

Chorley Silver Band Safeguarding Policy and Procedure¹

Chorley Silver Band recognises that all children have the right to protection from neglect, physical, emotional and sexual abuse. We acknowledge that we have a responsibility for the protection of those rights and for reporting any concerns that may be raised.

This document aims to clearly identify how Chorley silver Band will protect those rights and the actions it will take should concerns be raised.

The Policy

1. Nominated Safeguarding Officer

1.1 The Committee will appoint one of its members as a Child Protection Officer, who will ultimately be responsible for safeguarding issues.

1.2 The Safeguarding Officer is Catherine Hartley. The safeguarding officer will ensure that all committee members are aware of this policy and the procedure to follow should there be any concerns. All parents, carers, players and conductors will be made aware of the nominated safeguarding officer and what to do when there are concerns.

1.3 The Safeguarding Officer will attend training to stay up to date with procedures and legislation. These updates will be implemented and relayed to the rest of the Band.

2. Immediate Responsibility

2.1 The person immediately responsible for safeguarding within the Band shall be the Conductor in charge. Should he/she not be available, a DBS cleared adult will be present and assume this responsibility.

3. DBS Checks

3.1 Appointed persons will complete an Enhanced DBS form before such appointment.

3.2 Known abusers will be excluded from conducting or playing with the band.

3.3 DBS checks will be conducted by Brass Bands England

3.4 The Safeguarding Officer will ensure that such checks take place.

3.5 Such applications and any results will be treated in confidence and will not be used for any other purpose.

3.6 An appointed person is any adult over 18 years, who is on the committee or is the conductor or has other regular contact with the players under 18 years of age.

4. Concerns and Actions

4.1 In any case where concerns are raised, the safety of the child/children is paramount.

4.2 It must be recognised that it is not the role of the Band or any of its members, to investigate any specific safeguarding concerns that are raised.

4.3 All citizens have a responsibility for the protection of children and for reporting concerns about a child's welfare or safety.

4.4 If a 'child' wishes to talk, listen but do not ask questions. Under no circumstances should you try to investigate yourself. The asking of questions

¹ May 2016

may 'lead' the conversation and can jeopardise any action taken by the authorities.

4.5 Keep a careful written record of what has been said and of any action taken.

4.6 Remember that all information is confidential and should not be discussed with anyone other than the appropriate authorities.

4.7 In an emergency or if the concerns raised are serious in nature, contact should be made directly with the LADO at Social Services. In all cases advice can be sought from him. His name is Tim Booth. His telephone number is 01772 536694.

4.8 In all cases where concerns have been raised that involve the Band or any of its members, the Safeguarding Officer will be notified. If the concern is with the Safeguarding Officer, then another member of the committee must be informed.

4.9 All concerns will be dealt with immediately.

4.10 It should be recognised that children may come forward with reports of abuse from situations outside the band, and these will be reported appropriately.

5. General safeguarding

5.1 Chorley Silver Band and its adult members will make it comfortable and easy for children to voice their concerns. The children will be made aware of the Safeguarding Officer.

5.2 It is important that there is good communication between the Band and the parents/guardians of its youth members, so that everyone is aware of what activities are taking place, the relevant times, transport arrangements and what supervision arrangements there will be.

5.3 To assist in this communication, the parents/guardians of any child expected to take part in a band event will be given an engagement details detailing the date of the event, the venue, drop off time and collection time.

5.4 All parents are welcome to sit in on rehearsals.

5.5 All parents are welcome to be involved in other activities that the band is engaged in. Concerts, fundraising, competitions and trips.

5.6 All adults are encouraged to avoid situations where they are alone with a single child. This is particularly important in areas such as changing rooms and sleeping accommodation on Band trips. Two adults present is best practice.

5.7 Tuition. Chorley Silver Band may require extra rehearsal tuition. Where this is occurring, at Band rehearsal premises, best safeguarding practice will be observed. Two DBS checked adults will be present. If one adult must leave the room, the door will be left ajar so that everyone is in earshot and vision. Parents are always invited to stay. Any tuition that occurs privately is an agreement between the tutor and the student/parent/carer. It is not the responsibility of Chorley Silver Band.

5.8 The Band discourages adults transporting lone children (other than as the parent or guardian of that child) either to, from or in any way part of a recognised Band activity, except in the case of an emergency. Where it is necessary to provide transport, do not have children in the front set if there is room in the rear.

5.9 Touching of any kind is not acceptable, even for the purposes of tuition.

5.10 At band rehearsals, two appointed adults will always be present.

6. Distribution and Review.

6.1 This policy will be distributed to all members of the Band committee, all members of the Band and in the case of children players, to their parents/guardians and to other adults who may come into contact with the Band's child players regularly. The policy will be displayed in an appropriate/prominent place for easy access/consultation.

6.2 This policy will be reviewed every year.