

HUNSTANTON CONCERT BAND

SAFEGUARDING POLICY

The members of Hunstanton Concert Band (HCB or 'the Band') are mainly adults; however, young musicians (children under the age of 18 and hereafter in this document referred to as "children") are welcomed and we have a duty to ensure their safety and well-being whilst they participate in Band activities. This policy not only applies to the children in the Band but also the children of adult members, and adults at risk (vulnerable adults although 'adult at risk' is now the more preferred term).

The purpose of this policy is:

- to safeguard the welfare of all members of HCB, but in particular children and adults at risk
- to provide all members and others associated with HCB with the principles of our approach to safeguarding.

Hunstanton Concert Band Safeguarding Policy Statement

HCB recognises:

- that all children and adults at risk have the right to equal protection from all types of harm or abuse
- that children and adults at risk may suffer abuse in many forms - physical, sexual, emotional and/or neglect.

A child is defined as being under the age of 18.

Within the law of England and Wales a wide definition is applied to meet the standard of adult at risk. Section 59 of the Safeguarding Vulnerable Groups Act 2006 states that:

A person is an adult at risk if, having attained the age of 18, she/he:

- is in residential accommodation;
- is in sheltered housing;
- receives domiciliary care;
- receives any form of health care;
- is detained in lawful custody;
- by virtue of an order of a court, is under supervision per Criminal Justice Act 2003 sections regarding community sentences;
- receives a welfare service of a prescribed description;
- receives any service or participates in any activity provided specifically for persons who has particular needs because of his age, has any form of disability or has a prescribed physical or mental problem. (Dyslexia, dyscalculia and dyspraxia are excluded disabilities);
- has payments made to him/her or to an accepted representative in pursuance of arrangements under Health and Social Care Act 2012, and/or
- requires assistance in the conduct of their own affairs.

In most parts of the world, the last section is the usual headlining definition for an adult at risk, i.e. the adult is unable to function cognitively or to adequately undertake basic day-to-day functions without the help or oversight of someone not impaired in these ways.

Increasingly, the terms adult at risk, or adult at risk of harm, are preferred to the term vulnerable adult.

At the date of adoption of this policy the Committee of Hunstanton Concert Band holds the opinion that no Band member falls under the definition of an adult at risk.

In the event that an adult at risk wishes to join, or perform with Hunstanton Concert Band, their safeguarding needs would be assessed and the relevant measures put in place.

HCB will seek to keep children/young people safe by:

- requiring members to commit to the Code of Practice within this Safeguarding Policy, which is designed to protect all Band members
 - implementing agreed procedures described within the Code of Practice for protecting children in particular
 - providing a safe environment for the activities of the Band where children are protected and where their feelings and concerns, and those of their parents/carers, are listened to and acted upon
 - ensuring all children are aware that they may get help and talk with an independent person if they are concerned in any way
- providing a procedure for all members, and parents/carers of young members to follow if they have any concerns regarding the safety or well-being of a child.

Hunstanton Concert Band Code of Practice

Members of HCB will always:

- treat everyone with respect, each setting an example of good conduct for others to follow
- be non-judgmental when dealing with children, respecting their individual rights and opinions
- encourage all to feel comfortable enough to point out attitudes or behaviour they do not like
- respect a child's right to personal privacy
- be aware that physical contact with children may be misinterpreted no matter how well intended
- be vigilant when dealing with sensitive issues or situations
- seek advice whenever in doubt.

Members of HCB will never:

- bully another member, allow bullying, or allow children to be belittled or ridiculed as a means of control
- use insults or verbal abuse, or allow any such occurrence to go unchallenged
- make suggestive or derogatory remarks or gestures in the presence of children/young people
- allow ourselves to be drawn into any situation which might appear improper
- meet with any child outside of normal Band activities without parent/carer approval
- exaggerate or trivialise child abuse issues
- jump to conclusions or take a chance where common sense or policy suggests another more prudent approach.

The HCB Committee will:

- ensure wherever possible that more than one adult is present during activities that involve children, and as a minimum, all activities will take place within sight or hearing of others
- not ask members to teach or coach any child on behalf of the Band. If any member takes on the tuition/coaching of a child in a private capacity it must be made clear that they are not working on behalf of the Band. Sessions must not take place during rehearsal times or on premises used by the Band at the same time

- take all reasonable precautions when attending events at other venues for children to remain safe from harm as identified by a standard risk assessment. Parents/carers will be expected to accompany their children at these events, especially to outdoor venues.

