



FARNDON & DISTRICT BRASS BAND

POLICY AND PROCEDURES FOR

SAFEGUARDING YOUNG PEOPLE AND ADULTS

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SECTION 1: DIFFERENT TYPES OF ABUSE

Abuse and neglect are forms of maltreatment of a child or young person. They may result in a child suffering or being likely to suffer significant harm. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult, or another child or children. Government guidance 'Working Together to Safeguard Children' (2015) defines various forms of abuse, including:

1. Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

2. Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

3. Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.



4. Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care givers);
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

5. Emerging forms of abuse

As suggested under the 'Sexual Abuse' heading above, it should be noted that perpetrators are increasingly using online methods to access children and young people as well as to indulge in abuse by creating or downloading abusive images of them. Other forms of abuse that have come to public attention relatively recently have included the sexual exploitation of children and young people for commercial gain, forms of modern slavery, and abuse linked to cultural or religious belief such as: Female genital mutilation (FGM), honour violence, forced marriage, radicalisation or abuse associated with a belief in spiritual possession.

6. Abuse of a position of trust

This is a legal concept within The Sexual Offences Act 2003. It involves an adult of 18 or over engaging in sexual activity with or in the presence of a child or young person under 18, where the older person is in a position of responsibility towards the child or young person in one of a variety of settings, including a 'workplace setting'. The concept also covers 'causing or inciting a child' to engage in sexual activity, and 'causing a child to watch a sexual act'.

6.1 Responsibilities under Working Together to Safeguard Children

Under Chapter 1 of this statutory guidance it is the responsibility of band leaders and those working with young members to share information and work together with statutory partners if they have concerns that a child or young person may be at risk of abuse or neglect. Once a referral has been received by a local authority children's social care team, they should, within one working day, make a decision about the type of response that is required and acknowledge receipt to the referrer. Feedback should also be provided to the referrer on decisions taken by the local authority. For example, the local authority, may take the view that the child and family are in need of support services, or may decide that the child is in need of protection. If the band believes that the position taken by the local authority is inadequate to protect the child or young person, we will consider escalating the referral within the Local Authority. It is not the job of bands to take a view on whether abuse has taken place or is at risk of taking place, nor is it the job of the band to conduct an assessment on this matter; this is the role of the statutory agencies such as the local authority and police.



Signs and indicators of abuse of both children and vulnerable adults

There may be many signs and indicators that a child or adult is being abused or is at risk. Equally, most of the signs are not themselves diagnostic of abuse (although some physical signs may lead to a positive diagnosis of abuse by a medical professional). Equally, some children and adults who suffer abuse show no outward signs of what is happening to them.

At least as important as specific physical or behavioural signs are the way in which different signs and indicators may be clustered together or perhaps a change in a child's or adult's behaviour or appearance that cannot be easily explained in any other way. It is important to remember that a single agency or person is unlikely to pick up on all the signs that may be present in an abusive situation, and that concerns need to be shared to enable a referring agency to build up a clearer picture of what may be going on for a child or adult at risk.

For more information about signs and indicators of abuse of children and young people, go to the NSPCC website:

<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>

SECTION 2: CHILD PROTECTION POLICY

This policy applies to all members of Farndon and District Brass Band (FDBB), including players, parents/carers, Musical Directors, Tutors, Committee Members and Trustees

The purpose of this policy:

- to protect children and young people who are members of Farndon and District Brass Band. This includes the children of adult members.
- to provide members of FDBB with the overarching principles that guide our approach to child protection

FDBB believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. Furthermore, we are committed to do everything we can to ensure we provide a safe and caring environment whilst they attend our activities.

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Acts 1989 and 2004
- United Nations Convention on the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003



- Protection of Freedoms Act 2012
- Relevant Government Guidance on safeguarding children, including Working Together to Safeguard Children 2015

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children and young people, 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 and young people are additionally vulnerable because of the impact of previous experience, 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

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them
- Adopting child protection practices through procedures and a code of conduct for members of FDBB
- Ensuring that safe recruitment and selection practices are followed, including ensuring all necessary checks are made
- Sharing information about child protection and good practice with children, young people, parents and members of FDBB
- Providing effective support, supervision and training for members of FDBB
- Sharing concerns with agencies who need to know, and involving children, young people and parents/carers appropriately

DBS Checks

FDBB requires all adults working in eligible roles including Musical Directors, those offering musical tuition and others who are involved with children or young people to hold an enhanced check with the Disclosure and Barring Service (DBS). These checks are undertaken on our behalf by Brass Band England (BBE).

It is the responsibility of the FDBB Safeguarding Officer to complete DBS checks for eligible members of FDBB (and to re-check on a 3 yearly basis) and maintain a register of members who have undergone checks. Once the DBS form has been sent to BBE no information is shared with the Band Safeguarding Officer unless checks reveal that the person concerned is considered to be unsuitable to be working with children, young people or vulnerable adults.

(For the names and contact details of the FDBB Safeguarding Committee members including the Safeguarding Officer - see Appendix 1)



SECTION 3: PROCEDURE FOR RESPONDING TO CONCERNS ABOUT CHILDREN OR YOUNG PEOPLE AT POSSIBLE RISK OF ABUSE

This procedure applies to everyone within the Farndon and District Brass Band who may be concerned about the safety and protection of a child or young person.

Purpose and aim of this procedure

We aim to ensure those children/young people who are members of the FDBB receive the protection and support they need if they are experiencing or at risk of abuse.

This procedure provides a clear direction to Members of FDBB if they have concerns that a child/young person is in need of protection.

Ways that abuse might be brought to your attention:

- a child/young person might make a direct disclosure about him or herself
- a child/young person might make a direct disclosure about another child
- a child/young person might offer information that is worrying but not a direct disclosure
- a member of FDBB might be concerned about a child/young person's appearance or behaviour or about the behaviour of a parent or carer towards a child
- a parent or carer might make a disclosure about abuse that a child/young person is suffering or at risk of suffering
- a parent might offer information about a child/young person that is worrying but not a direct disclosure.
- an anonymous contact e.g. via letter, telephone, email, or via the FDBB website expressing concerns about the welfare of a named child/young person

Talking to a child or young person who has told you that he/she or another child or young person is being abused

- Reassure the child or young person that telling someone about it was the right thing to do.
- Tell them that you might need to talk to someone else to help you to work out how best to help them
- Don't try to anticipate what the child/young person might say e.g. by putting words into their mouth. Let them tell you in their own time and in their own words.
- Don't try to investigate, ask leading questions or quiz the child, but try to make sure that you are clear as to what he/she is saying.
- Let the child or young person know what you are going to do next and who else needs to know about it.



