

2016

WAREHAM TOWN BAND

Policy for Safeguarding Children and Vulnerable Adults



Introduction

This policy applies to all adults, including volunteers, working in or on behalf of the Wareham Town Band.

It is the responsibility of everyone in the band to help keep children and vulnerable adults safe by contributing to:

Provide children and vulnerable adults who participate in band activities a safe environment in which to do so. This includes all rehearsals, concerts and all social events.

Some individuals will actively seek employment or voluntary work with children in order to harm them. This policy is aimed at protecting children and vulnerable adults. To report any concerns about their welfare to the two named child protection officers (Designated Safeguarding Lead & Deputy Designated Safeguarding Lead).

The Wareham Town Band's Commitment

The Wareham Town band is committed to safeguarding and promoting the welfare of children and vulnerable adults. The Band will:

- Always take a considered and sensitive approach in order that we can support all the children and vulnerable adults.
- Make the general safety of all is paramount whilst they are participating in band activities.
- Ensure opportunities for all children and vulnerable adults to participate regardless of their age, culture, disability, gender, language, racial origin, religious belief and /or sexual identity, financial circumstances in music making in an enjoyable and safe environment.
- Take all reasonable steps to protect children and vulnerable adults from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.

Any allegations must be reported to either one of the two named Safeguarding Officers.

Terms

Anyone under the age of 18 years old is considered to be a child/young person.

The term 'Parent' can be used to include parent, carer or guardian.

Personnel include employees of the band as well as volunteers and all players in the band.

Safeguarding officers are the persons within the band whose responsibility it is to ensure this policy is being implemented and to who any issues are raised and dealt with confidentially.

The two named Safeguarding Officers for the Wareham Town Band are:

Designated Safeguarding Lead (DSL)

Sue Easton 07798876621 / 01202950929

Deputy Designated Safeguarding Lead (DDSL)

Clare Bolton 07944786503

General Guidelines for all members of the band

- Contact - Avoid any physical contact at all times.
- Behaviour-Language – Children are very impressionable. It is important to give constructive guidance.
- Never be left alone with a child. Always carry out all activities openly within the group.
- At concert venues- Adult members should never change in front of children.
- The band should ensure that there are adequate toilet facilities at the band room for both females and males.
- Transporting children in cars- never allow yourself to be alone or travel with them alone in a car.
- Travelling to concerts- Ensure you have children's emergency contact and medical details as well as written permission. Check with your car insurance that you have public liability in place too. Parents/Guardians will be required to sign a disclaimer, which will state that no member of the Band or the Band itself will be sued for any accident to his/her child providing that the Public Liability cover is current.
- Parents – have a duty to ensure that when they leave their children for band that they have actually arrived in the band room safely, (not just dropped off outside in the car park). They should also ensure that they are there to collect their children at the stated time when finishing a rehearsal.
- Two or more members of the band should stay behind with any children or young adult who are collected late for the safety of both the child and the adults alike.
- Any concerns of a Child Protection nature should always be passed onto the named protection officers.

The NSPCC or other agencies

The first consideration at this point is to minimise the danger of further abuse to the child or to other children. The person in charge should seek advice from the local police or social services department or the NSPCC. (You can obtain advice by telephoning the NSPCC freephone helpline – the number is 0808 800 5000 and is a 24 hour service. You do not have to give your name but it is helpful if you can.) The allegation should be referred to the police and social services department in any case involving physical or sexual abuse or where the child's safety is otherwise at risk. If the person in charge is not available, or the concern is about the person in charge, the person in receipt of the information or with the concern should contact these agencies direct. Reporting the matter to the police or social services department should not be delayed by attempts to obtain more information.

In case of allegations/suspensions against band members the named Child Protection Officers will contact the relevant authorities (Police and Social Services). The person who observes or has concerns about a child must make a hand written, dated record which is to be given to either of the Child Protection Officers as soon as possible after the event.

Safeguarding Policy

Name of Organisation: **Wareham Town Band**

The Designated Safeguarding Officers are: **Sue Easton & Clare Bolton**

All members of the band have a duty of care towards the welfare of children and vulnerable adults and will do everything possible to provide a safe and caring environment whilst they attend band activities.

We will

- Treat all children and vulnerable adults with respect and celebrate their achievements
- Carefully recruit and select all members
- Be alert to the possibility of issues concerning safeguarding and radicalisation.
- Respond to concerns and allegations appropriately

When there are concerns about the welfare of any child/vulnerable adult, all adults in our organisation are expected to share any concerns with either of the Designated Safeguarding Officers.

