



# CHILD, YOUNG PERSON AND ADULT AT RISK SAFEGUARDING POLICY

Policy adopted November 2020

This policy applies to the Management/Band Committee/and all Members/Volunteers or anyone working on behalf of Uckfield Concert Brass

## **The Purpose of this policy:**

1. To protect children, young people and adults with care and support needs who are members of the band
2. To provide members and volunteers with the overarching principles that guide our approach to child protection

Uckfield Concert Brass believes that a child, young person or adult with care and support needs should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and adults at risk and to keep them safe. We are committed to practice in a way that protects them.

## **We recognise that:**

- the welfare of the child is paramount, as enshrined in the Children Act (1989)<sup>1</sup>
- all children, regardless of age, gender, racial heritage, religious, 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; and
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

In addition, bands are aware that they also have safeguarding responsibilities toward adult members, some of whom may be vulnerable at different times in their lives. The principles outlined above in relation to children, also apply to adults. Arrangements for those over 18 are governed by the Care Act 2014<sup>2</sup>. This Act stipulates that statutory safeguarding duties may apply to an adult who;

- has care and support needs
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

### **We will seek to keep children, young people and adults safe by:**

- Before undertaking any activities involving vulnerable people, conduct a risk assessment to identify possible sources of danger and take appropriate action to minimise these risks.
- Make the experience of brass playing fun and enjoyable; promote fairness, confront and deal with bullying and do not condone rule violations or the use of illegal substances, insist on adherence to Safeguarding procedures.
- Treat all vulnerable people equally; this means giving both the more and less talented members of a group similar attention, time and respect, and preserving their dignity.
- Build relationships based on mutual trust and respect, in which vulnerable people are encouraged to take responsibility for their own development and decision-making.
- Maintain appropriate standards of behaviour at social events that vulnerable people attend.
- Communicate regularly with parents and carers 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.
- 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 of any treatment given. Arrange that someone with knowledge of first aid is readily available.
- Gain any parental consent for any significant travel arrangements, especially if an overnight stay is involved.

### **We do not;**

- Allow children or young people to feel “down trodden” or to be made a “fool of” by anyone
- Allow bullying
- 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

### **Photographs/Videos**

Official photographs and videos of the band may be used to publicise and promote the band for such purposes as; Uckfield Concert Brass web site, Facebook page, brochures, newspaper articles etc.

Parents will be given the opportunity to state if they do not wish their children’s photos to be used

### **Actions statement for suspected abuse**

We will be proactive at all times. If we suspect, or are informed that a child or young person is experiencing abuse, we will 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 Children’s Services. We will try and reassure the child or young person. We will make it clear that we are available to listen and can offer support but that we **MUST** pass on the information as our duty of care.

**Uckfield Concert Brass recognises the importance of the implementation of a Safeguarding Policy.**

It has identified a nominated person, June Card (Safeguarding Officer) and the current chairman, Paul Labus as an (Independent Adult) who will be responsible for co-ordinating the Safeguarding Policy and monitoring its implementation in practice.

The Safeguarding Officer should be up to date with and advise the band on compliance with the procedures described in this policy and to act as a focal point for reporting any concerns.

Uckfield Concert Brass expects its members to discuss any concern they may have about the welfare of a vulnerable person immediately with the Safeguarding Officer, and subsequently to check that appropriate action has been taken.

An incident report form for recording such information is set out in **Appendix 1**

**We are committed to reviewing our policy and good practice annually**

Document Version	Approved by Band Committee
1.0/2020 by June Card	November 2020
Document to be reviewed in	November 2021

## **USEFUL ADDRESSES**

Safeguarding Officer: June Card 0796527487 email: [junemcard@gmail.com](mailto:junemcard@gmail.com)

East Sussex County Council Children's Service: SPOA(Single Point of Advice)team 01323 464 222

Call from 08:30am to 5pm (Monday to Thursday)

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

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

Childline: 0800 1111 (textphone 0800 400 222) or via the website [www.childline.org.uk](http://www.childline.org.uk)

Local Authority Adult Social Care: 0345 60 80 191 (open 8am to 8pm 7 days a week, including bank holidays) e-mail Health & Social care Connect

Police: 101 or 999 if an immediate concern

# Appendix 1: Incident Report Form

## Child/Young Person/Adults Details:

Name:

Age/Date of Birth:

Parents Name:

Address:

Telephone Number:

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Are you reporting your own concerns or passing on those of someone else? Give brief details

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Brief description of what has prompted concerns: include date, time, location etc: of any specific incidents

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Any physical signs? Behavioural signs? Indirect signs?

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Have you spoken to the vulnerable person? If so, what was said?

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Have you spoken to the parent / carer (s)? If so, what was said?

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Has anybody been alleged to be the abuser? If so, give details, including relationship with the vulnerable person.

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Have you consulted anyone else? Give details.

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Your name and position:

Signature:

Alert passed to Safeguarding officer...../...../.....

## Appendix 2: Safeguarding audit checklist

**Name of Organisation**

**Safeguarding Officer**

**Address**

**Telephone number**

**Email address**

**Are the identity of the Safeguarding Officer, and the procedure for reporting any concerns:**

Made known to all members including those under the age of 18 Y / N

Made known to parents? Y / N

Publicly available: On display in the bandroom? Y / N

Published on the organisation's website Y / N

**Is the Safeguarding Officer independent of any direct role, involving activities with vulnerable people (such as conductor, secretary/person responsible for membership and personnel)?** Y / N

**Is parental consent for possible emergency attention obtained for all members aged under18?** Y / N

**Has the organisation formally adopted Safeguarding procedures in its constitution?** Y/N

**Is the Code of Conduct:**

Made known to all members and volunteers? Y / N

Made known to the parents of members under the age of 18? Y / N

Publicly available: On display in the bandroom? Y / N

Published on the organisation's website? Y / N

Signed..... Position..... Date.....

## References

1. The Children Act (1989) [www.legislation.gov.uk](http://www.legislation.gov.uk). Accessed November 2020
2. The Care Act (2014) [www.legislation.gov.uk](http://www.legislation.gov.uk). Accessed November 2020