- Ask the child or young person what he/she would like to happen as a result of what he/she has said, but don't make or infer promises you can't keep.
- Give the child the ChildLine phone number: 0800 1111
- Make a written record as soon as possible

Helping a child or young person in immediate danger or in need of emergency medical attention

- If the child/young person is in immediate danger and is with you, remain with him/her and call the police.
- If the child/young person is elsewhere, contact the police and explain the situation to them.
- If he/she needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from a first aider.
- If a first aider is not available, use any first aid knowledge that you may have yourself to help the child/young person
- You also need to contact the FDBB Safeguarding Officer or a member of the Safeguarding Sub-committee to let them know what is happening.

A decision will need to be made, in consultation with the FDBB Safeguarding Officer about who should inform the child or young person's parents/carers and the local authority children's services and when they should be informed. If you have involved the police and/or health services, they should be part of this decision. Consider the welfare of the child/young person in your decision-making as the highest priority.

Issues that will need to be taken into account are:

- The child's wishes and feelings
- The parent's right to know (unless this would place the child or someone else in danger, or would interfere with a criminal investigation)
- The impact of telling or not telling the parent/carers
- The current assessment of the risk to the child and the source of that risk
- Any risk management plans that currently exist

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the flowchart below.



Keeping a record of your concerns

Use the proforma reporting form (Appendix 2) to record the concern and how it is dealt with. The relevant sections of the form should be completed and signed at each stage of the procedure. It can be used to forward information to the statutory child protection authorities if a referral to them is needed.

The form should be signed and dated by all those involved in its completion and kept by the FDBB Safeguarding Officer in a confidential file.

The name of the person making the notes should be written alongside each entry.

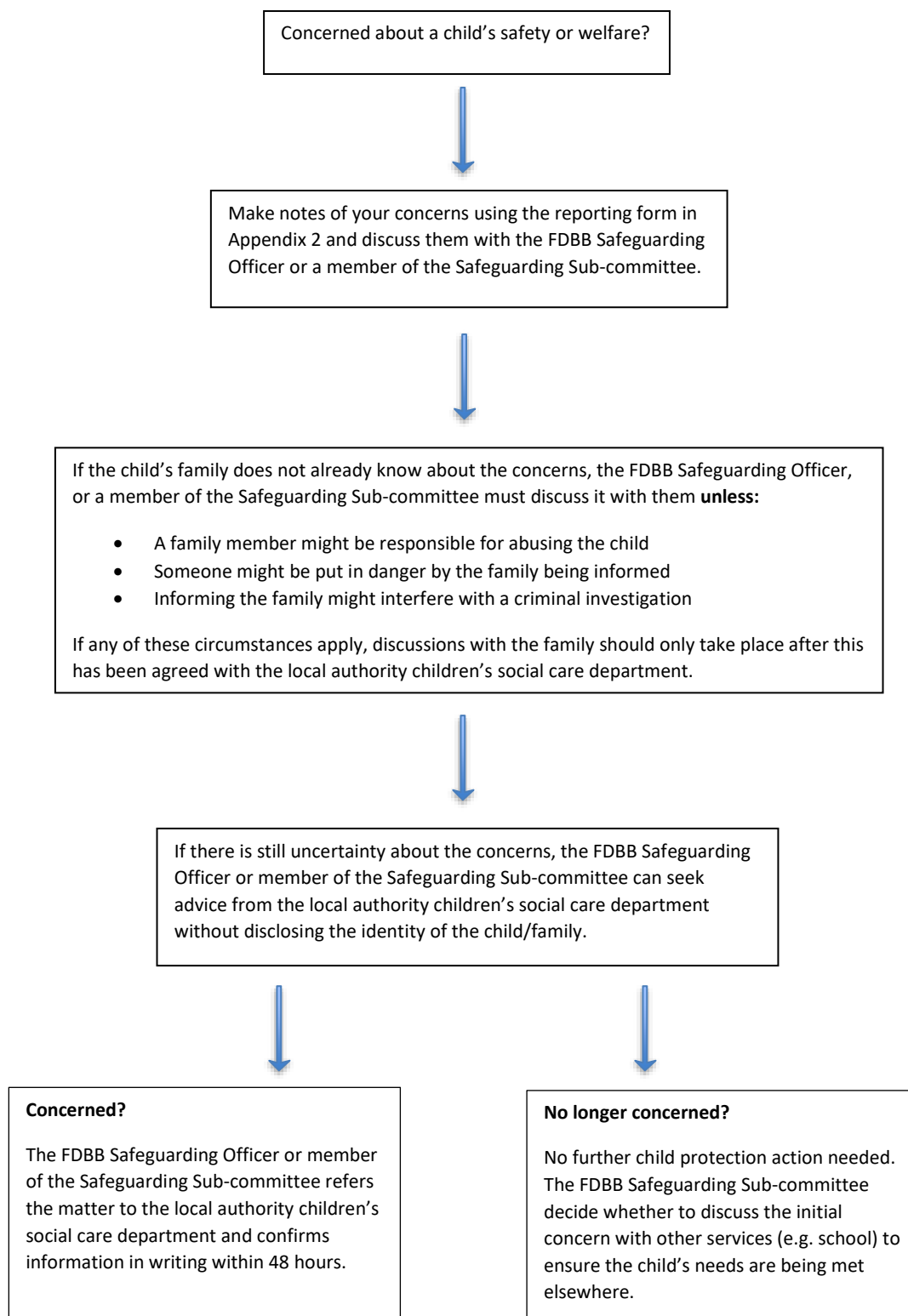
Reporting child protection concerns

If a child is in need of emergency medical attention or in immediate danger, follow the procedure set out in the section 'Helping a child in immediate danger or in need of emergency medical attention'.

You should then take the steps set out in the flowchart to ensure the concern is dealt with.



Flowchart: Responding to Concerns about the Safety or Welfare of a Child/Young Person





Adult Protection Policy

This policy applies to all Members of FDBB, including players, Musical Directors, Tutors, Committee Members and Trustees

The purpose of this policy:

- to protect adults who maybe 'Adults at risk' of abuse and who are members of FDBB.
- to provide members of FDBB with the overarching principles that guide our approach to adult protection

Definitions of adult and adult abuse

Defined as any person aged 18 years and over, who has needs for care and support (whether or not the authority is meeting any of those needs), who is experiencing or at risk of, abuse or neglect, and as a result of those needs is unable to protect himself or herself against the abuse or neglect or risk of it.

The adult experiencing, or at risk of, abuse or neglect will be referred to as 'the adult' throughout these procedures.

Our Commitment

FDBB believes that no adult should experience abuse of any kind. Furthermore, we recognise we have a duty of care to individuals within our organisation and are committed to do everything we can to ensure we provide a safe and caring environment for everyone whilst they attend our activities.