They are responsible for:

- Monitoring and recording concerns
- Making referrals to social services without delay
- Liaison with other agencies

Confidentiality:

In cases of disclosures of abuse, by either children/vulnerable adult or parents, we are obliged to share the information with the child protection officer who may have to refer our concerns to social services.

Concerns about the behaviour of adult/s in the organisation will be referred without delay to the child protection officer who will contact social services or the police as appropriate

This policy will be reviewed annually.

Signed..... (Chair Person) Date.....

Print Name.....

Photography and the Use of Images of Children

Wareham Town Band's Child Protection Policy follows guidelines from the NSPCC regarding photographs and images of children on websites and other publications which the Wareham Town band may use will follow the guide lines adopted from the NSPCC.

They are as Follows:

NSPCC Consultancy Services

Advice for community groups and other organisations working with children on using photographs and images of children

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on websites and other publications. Photographs can be used as a means of identifying children when they are accompanied with personal information, for example, - this is X who is a member of the Something Club and who likes Westlife. This information can make a child vulnerable to an individual who may wish to "groom" that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto websites, consisting of child abuse images. Organisations and those providing services or activities to children and young people need to develop a policy in relation to their use of images of children and young people on their websites and in other publications. They will need to make decisions about the type of images they consider suitable and that appropriately represent their activity, without putting children at increased risk. You should ensure that parents are aware of and support your policy. If organisations are aware of the **potential risks and take appropriate steps any potential for their misuse can be reduced.**

NSPCC advice to organisations:

- Consider using models or illustrations if you are promoting an activity
- Avoid the use of both the first name and surname of individuals in a photograph. Restricting naming to first name only reduces the risk of inappropriate and/or unsolicited attention from people.

Rules to remember:

- If the child is fully named, avoid using their photograph
- If a photograph is used, avoid fully naming the child
- Ask for parental permission to use an image of a young person. This ensures that parents are aware of the way the image of their child is representing the organisation or activity. A Parental consent form for use of images of children (PDF, 27KB) is one way of achieving this
- Consider asking for the child's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the activity. A children's permission form is one way of achieving this
- To reduce the risk of inappropriate use, only use images of children in suitable dress. With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of activities offered by organisations. However there are clearly some activities - swimming, gymnastics and athletics for example - when the risk of potential misuse is much greater than for others. With these activities the content of the photograph should focus on the activity not on a particular child and should avoid full face and body shots. For example shots of children in a pool would be appropriate, or, if poolside, waist or shoulder up

- Create a recognised procedure for reporting any concerns regarding the use of inappropriate images. Follow your child protection procedures, ensuring both your designated child protection officer and local children's services or the Police are informed.
- First steps:
- Establish the type of images that appropriately represent the organisation and the activity for the internet. Apply an increased level of consideration to the images of children and young people used in the website
- Think about the level of consideration you give to the use of images of children in other publications, for example the processes involved in choosing appropriate images for the newsletter or magazine.
- Guidelines for use of photographers at events:
- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification, which must be worn at all times
- Inform children and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Do not allow unsupervised access to children or one-to-one photo sessions at events
- Do not approve/allow photo sessions outside the events or at a young person's home.
- If parents or other spectators are intending to photograph or video at an organised event they should also be made aware of your expectations.
- Children and parents should be informed that if they have concerns regarding inappropriate or intrusive photography these should be reported to the event organiser or official who will act in the same manner as they would with any other child protection concern.

We attach herewith our own Parental Consent form for parent/carer signature albeit that if they prefer to withhold such consent we shall fully respect their decision and shall adhere to their wishes.

Wareham Town Band

Parental Consent Form For use of images of children.

Dear Parent/Guardian,

I understand that it may be necessary at times that my son/daughter (child's name)..... is photographed or have moving images taken of him/her.

These images are only to be used for newsletters, website, marketing, leaflets or any other educational or publicity purpose.

I give/do not give (delete as appropriate) Wareham Town Band permission to use any still and/or moving image of my son/daughter for the above reasons.

Parent/Guardian signature:.....

Print Name

Date:.....

IMPORTANT NOTICE

To the parents/guardians of all Players of Wareham Town Band under the age of 18 years

OUR CHILD PROTECTION POLICY

The committee have adopted a Safeguarding Policy for Wareham Town Band.

One of the recommendations relates to:

TRAVELLING ALONE WITH AN ADULT IN A CAR

It is best practice and not advisable to be on a 1:1 situation when travelling to band practice, concerts or any other band activities with a child or vulnerable adult in your car alone.

The band does have Public Liability Insurance cover. However, this cover does not apply unless the driver has public liability in place too.