DBS Checking and Designated Adult

The Committee has considered potential risks at weekly rehearsals, concerts, workshops and social events. As members will not be working alone or unobserved with any child, the Committee has judged that no specific checking is required. The Band always has a number of members with DBS (Disclosure and Barring Service) clearance and child protection training from their roles beyond Band; the committee relies on these members to provide specialist input.

It will be the responsibility of the HCB Committee member entrusted with maintaining the database of the Band Members' personal details (at the time of adoption of this policy it is the Concert Secretary) to also compile a register of those Members holding a DBS certificate.

The committee will appoint a Designated Adult with DBS clearance for the Band. The Designated Adult will be an initial contact for all new young members and act as the 'independent person' if the need arises.

Although the Committee is responsible for administering this Safeguarding Policy, it believes that all adult members have a responsibility for the welfare of the younger members of the Band. Adult members with children in the Band have responsibility for their children.

Action Statement and Procedures for Raising Concerns and Reporting Abuse

Our primary concern is the protection of children and adults at risk during Band activities by ensuring that the conduct of members allows us all to enjoy our music in a safe, supportive environment. However, as a group of responsible adults we do have a role to play in protecting children from abuse elsewhere.

All suspicions and allegations of abuse will be taken seriously. It is not the responsibility of anyone in the Band to decide whether or not child abuse or the abuse of an adult at risk has taken place. We will **never** try to investigate further ourselves, or pass judgment on what is said. We will **make clear** that we are available to listen and can offer support but that we must pass on the information to the appropriate service(s).

Any **general concerns** for the safety and well-being of children or adults at risk within the Band environment may be raised with the Designated Adult and will be addressed by the Committee as required.

What may constitute a concern about a child or adult at risk?

A concern relates to the possibility of a child or adult at risk suffering harm or abuse. Indicators of this may include:

- Sudden, unexplained or worrying changes in behaviour
- Physical signs or symptoms that may be indicative of abuse
- Worrying remarks made by a child or adult at risk
- A situation where a child or adult at risk has been exposed to potential risk of harm

Any **suspicion** or **allegation of abuse** of a child or adult at risk **must be**:

- reported immediately to the Designated Adult - or in the absence of the Designated Adult, the Committee Chairman
- recorded by completing a Safeguarding Policy Incident Report Form
- treated as a matter of urgency by the Committee, and referred to the appropriate service(s)
- treated as confidential at all times by all involved in the reporting and referring procedure.

The Internet

HCB makes use of electronic communication for sharing Band news and information, most notably through its website and email. The Band also uses social media with Facebook and Twitter. The HCB Privacy Policy (May 2018) explains in detail how the Band uses and protects any member's information it holds. All members of the Band are provided with a copy of the HCB Privacy Policy and are asked to read, sign and return the accompanying HCB Consent Form which asks for the member's explicit permission to allow the Band to:

- securely store and use specified information about the member
- publish on a secure section of the Band's website the member's contact details
- take, store and publish photographs of the member on the Band's website and in event programmes and advertising material
- allow the Band to record any performances by the Band and publish such recordings

When completing the HCB Consent Form all members can, without prejudice, choose not to allow the Band to use their information in any of the abovementioned situations. (Children under the age of 13 years must have a parent or guardian sign the Consent Form on their behalf).

Administration of Policy

The administration of this Safeguarding Policy will be the responsibility of the HCB Committee. This policy is Version 3.0 and was ratified and adopted by the HCB Committee on the 12th November 2021; it will be reviewed annually.

Documentation and Further Information

HCB Forms and Documents

HCB Privacy Policy
HCB Consent Form
HCB Website Privacy Policy
HCB Constitution
HCB Safeguarding Policy
HCB Safeguarding Policy Incident Report Form

All of the HCB forms and policy documents can be downloaded from the Members' section of the Band's website - this requires a username and password for access.

Useful Contacts

HCB Designated Safeguarding Person	Becky Palmer
Phone	01328 862889
Mobile	07799 483016
Norfolk Safeguarding Children Board	01603 223409
Norfolk County Council Children's Services	0344 800 8020.
NSPCC 24-hour Helpline	0808 800 5000 (text 88858)
CHILDLINE	0800 1111

Version 2.0 - 7th July 2019

Reviewed - 7th July 2020

Reviewed - Indicators of concern added - Version 3.0 - 12th November 2021