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect adults, namely:

- The Care Act 2014
- The Human Rights Act 1998
- Data Protection Act 1998
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012

We recognise that:

- All adults, 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 adults are additionally vulnerable because of the impact of previous experience, their level of dependency, communication needs or other issues
- Working in partnership with adults, their relatives, carers, advocates and other agencies is essential in safeguarding and promoting their well-being.



We will seek to keep adults safe by:

- Valuing them, listening to, and respecting them
- Adopting good adult protection practices through procedures and a code of conduct for members of FDBB who are in positions of trust
- Ensuring that safe recruitment and selection practices are followed, including ensuring all necessary checks are made
- Sharing information about adult protection and good practice with members of FDBB
- Providing effective support, supervision and training for members of FDBB
- Sharing concerns with agencies who need to know and involving adults, their relatives, carers or advocates appropriately

Procedure for Responding to Concerns about an Adult at Possible Risk of Abuse

This procedure applies to everyone within the FDBB who may be concerned about the safety and protection of an adult.

Purpose and aim of this procedure

We aim to ensure that adults who are members of FDBB receive the protection and support they need if they are experiencing, or are at risk of, abuse.

This procedure provides clear guidance for members of FDBB should they have concerns that an adult is in need of protection.

Ways that abuse might be brought to your attention

- The adult might make a direct disclosure about him or herself
- The adult might offer information that is worrying but not a direct disclosure
- A member of FDBB might be concerned about the adult's appearance or behaviour or about the behaviour of another person towards the adult
- A relative, carer or friend might make a disclosure about abuse that the adult is suffering or at risk of suffering
- A relative, carer or friend might offer information about the adult that is worrying but not a direct disclosure
- An anonymous referral to FDBB might be received via letter, email, social media etc.



Responding to an adult who is making a disclosure

- Assure them that you are taking them seriously.
- Listen carefully to what they are telling you, stay calm, get as clear a picture as you can, but avoid asking too many questions at this stage.
- Do not give promises of complete confidentiality.
- Explain that you have a duty to tell the FDBB Safeguarding Officer, or a member of the Safeguarding Sub-committee, and that the adult's concerns may be shared with others who could have a part to play in protecting them.
- Reassure them that they will be involved in decisions about what will happen.
- Explain that you will try to take steps to protect them from further abuse or neglect.
- If they have specific communication needs, provide support and information in a way that is most appropriate to them.
- Do not be judgemental or jump to conclusions.

Helping an adult in immediate danger or in need of emergency medical attention

- Make an immediate evaluation of the risk and take steps to ensure that the adult is in no immediate danger. Are there any other adults who need safeguarding? Evaluate the risk to them and the need for a protection plan. Where appropriate, dial 999 for an ambulance if there is need for emergency medical treatment.
- Consider supporting and encouraging the adult to contact the police if a crime has been or may have been committed. If the adult is unable or unwilling to contact the police, immediate consideration must be given as to whether this needs to be done on their behalf, in their best interest or in the interest of others who may be at risk.
- Do not disturb or move articles that could be used in evidence, and secure the scene (for example, by locking the door to a room).
- Contact the Local Authority Children's Social Care if a child is also at risk.
- Any possible steps should be taken to ensure that others are not at risk.



Who should I report concerns to in FDBB?

You have a duty to report concerns that an adult is in need of protection to the FDBB Safeguarding Officer. If you are unable to contact, or do not wish to speak to, the Safeguarding Officer you should speak to another member of the FDBB Safeguarding Committee.

Once any immediate risks and/or emergency medical needs have been attended to, you should, if you haven't done so already, speak to the FDBB Safeguarding Officer or a member of the Safeguarding Sub-committee as a priority.

If you suspect a member of FDBB has abused an adult, you have a duty to report your concerns immediately to the FDBB Safeguarding Officer or a member of the Safeguarding Sub-committee. (See separate procedures: 'Responding to Allegations against an Adult Member of FDBB' and Whistleblowing)

Once you have reported your concerns to the FDBB Safeguarding Officer or a member of the Safeguarding Sub-committee, they must decide, without delay, on the most appropriate course of action.

Alerting and sharing information with the local authority adult social care (Lead Agency)

If a decision is made to raise an alert with the Lead Agency, this will be undertaken by the FDBB Safeguarding Officer or a Safeguarding Committee member, within 24 hours of receiving the information.

An alert must always be made when the person is an adult and there is a concern that they are being, or are at risk of being abused or neglected, and are at risk of, or have experienced harm.

Anyone can make an alert to the Lead Agency and it may be appropriate for the person raising the concern to do so in situations, for example, where discussions with the FDBB Safeguarding Officer or a Safeguarding Committee member will involve delay in a high risk situation or where the person has already raised concerns with the appropriate persons within FDBB but no action has been taken.

If the incident occurs outside normal working hours and cannot wait for a response until the next working day, it should be reported to the Emergency Duty Team.

(For contact details - see Appendix 1)

Recording

It is important to make an accurate record as soon as possible after the event, including:

- Date and time of the incident
- The appearance and behaviour of the adult
- Any injuries observed
- Exactly what the adult said, using their own words (that is, their account) about the abuse and how it occurred. Alternatively, this may take the form of exactly what was reported to you
- The views and wishes of the adult



- Any actions and decisions taken at this point
- Exactly what you saw if you witnessed the incident
- A record of what any witnesses said
- The name and signature of the person making the record

Notes should be kept safe by the FDBB Safeguarding Officer as it may be necessary to make records available as evidence and disclose them to a court.

Dealing with Allegations against an Adult member of FDBB

This procedure outlines what members of FDBB, including parents or carers should do if they have concerns about the behaviour of another adult member of FDBB.

This procedure sets out the roles and responsibilities of FDBB officers, including the FDBB Safeguarding Officer and members of the Safeguarding Sub-committee, in dealing with allegations and managing investigations that may result from them.

The scope of the procedure

The procedure should be applied in all situations where it is alleged that an adult member of FDBB has:

- Behaved in a way which has harmed or may have harmed a child, young person or adult;
- Possibly committed a criminal offence against or related to a child, young person or adult;
- Behaved towards a child, young person or adult in a way that indicates they may pose a risk of harm to children, young people or adults;

This includes allegations where it might indicate that the person is unsuitable to continue to work with children, young people and adults in their current position.

This also includes where there are indications that the person has employed behaviour which could constitute grooming.

Allegations of historical abuse should be responded to in the same way as contemporary concerns.

