forum. Surnames should not be attached to photographs in any circumstances, and if photographs are to be shared with first names on, then parental permission should be sought prior to the photograph being released. If parents or other



members of the audience are intending to photograph or video an event they should be made aware of the organisation's policy.



## Contact Details

**Oxted Band Welfare Officer: Stephie Beavis 07845554592**

**Surrey Children's Social Services:**

0300 470 9100 or [mash@surreycc.gov.uk](mailto:mash@surreycc.gov.uk)

Monday to Friday 9am-5pm

01483 517898 Out of Hours emergency duty team

**Surrey Police Non-Emergency Number (24hr): 101**

**NSPCC Helpline:**

0808 800 5000 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**Brass Band England Welfare Officer: 01226 771015**