If the situation arises where you are unable to get them to a rehearsal or concert please arrange for them to either obtain a lift with another child in the band or if necessary contact the Chairperson or Secretary:

Sue Easton (Chair Person)

Clare Bolton (Secretary)

They will then try and organise a shared lift for you.

Please ensure you have filled in the acknowledgement form stating that you have read this note.

If you have any questions please do not hesitate to contact one of the Safeguarding team.

Sue Easton 07798876621 / Clare Bolton 07944786503

Safeguarding Officers

Volunteer reference form

_____ has expressed an interest in becoming a volunteer,
and has given your name as a referee.

If you are happy to provide this reference all the information contained on the form will remain absolutely confidential and will only be shared with the applicant's immediate supervisor should they be offered a volunteer position.

We would appreciate you being candid in your evaluation of this person. If you would prefer to respond by telephone, please do so.

Contact details are set out below.

How long have you known this person?

In what capacity?

Would this person be suitable to work with children and young adults? Yes No

How would you describe their personality?

Your name

Signed

Address

Telephone

Date

[The above should be regarded only as the minimum information that must be obtained in relation to Child Protection. In practice requests for references are likely to include further questions relevant to the particular circumstances.]

References should be sent to:

Sue Easton

Wareham Town Band Chairperson,

Email: sooeaston@hotmail.co.uk

BRASS BANDS ENGLAND

Procedures to implement DBS checks

1. Band members who need to be vetted.

All band personnel (including non-member helpers) who will have **significant** access to children should be checked. The band Welfare Officer should keep a record of all such people and ensure that they have been vetted through the DBS.

2. Obtaining the DBS form

The forms can be obtained from Brass Bands England by contacting Carol Tattersfield – 01226 771015

3. Completing the DBS form

Please read the guidance notes sent to you by BBE with your form and note DBS's request for the form to be completed in **black ink**. Any mistakes should be crossed through and the correct information written in the given boxes immediately to the right if space permits, or as close as possible to the intended area.

Do not use liquid paper – the DBS computer will reject these forms.

Sections ABCDH on the form must be completed by the applicant. All sections must be completed legibly in **black ink**. It is important to record all details, e.g. previous names used, all addresses used during the past 5 years. A supplementary sheet can be used if necessary but must be clearly marked with the applicant's name and the application reference on the DBS form.

Sections E and F are no longer required. Applicants are advised to leave these sections blank – please do not put a line through these parts of the form or state not applicable.

Section X to be completed by the band's Designated Officer (DO), who will check the documentary evidence to confirm identity. This must always be provided, even if the person checking identity knows the person. (See Paragraph 6 below).

Section Y will be completed by one of BBE's nominated Counter signatories.

4. Completing Section B

Please note Section B must be completed as follows –

- B13 the applicant's job/role e.g. MD, tutor, administration, parent helper.
- B14 the 'organisation' means the name of the band
- B15-B19 the band's full address (band room or the venue you use) including postcode.

5. Documentation Required - Photocopies are not permitted.

Applicants will need to provide at least three original documents as evidence of identity e.g. passport, driving licence, birth or marriage certificate, NI number.

6. Checking Identity

Your bands DO should carefully check the documentation against the details shown in all sections of the form. Details must be recorded where shown in Section X. Ensure a likeness check is carried out where photo documents are seen. The DO should complete no.15/16 of Section X to confirm that the details have been checked. Further detailed advice on checking documentation will be sent to the band DO.

7. Sending the form to a registered body

The completed form must be sent to the BFBB which is supporting your application, for completion of Section Y before it is sent to the DBS. **Applicants or DO should not complete Section Y.**

8. Payment

DBS checks for volunteers (at this moment) are **free** of charge.

9. Disclosure

The result of the check, **'the Disclosure'** will be sent to the applicant and will need to be given to the DO. An authorised person at your supporting Registered Body will deal with information received, as required of a Registered Body by the DBS.

It is important that the applicant agrees to show the DO his/her DBS disclosure certificate.

10. Suitability for responsibility

It is important to emphasise that the absence of any relevant disclosure emerging from this vetting process does not guarantee that the individual is safe to work with children, so it should not be relied on excessively. It is only one of a number of factors in the initial assessment of the person's suitability for this responsibility.

Conclusion

The Wareham Town Band, by accepting this policy document, has indicated its determination to ensure that children and vulnerable adults can participate in all forms of banding activity, and do so, with their safety being of paramount importance.

It is essential that this document is representative of a process of continual improvement in the area of safeguarding within banding. It is for **all** adults engaged in banding activities to promote good practice and procedures, whilst being ever vigilant and aware of their responsibilities towards the children and young people in their care.