The aims of this procedure are:

- To ensure that children, young people or adults who participate in banding with FDBB, and any other children, young people or adults who may come to our attention, are protected and supported following an allegation that they may have been abused by an adult involved with FDBB
- To ensure there is a fair and robust response to any allegations made, so that the risk posed to other children, young people or adults by an abusive individual is managed effectively



- To make sure there is an appropriate level of investigation into allegations, whether they are said to have taken place recently, at any time the person concerned has been associated with FDBB or prior to the person's involvement with FDBB
- To ensure that FDBB continues to fulfil its duty of care towards members of FDBB who may be subject to such investigations
- To ensure that individuals are able to continue in their role if they have been at the centre of allegations that are unfounded or deemed to be malicious in origin.

How you might find out about a possible case of abuse

Ways that allegations might be made against an adult involved with FDBB include:

- A child, young person, adult or parent/carer making a direct allegation about an adult member of FDBB;
- A child, young person, adult or parent/carer expressing discomfort with the behaviour of an adult member of FDBB that falls short of a specific allegation
- Another member of FDBB directly observing behaviour that is a cause for concern
- FDBB being informed by the police or another statutory agency that an adult member of FDBB is the subject of an investigation
- Information emerging from the renewal or updating of a DBS check that suggests an adult member of FDBB may have committed an offence or been involved in an activity that could compromise the safety of children, young people or adults in FDBB
- A member of FDBB disclosing that they have been the subject of allegations, have actually harmed or committed an offence against (or related to) a child, young person or adult.

Responding to a Child, Young Person or adult who is making a disclosure:

- Reassure her/him that telling someone was the right thing to do and that you are taking them seriously
- Stay calm and listen carefully to what she/he is telling you
- Let her/him tell you their story in their own words. Don't try to investigate, and avoid asking leading questions and quizzing them, but make sure you are clear as to what they are saying
- Do not make promises that you can't keep e.g. do not make promises that what she/he is saying can remain confidential
- Let her/him know what you are going to do next. Explain that you have a duty to tell the FDBB Safeguarding Officer or Band Safeguarding Representative and explain that her/his concerns may also be shared with others who could have a part to play in protecting her/him
- Ask her/him what they would like to happen as a result of what they have said but don't make or infer promises you can't keep



- If she/he is an adult, reassure them that they will be involved in decisions about what will happen to them
- If she/he has specific communication needs, provide support and information in a way that is most appropriate to them.
- Do not be judgemental or jump to conclusions.
- Give her/him the contact numbers for relevant helplines (see Appendix 1) e.g. children/young people can be given the Childline phone number: 0800 1111
- Make a written record as soon as possible, using the proforma in the Appendix 2.

Who should allegations or concerns be reported to within FDBB?

If an allegation is made by a child, young person, adult or family member to a member of FDBB or a member of FDBB observes concerning behaviour by a colleague at first hand, this should be reported immediately to the FDBB Safeguarding Officer or a member of the Safeguarding Sub-committee.

If they are not able to contact any of the above, the person receiving the allegation can report the concern to the Chair of the Band Management committee. (See contact details: Appendix 1)

Taking immediate action to identify and address the risk

There are potentially two issues that have to be dealt with as a matter of urgency:

1. Is the child, young person or adult in immediate danger or do they need emergency medical attention?

- If a child, young person or adult is in immediate danger and is with you, remain with them and call the police
- If they are elsewhere, contact the police and explain the situation to them
- If they need emergency medical attention, call an ambulance and while you are waiting for it to arrive, get help from a first aider
- If a first aider is not available, use any first aid knowledge you have to help the child, young person or adult.
- You will also need to contact the FDBB Safeguarding Officer or a member of the Safeguarding Sub-committee asap to let them know what is happening
- You will need to make sure parent(s) or carer(s) of the child/young person or person(s) identified by the adult are contacted and made aware of what has happened and what steps have been taken to get help.

2. Is the person at the centre of allegations working with children, young people or vulnerable adults now? If this is the case, the concern needs to be discussed immediately with the FDBB Safeguarding Officer, or if they are not immediately available with a member of the Safeguarding Sub-committee who should then, in a sensitive manner, remove the person involved in the allegation from contact with children, young people or any adults who may be at risk.

It should then be explained to the person, in private, that:



- A complaint has been made against them - although details of the complaint should not be given to them at this stage
- Further information will be provided as soon as possible but that, until consultation has taken place with relevant agencies and within FDBB, they should not be working with children, young people or vulnerable adults.

It may be best, under the circumstances, for the person to return home on the understanding that the FDBB Safeguarding Officer or a member of the Safeguarding Sub-committee will contact them later the same day or the following day.

The information provided to him/her at this stage will need to be very limited. This is because discussions need to take place first with other agencies who may need to be involved, such as the local authority children and/or adult's social care services, police or Local Authority Designated Officer (LADO).

If the person concerned is a member of a trade union or professional organisation, they should be advised to make contact with that organisation. FDBB will also arrange for a member of FDBB to provide on-going support in line with FDBB's responsibilities towards his/her welfare.

Undertaking a risk assessment and managing risk within FDBB: Roles and responsibilities

Once any urgent necessary steps have been taken, attention can be given to dealing with the full implications of the allegations

It is the responsibility of the FDBB Safeguarding Officer and members of the Safeguarding Sub-committee to oversee an internal investigation and decision-making about whether disciplinary action should be taken against the person in question.

The Safeguarding Officer will also:

- ensure appropriate plans are developed and put in place to safeguard the welfare of children, young people and adults in FDBB
- ensure that on-going support is provided to the person who is the subject of the allegations.

The FDBB Safeguarding Officer will take a lead role in liaising with statutory agencies, if involved, and will ensure relevant information is shared. The FDBB Safeguarding Officer has further responsibilities which are specified below.

Possible lines of enquiry:

There are a number of possible lines of enquiry when an allegation is made which may include:

- A police investigation of a possible criminal offence
- Investigation by the Local Authority Designated Officer (LADO) concerning the risk the person concerned poses to children and young people, and/ or by the local authority adult social care services concerning potential risks to adults in need of protection.



- Enquiries and assessment by the local authority children's social care service about whether a child is in need of protection.
- Investigation by FDBB and possible disciplinary action against the person in question. This includes implementing a plan to manage any risk posed by the individual to children, young people or adults in the organisation until the outcome of other investigations is known
- When to involve the LADO or local authority adult social care services.

The FDBB Safeguarding Officer should report allegations concerning a child or young person to the LADO, or if they concern an adult, to the local authority adult social care services. (For contact details – see Appendix 1)

Allegations should be reported within one working day, if the alleged behaviour suggests that the person in question:

- May have behaved in a way that has harmed or may have harmed a child, young person or adult
- Has possibly committed a criminal offence against or related to a child, young person or adult
- Has behaved towards a child, young person or vulnerable adult that suggests he/she may be unsuitable to work with children, young people or adults

This should also happen if the individual has volunteered the information him/herself.

The LADO or local authority adult social care services may be told of the allegation from another source. If this is the case, then the first information received by FDBB may be when the LADO or local authority adult social care services make contact in order to share this information.

Whoever initiates contact, there should be a discussion between the LADO/ local authority adult social care services and the FDBB Safeguarding Officer to share information about the nature and circumstances of the allegation and to consider whether there is any evidence to suggest it may be false or unfounded.

If there is any reason to suspect a child, young person or adult has suffered or is likely to suffer significant harm and there are no obvious indicators that the allegation is false, the LADO/ local authority adult social care services, will arrange a strategy discussion.

The local authority children and/or adult social care services should be asked to share information with FDBB if it has relevance to the involvement of the person concerned with FDBB's activities.



Dealing with a criminal offence

If there is reason to suspect that a criminal offence may have been committed, the LADO/ local authority adult social care will contact the police and involve them in a strategy discussion.

It is important that the FDBB Safeguarding Officer cooperates with requests for information and in turn should expect that agencies share relevant information to assist FDBB to continue to assess and manage potential risks posed by the person concerned to children, young people and adults in the organisation.

Discussions with the police should also explore whether there are matters that can be acted on in a disciplinary process while the criminal investigation takes place or whether disciplinary action must wait until the criminal process is completed.

Talking to parents/carers about the allegation or concern

If parents/carers do not already know about the allegation, the FDBB Safeguarding Officer and LADO/local authority adult social care services will need to discuss how they will be informed and by whom.

Sharing information with the person who is the subject of the allegation

The person at the centre of the allegation should be informed as soon as possible after the initial consultation with the LADO/local authority adult social care services. However, if a strategy discussion with the local authority children and/or adult social care services or the police is needed, this may have to take place before the person concerned can be spoken to in full.

Only limited information should be given to the person concerned, unless the investigating authorities have confirmed they are happy for all information to be disclosed or unless there is no need for continuing involvement from the statutory agencies.

The FDBB Safeguarding Officer will need to liaise closely with the LADO and/or local authority adult social care services and the other agencies involved about what information can be shared with the person concerned.

Taking disciplinary action

For both band members and others associated with the band, if the abuse is alleged to have occurred within the context of brass banding, it may require disciplinary action by the band.

When a concern is brought to the attention of the Safeguarding Officer or a member of the Safeguarding Sub-committee, the Safeguarding Sub-committee will decide on the course of action that needs to be taken and inform the Chair of the FDBB Management Committee, in confidence, of their decision.

If the concern is of a less serious nature, the matter will be handled entirely by the Safeguarding Sub-committee. The matter will be treated in the strictest confidence with a view to resolving the matter in an amicable way so that both parties can continue to enjoy their association with FDBB. Other members of the Band will only be informed if the Safeguarding Sub-committee considers they need to be informed. They will be asked to keep the information confidential.

The person who is the subject of the allegation can appeal against the decision of the Safeguarding Sub-committee by contacting any member of the FDBB Management Committee. The matter will then be handled by the FDBB Management Committee.



If the concern is more serious and requires investigation by the police and/or social services, the band may decide to await the outcome of these investigations, which may well influence a disciplinary investigation, although not necessarily so. In appropriate cases, the band will suspend the individual concerned while an investigation is taking place. This is not intended to prejudge the outcome of the investigation, but simply to remove the individual from contact with children/vulnerable adult until the investigation is concluded. The disciplinary sanctions available include the following:

- **By the Band** – Suspension or exclusion from membership of the individual concerned, and such other sanctions which are provided for within the band's constitution.
- **By the BBE** – recommend to the brass band registry, suspension or withdrawal of the individual's status as a registered player and/or recommend to the Association of Brass Band Adjudicators withdrawal of accreditation as an Adjudicator, together with reprimands and such other sanctions which are provided for within the BBE constitution and rules.

Every effort will be made to maintain confidentiality for all concerned, and consideration will be given to what support may be appropriate for children, parents, band members and supporters.

Managing risk and supporting the person at the centre of the allegation

The first priority of FDBB must always be the safety and welfare of children, young people and vulnerable adults. However, as a member of FDBB, the person who is the subject of the allegation has a right to be treated in a fair, sensitive and non-judgemental manner and to have his/her privacy respected as far as this preserves the safety of the child/young person/vulnerable adult and other children, young people and vulnerable adults.

Information about the allegation must only be shared on a need to know basis and those directly responsible for overseeing the work of the person concerned. Any other information e.g. explanations to other FDBB members/players should be agreed and negotiated with the person concerned.

If the individual is a member of a trade union or professional organisation they should be advised to contact that body as soon as possible after they have been informed that he/she is the subject of an allegation. Arrangements should also be made for him/her to receive ongoing support and information about the progress of the investigation.

The possible risk of harm to children, young people and vulnerable adults presented by the person who is the centre of the allegation needs to be carefully managed during and after any conclusions to the investigation processes following the allegation. This means that FDBB may need to consider suspending the person if there is cause to suspect the child/young person/vulnerable adult may be at risk of significant harm, or if the allegation is serious enough to warrant investigation by the police, or if it could lead to the person being asked to leave the organisation. However, a decision to suspend should not be automatic, as there may be other ways of managing any risk presented by the person.

The situation should be discussed fully between the FDBB Safeguarding Officer, the Chair of the Management Committee and LADO/ local authority adult services, who will seek the views of the police and the local authority children/adult social care service on the question of the person's continued involvement with FDBB. The conclusions of the discussions should be carefully documented. If the decision is to suspend the individual concerned from membership of FDBB, the grounds for this decision should be clearly set out. If the decision is not to suspend them, then a clear plan should be made about how any possible risk posed by the individual is to be managed.



If at the conclusion of all the investigations, it is concluded that the individual concerned can resume their involvement with FDBB, the FDBB Safeguarding Officer and the Chair of the Management Committee should consider how best to support them in the process. A plan to facilitate a return should be drawn up in consultation with the person concerned. This should take account of how any remaining child/adult protection risks will be managed and how they can be supported after what will have been and will remain a very difficult experience.

If the decision is that the person cannot resume their involvement with FDBB or they choose to leave, the FDBB Safeguarding Officer must discuss with the LADO/ local authority adult social care services whether the matter should be shared with the Disclosure and Barring Service (DBS) and any professional body to which the person may belong. In taking this action FDBB will ensure it carries out its statutory obligations to share information in the interests of protecting children, young people and vulnerable adults.

If an allegation is found to be unsubstantiated or fabricated, FDBB should consider referring the child/young person in question to the local authority children's social care services for them to assess if she/he is in need of services or whether she/he may have been abused by someone else. If it is felt that there has been malicious intent behind the allegations, FDBB should discuss with the police whether there are grounds to pursue any action against the person responsible.

Keeping a record of the investigation

All those involved in dealing with the allegations should keep clear notes of the allegations made, how they were followed up, any actions and decisions taken, together with the reasons for these.

These notes should be compiled gradually as the situation unfolds, with each entry made as soon as possible after the event. The notes should be signed and dated by the person making them and the person's name should be printed alongside.

The notes should be kept confidentially on the file of the person who is the subject of the allegation. Discussion should take place with the LADO/ local authority adult services to determine whether any aspects of the notes may not be shared with the person concerned. If there are no reasons not to do so, a copy of the records should be given to the individual.

The notes should be held on file by the FDBB Safeguarding Officer for a period of ten years, whether or not the person remains a member of FDBB for this period.

This procedure is consistent with the government guidelines set out in Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children. HM Government, March 2015 and with the Children's Workforce Development Council's publication, Recruiting Safely: Safer recruitment guidance helping to keep children and young people safe, CWDC, 2009



Process for Recruiting New Members/Musical Director

All adults working in eligible roles with FDBB including Musical Directors, those offering musical tuition and others who are involved with children or young people will have a DBS check. When a DBS check is to be undertaken then, prior to this, the person will be given an opportunity to submit a confidential letter informing the Safeguarding officer of any criminal activity which may emerge during the course of the DBS check. References will also be sort from a previous/current band. If the adult is not a member of another band, then a reference will be sort from any other volunteer organisation they have been involved in or a place of work.

SECTION 4: ROLE AND RESPONSIBILITIES OF THE FDBB SAFEGUARDING OFFICER

- To Chair the Safeguarding Sub-committee
- To ensure concerns are taken seriously
- To ensure an objective assessment of the concern is undertaken and fully investigated
- To ensure the person raising the concern is advised of progress
- To ensure that action necessary to resolve a concern is taken
- To ensure the person raising the concern is provided with support from a named person within FDBB or, if necessary, by someone independent of FDBB.

How FDBB will Respond

FDBB will respond to any concern raised. Where appropriate, the matters raised may:

- Be investigated by the Safeguarding Sub-committee and/or management committee, internal audit, or through the disciplinary process
- Be investigated under another procedure, e.g. child/adult protection
- Be reported to FDBB's Management Committee or Trustees
- Be referred to the Police
- Be referred to an external auditor
- Form the subject of an independent inquiry.

Within ten working days, you should receive, in writing:

- An acknowledgment that the concern has been received
- Indication how the matter will be dealt with
- Where applicable, an estimate of how long it will take to provide a final response



- Information on how you will be supported
- Contact details of the person dealing with your concern

If, during the investigation, you are concerned about what progress is being made, require support or reassurance, or feel you may be being victimised or harassed as a result of making the disclosure, you should contact your named supporter.

The named supporter will write to you to inform you of the outcome of your concern. However, this will not include details of any disciplinary action, which will remain confidential to the individual/s concerned.

What action can you take if you are unhappy with FDBB's response?

In most circumstances, the person wishing to raise the concerns should discuss the matter with the Safeguarding Officer or a member of the Safeguarding Sub-committee. If this is not possible, or the persons are thought to be involved or colluding in some way, the Local Authority Designated Officer (LADO) may be contacted. They will be responsible for ensuring the concerns are looked into or passed to the most appropriate person.

Depending on the circumstances, the use of the Whistleblowing Procedure might overlap with another procedure; for instance: Disciplinary Procedures, Child or Adult Protection Procedures or 'Dealing with Allegations against an Adult Member of FDBB' Procedures.

Monitoring

FDBB will monitor concerns raised by whistleblowing and take action accordingly. This includes reviewing these procedures on a three yearly basis.

SECTION 5: ANTI-BULLYING POLICY:

All children, young people and adults have the right to go about their daily lives without the fear of being threatened, assaulted or harassed. No one should underestimate the impact that bullying can have on a person's life. It can cause high levels of distress, affecting young people's well-being, behaviour, academic and social development right through into adulthood. At FDBB we are committed to providing a caring, friendly and safe environment for all of our members so they can participate in band activities in a relaxed and secure atmosphere free from oppression and abuse. Bullying is an anti-social behaviour and affects everyone. All types of bullying are unacceptable in our band and will not be tolerated. If anyone feels that they, or someone else, is being bullied, they should inform the Safeguarding Officer or a member of the Safeguarding Sub-Committee without delay. When bullying behaviour is brought to our attention, prompt and effective action will be taken.

What Is Bullying?

"Bullying behaviour abuses an imbalance of power to repeatedly and intentionally cause emotional or physical harm to another person or group of people. Isolated instances of hurtful behaviour, teasing or arguments between individuals would not be seen as bullying". (Torfaen definition 2008) Bullying generally takes one of four forms:

- Indirect - being unfriendly, spreading rumours, excluding, tormenting (e.g. hiding bags or books)



- Physical - pushing, kicking, hitting, punching, slapping or any form of violence
- Verbal – name-calling, teasing, threats, sarcasm
- Cyber – all areas of internet misuse, such as nasty and/or threatening emails, misuse of blogs, gaming websites, internet chat rooms and instant messaging. Mobile threats by text messaging and calls, misuse of associated technology, i.e. camera and video facilities. Although not an exhaustive list, common examples of bullying include:
 - Racial bullying
 - Homophobic bullying
 - Bullying based on disability, ability, gender, appearance or circumstance

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be bullied. Everybody has the right to be treated with respect. Members who are bullying need to learn different ways of behaving. The band has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All committee members, members and parents should have an understanding of what bullying is
- All committee members, members and parents should know what the band policy is on bullying, and what they should do if bullying arises
- As an organisation we take bullying seriously. Members and parents should be assured that they will be supported when bullying is reported
- Bullying will not be tolerated

Implementation

The following steps will be taken when dealing with incidents:

- If bullying is suspected or reported, the incident will be dealt with immediately by the adult who has been approached
- A clear and precise account of the incident must be recorded and given to the FDBB Safeguarding Officer or a member of the Safeguarding Sub-committee
- A member of the Safeguarding Sub-Committee will interview all concerned and will record the incident
- Parents will be kept informed as necessary
- Punitive measures will be used as appropriate and in consultation with all parties concerned
- If necessary, and appropriate, police will be consulted



Members who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with a member of the Safeguarding Sub-Committee of their choice
- Reassuring the member
- Offering continuous support
- Restoring self-esteem and confidence

Members who have bullied will be helped by:

- Discussing what happened
- Discovering why the member became involved
- Establishing what was wrong with their behaviour and the need to change
- Informing parents or guardians to help change the attitude and behaviour of the child

The following disciplinary steps can be taken:

- Official warnings to cease offending
- Seating position being looked at
- Exclusion from certain areas
- Member being sent home

Prevention

We will use some or all of the following to help raise awareness of, and prevent bullying. As and when appropriate, these may include:

- Writing and implementing a set of band rules
- Signing a behaviour contract
- Raising the issue of bullying to reinforce awareness

Possible signs of bullying

Adults should be aware of these possible signs and should investigate if a child, young person or adult:

- is frightened of walking to or from anywhere
- begs to be driven to venues
- changes their usual routine



- is unwilling to go to band
 - begins to truant
 - becomes withdrawn anxious, or lacking in confidence
 - starts stammering
 - attempts or threatens suicide or runs away
 - cries themselves to sleep at night or has nightmares
 - uses excuses to miss band (headache, stomach ache, etc)
 - begins to suffer academically
 - comes home with clothes torn or books damaged
 - has possessions which are damaged or " go missing"
 - asks for money or starts stealing money (to pay bully)
 - has dinner or other monies continually "lost"
 - has unexplained cuts or bruises or shows signs of being in a fight
 - comes home starving (money / lunch has been stolen)
 - becomes aggressive, disruptive or unreasonable
 - is bullying other children or siblings
 - changes their eating habits (stops eating or over eats)
 - goes to bed earlier than usual
 - is unable to sleep
 - wets the bed
 - is frightened to say what's wrong
 - gives unlikely excuses for any of the above
 - is afraid to use the internet or mobile phone
 - is nervous and jumpy when a text message or email is received
- These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should always be investigated.



SECTION 6: SOCIAL MEDIA POLICY

1) Introduction

Social media is the term commonly given to website and online tools which allow users to interact with each other in some way – by sharing information, opinions, knowledge and interests. Social media involves building communities or networks, encouraging participation and engagement. Social media includes Facebook, Twitter, YouTube, WhatsApp, Instagram, Snapchat, Wikipedia, podcasts, emails and texts.

As well as the opportunities to promote the band through social media, there can be pitfalls where inappropriate comments or images are posted that cause offence or, more seriously, bring claims of defamation and libel. The following guidelines are there to provide you with information to make responsible decisions and to get the best out of the tools available.

2) FDBB's use of social media

a) Facebook page - We have an open Facebook page for publicising FDBB news and events to as wide and public an audience as possible. The Junior Band also has a closed Facebook page.

d) Emails and Texts - Emailing is the key method of electronic communication between FDBB members. Texts may also be used as a means of communication, particularly if out at an event. As emails in particular can have a habit of unintentionally being forwarded to unintended recipients, due regard should be given to the policies and guidelines when using email. Particular care should be taken if you need to communicate anything that may be of a sensitive or private nature. If you do receive an email that contains content of sensitive or private nature that is clearly not intended for you, please do the respectful thing and delete it immediately. However, if you consider it to be a matter of serious concern, please raise this privately with the FDBB Safeguarding Officer or a member of the Safeguarding Sub-committee.

3) Principles

These principles apply to your participation in the social media used by FDBB and any other social media you use in your own private capacity in the context of you being a member of Farndon and District Brass Band. They set out the standard of behaviour expected in representing FDBB. You should participate in the use of social media in the same way as you would with other media or public forums such as giving public presentations or speaking at public events. We encourage positive representation and promotion of FDBB and therefore welcome members building upon this through the use of social networking websites. You are representing FDBB and we trust you to act accordingly.

4) Guidelines

Information published online can be accessed around the world within seconds and will be publicly available for all to see. Even information that was originally only intended to be seen by a select number of recipients has the potential to be shared, re-quoted or reposted including on other social networking sites. Comments on social media can remain in the public domain for a considerable length of time. As a member of FDBB you MUST consider the following when using social media. You must ensure that your social media activities do not cause offense/harm to FDBB or any of its members. Any photo's or posts that you wish to add to a FDBB Facebook open or closed group will need to be authorised by one of the administrators first. No videos or recordings of FDBB should be put on any social media website without permission from the Committee of FDBB. Social media should be used for positive comments about FDBB. Please do not get into discussions about problems other bands are having, issues with individuals in other bands, contest results, adjudications or



anything that could be detrimental to FDBB. If asked by the FDBB Committee, you should remove any posts that they consider to be inappropriate or they deem to be harmful to the reputation of FDBB. Failure to do so could result in disciplinary action. Enjoy social media, it is a great way to spread the news about the wonderful organisation we all belong to.

5) FDBB's duty to its members

If you have been adversely affected by comments or images that have appeared on any forms of social media in connection with your membership of FDBB or you are concerned that comments or images on any forms of social media cause offence/harm to FDBB or any of its members, please raise this with a FDBB committee member at the earliest opportunity. We will endeavour to rectify the situation. If you have a requirement or preference that your image or name is not used in social media utilised by FDBB, please advise us through the membership form.

6) Parent responsibility

Parents and other adults must **not** post photo's or videos of Farndon Junior Band on any open social media platform. Parents should be mindful of safeguarding issues and limit photos and videos to that of their own child/children.

SECTION 7: WHISTLEBLOWING

Farndon and District Brass Band believes that its members provide their time and expertise in the best interests of FDBB. However, it may be that a member of FDBB may have concerns about a colleague's behaviour. They may be worried that a child, young person or adult is not being cared for properly, being abused or at serious risk. It may be that they have concerns about fraud, financial irregularity or other issues.

Everybody within FDBB has a responsibility to raise such concerns to ensure the organisation maintains high standards of practice, including high standards of care to children, young people and adults.

FDBB acknowledges that raising concerns can be extremely difficult because the person who is concerned may feel that speaking up would be disloyal to their colleagues or to FDBB. They may also fear bullying, harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may be a suspicion of malpractice.

FDBB is committed to the highest possible standards of openness, professionalism and accountability. In line with that commitment we expect members of FDBB, who have serious concerns about any aspect of FDBB's work, to voice those concerns.

This document makes it clear that members of FDBB should be able to do so without fear of victimisation, subsequent discrimination or disadvantage. This Whistleblowing Policy is intended to encourage and enable members of FDBB to raise serious concerns within FDBB rather than overlooking a problem or 'blowing the whistle' outside. Remember, a whistleblower is a witness, not a complainant.

Harassment or Victimisation

FDBB is committed to good practice and high standards and be supportive of any member who wishes to report a concern. If a member of FDBB believes that what he/she is saying is true, they should have nothing to fear as he/she will be doing their duty to the organisation.



Bullying, harassment or victimisation (including informal pressures) by other members of FDBB towards someone who raises a concern will not be tolerated.

Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal the identity of the person raising the concern, if they so wish. At the appropriate time, however, they may need to be a witness, for instance if the matter leads to a disciplinary hearing or a criminal prosecution.

In some cases, confidentiality may not be possible, for example when reporting abuse or a criminal offence, as action may need to be taken. The person raising the concern will be consulted if it does become necessary to reveal their identity. If there is an unauthorised disclosure of someone's identity, disciplinary action may be taken against that individual.

Anonymous Allegations

Whenever possible, the person raising the concern should be prepared to put their name to an allegation. Concerns expressed anonymously are much harder to investigate, but will be considered by the appropriate FDBB officers. In exercising this discretion, the factors to be taken into account would include:

- The seriousness of the issues raised
- The credibility of the concern
- The likelihood of confirming the allegation from attributable sources.

Untrue Allegations

If the FDBB member makes an allegation in good faith, but it is not confirmed by the investigation, no action should be taken against them. If, however, the member makes an allegation frivolously, maliciously or for personal gain, disciplinary action may result.

Support for the person raising concerns

FDBB through the chair of the Safeguarding Committee will ensure the person raising the concern is kept informed and supported

If I have a concern who should I speak to?

In the first instance you should speak to the FDBB Safeguarding Officer or a member of the Safeguarding Subcommittee. In most cases, the matter will be dealt with at that stage. The earlier you raise your concern, the easier it will be to take action. REMEMBER, IF IN DOUBT, RAISE IT.

If you feel unable to raise the issue with any of the above, or if they do not take appropriate action to resolve the issue, you should approach the Chair of the Band Management Committee.

See contact details in Appendix 1.



APPENDIX 1: IMPORTANT CONTACTS

Chair of the FDBB Management Committee:

Tony Pugh Email: tony.pugh@outlook.com

FDBB Safeguarding Officer:

John Reeves Email: jhreeves01@outlook.com

Safeguarding Sub-Committee Members:

Tony Pugh Email: tony.pugh@outlook.com

Sue Frencham Email: suefrencham@yahoo.co.uk

Jackie Mellor-Jones Email: jm_yakatak@yahoo.co.uk

Key Agencies:

Wrexham Keeping Children Safe:

Telephone the Single Point of Access for Children (SPOA) as soon as possible to share your concerns.

Contact the team on 01978 292039.

Out of hours the Emergency Duty Team can be contacted on 0845 0533116.

Cheshire West and Chester:

If you are a member of the public and have concerns about a child's welfare, or feel that they may be being abused or neglected, please call the Integrated Access and Referral Team (iART) or the Emergency Duty Team (EDT) for help and advice. Alternatively, you can call the police.

- **Telephone:** iART - 0300 123 7047

The team can be contacted 8.30am to 5pm from Monday to Thursday and 8.30am – 4.30pm on Friday.

If you have an urgent concern outside these hours, or over a bank holiday, please call the **Emergency Duty Team (out of hours) on 01244 977277**

**Flintshire:**

Any person with concerns or suspicions about a child in Flintshire being harmed should contact: The Duty Social Worker, Duty and Assessment Team, Social Services for Children, County Offices, Chapel Street, Flint, CH6 5BD. Telephone: **01352 701000**

If you wish to contact outside of office hours, please telephone the Duty Social Worker on: 0345 0533116

Denbighshire:

If you are concerned about the welfare or safety of a child, please contact us:

01824 712200 - Monday to Thursday 9am - 5pm and Friday 9am - 4.30pm

0345 053 3116 - Evenings and weekends

You can also send an email to cfsgateway@denbighshire.gov.uk.

Shropshire:

Children: 0345 678 9021

Adults: 0345 678 9044

Emergency: 0345 678 9040

Other useful contacts:

NSPCC Helpline 0808 800 5000 or help@nspcc.org.uk

ChildLine 0800 1111 (textphone 0800 400 222) or www.childline.org.uk



Appendix 2: Form for Reporting Concerns about a Child/Young Person/Adult

Name:		
Gender:	Age (if under 18):	Date of Birth (if under 18):
Ethnicity:		Language:
Additional Needs:		
Name of parent/carer:		
Address of Child/Young Person/Adult:		
Address of Parent or carer (if different)		



Your name:

Position in Farndon & District Brass Band:

Contact details:

Report:

Are you reporting your own concerns?

YES / NO (delete as appropriate):

If you are reporting concerns on behalf of someone else, please give their name and position within FDBB.
Add their contact details:



Please give details of the incident or what has prompted concerns about the child/young person/adult including description of any behaviour/physical signs or injuries. Where possible give times and dates:

Have you or anyone else spoken to the child/young person/adult? If so, what have they said and to whom did they say it?

Please give details of anyone alleged to have caused the incident or to be the source of any concerns



Please give details of anyone who witnessed the incident or who shares the concerns:

Please note concerns should be discussed with the parent(s)/carer(s) unless:

- The view is that a family member might be responsible for abusing the child/young person
- Someone might be put in danger by the parents/carers being informed
- Informing the family might interfere with a criminal investigation If any of these circumstances apply, consult with the local authority children's social care to decide whether or not discussions with the family should take place.

Have you or anyone else spoken to the parent(s)/carer(s)? If so what was said? And to whom? If not, give your reasons for deciding not to speak to the parent(s)/carer(s)



Are you aware of any previous incidents or concerns relating to this child/young person/adult?

Has the situation been discussed with the FDBB Safeguarding officer?

Yes / No (delete as appropriate)

If so please summarise what was discussed and agreed:



Have the statutory authorities been informed?

Police: Yes / No (delete as appropriate)

Date and time:

Name and telephone number of person spoken to:

Local Authority social care: Yes / No (delete as appropriate)

Date and time:

Name and telephone number of person spoken to:

Actions agreed with the authorities:

Signature of person completing this report:

Name Date and Time

Signature of FDBB Safeguarding Officer/Member of the Safeguarding Sub-committee

..... Position in FDBB

Name Date and Time



Appendix 3: Reference Form for Adult Volunteers

(To appear on our headed notepaper)

[Name of candidate] has expressed an interest in becoming a [Position applied for] of the Band and has given your name as a referee. If you are happy to provide this reference, all the information contained on this form will remain confidential and will not be shared with the candidate. We would appreciate you being frank in your evaluation of the candidate.

If you prefer to respond by telephone, please contact:

[Name of person to contact]

[Telephone number]

How long have you known the candidate?.....

In what capacity do you know the candidate?.....

Do you regard the candidate as a suitable person to work with children, young persons

and vulnerable adults? YES / NO

How would you describe the candidate's personality?.....

Your name.....

Address.....

Telephone number.....

Signed.....

Date.....



Acknowledgments:

This document has been created with the aid of the policies available from various brass band and other musical organisations. Farndon and District Brass Band wishes to thank these organisations for their openness regarding their policies and the tremendous help it has been to help us keep our young people and vulnerable adults safe.

Band Safe Brass Band England

Enderby Band Organisation

National Youth Brass Band of Great Britain

Verwood Concert Brass