

# Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES



Forest Of Dean Brass &  
Forest of Dean Brass Training Band

**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)  
Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES**

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# FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB) Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES



## 1 Policy statement The FODBB is committed to the following:

- Making the welfare of and Safeguarding children and young people paramount
- Recognising the safeguarding is 'everybody's business' and Working Together 2018
- Ensuring opportunities for all children and young people whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity to ensure that they are able to participate in brass banding in an enjoyable and safe environment.
- Taking all reasonable steps to protect children and young people from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- To take action swiftly and appropriately on all suspicions and allegations of unacceptable practice or abuse.

## 2 Definitions

- Anyone under the age of 18 is considered to be a child/young person.
- 'Parent' is used as a generic term to include parents, carers and guardians.
- 'Personnel' includes volunteers and all participants in the art of brass banding.
- Welfare Officer is the individual within a band whose responsibilities are explained in section 4.3 below.

## 3. Good Practice, Unacceptable Practice and Abuse

**3.1** FODB and FODBTB aim to provide children and young people with the best possible experience and opportunities in brass banding and within an accepted ethical framework and to demonstrate exemplary behaviour. This will allow the band to make a positive contribution to the development of children and young people and safeguards their welfare, but it also protects all personnel from the risk of false allegations of abuse or poor practice.

**3.2** It is not always easy to distinguish poor practice from abuse, whether intentional or accidental. It is not therefore the responsibility of participants to make judgements about whether or not abuse is taking place. It is, however, their responsibility to identify unacceptable practice and possible abuse and to act if they have concerns about the welfare of a child or young person as explained in Section 5. This section (3) will help identify what is meant by good practice, unacceptable practice and abuse.

### 3.3 Good practice

All personnel should adhere to the following principles and actions

- Before undertaking any activities involving children and young people, conduct a risk assessment to identify possible sources of danger and take appropriate action to minimise these risks

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- Make the experience of brass playing fun and enjoyable; promote fairness, confront and deal with bullying and do not condone rule violations or the use of prohibited or illegal substances. Insist on adherence to these Child Protection procedures.
- Treat all children and young people equally; this means giving both the more and less talented members of a group similar attention, time, respect and preserving their dignity.
- Respect the developmental stage of each child and young person and do not risk sacrificing their welfare in a desire for personal achievements. This means ensuring that the practice intensity is appropriate to the physical, social and emotional stage of the development of the child or young person. Concerts, band competitions, solo competitions etc. must be suited primarily to the needs and the interests of the child, or young person not those of the parents, teacher or band
- Build relationships based on mutual trust and respect, in which the child or young people are encouraged to take responsibility for their own development and decision-making. Avoid situations where the teacher, conductor or any other member of the band uses their position and power to decide what the student should or should not do without consideration of the child or young person's needs and capabilities.
- Always be publicly open when working with children and young people. Band personnel should never be alone with a child or young person at the Band Hall or during teaching sessions.
- Maintain an appropriate and open environment, with no secrets.
- Avoid unnecessary physical contact with children or young people. Where any form of physical guidance is required in teaching technique, this should be provided openly and with the consent of the child or young person. It is important that parents/carers know what is and is not acceptable in the context of brass playing. Physical contact (touching) can be appropriate so long as it is neither intrusive nor disturbing and the child or young person's permission has been given and it is only used to support learning how to play the instrument.
- Maintain a safe and appropriate relationship with children and young people. It is inappropriate and unacceptable for Band personnel to have an intimate relationship with a young person, even if they are over 16, the normal age of legal consent.
- Maintain appropriate standards of behaviour at social events that children and young people attend
- Be an excellent role model, for example by not smoking or drinking alcohol while working with children and young people.
- Communicate regularly with parents/carers and involve them in decision-making. Gain their consent in writing to act in loco parentis to give permission for the administration of emergency first aid or other medical treatment if the need arises
- Be aware of any medical conditions, existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given. Arrange that someone with knowledge of first aid is readily available. Sample membership form attached as Appendix Six in this policy.

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- Gain written parental/legal guardian consent for any significant travel arrangements, especially if an overnight stay is involved

### 3.4 Unacceptable practice

The following are regarded as unacceptable practice and should be avoided by all personnel.

- Spending time alone with a child or young person away from others
- Taking children to your home where they will be alone with you
- Sharing a room with a child or young person
- Engaging in rough, physical or sexually provocative games, including horseplay
- Allowing or engaging in inappropriate touching of any form
- Allowing children or young people to use inappropriate language unchallenged
- Making sexually suggestive comments to a child or young person
- Reducing a child or young person to tears as a form of control
- Letting allegations' a child or young person makes go unchallenged, unrecorded, or not acted upon
- Doing things of a personal nature that a child or young person can do for themselves
- Having child or young person stay at your home with you unsupervised

**NB:** In exceptional circumstances it may be necessary for a member of the Band Personnel to take a child or young child or young person alone in a car for example to take them home if the parent/carer has rung to say they are not able to collect them. In these circumstances the member of the Band Personnel should have the parent/carers verbal consent and inform the Welfare Officer or other Band member and the Child or young person should sit in the back of the car. Once the child or young person has been taken home the parent/carer should ring the Welfare Officer to confirm the child or young person has been returned home safely.

### 3.5 Abuse

Abuse in all its forms can affect a child or young person at any age. The effects can be so damaging that if not treated, they may follow an individual into adulthood.

Children with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation, and a powerlessness to protect themselves, or adequately to communicate that abuse which has occurred. Children from ethnic minorities, who may also be experiencing racial discrimination, may be, or feel, doubly powerless in these respects.

Abuse may take a number of forms, and may be classified under the following headings:

#### **Neglect**

This is where adults fail to meet a child or young persons' basic needs like food, shelter, warm clothing or medical care, or to protect them from physical harm. Children might also be constantly left alone or unsupervised. Neglect in a banding situation could include a conductor or band manager not keeping children safe, or exposing them to unnecessary risk of injury.

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### Physical Abuse

This is where someone physically hurts or injures a child or young person, for example by hitting, shaking, throwing, squeezing, burning, suffocating and biting or otherwise causing physical harm to a child or young person. Giving children or young people alcohol or inappropriate drugs would also constitute physical abuse.

### Sexual Abuse

Girls and boys can be abused by adults or other children, (both male and female), who use children or young people to meet their own sexual needs. This could include full sexual intercourse, masturbation, or fondling. Showing children pornographic material is also a form of sexual abuse.

In banding activities which might involve physical contact with children or young people could potentially create situations where sexual abuse may go unnoticed. Also, the power of the teacher over young students if misused, may lead to abusive situations developing.

Emotional abuse in banding might include situations where children or young people are subjected by a parent/carer or teacher to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure in order to perform to high expectations.

### Emotional/psychological abuse

Emotional abuse is the ongoing emotional maltreatment of a child. It's sometimes called psychological abuse and can seriously damage a child's emotional health and development.

Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them.

#### 3.5.1 Indicators of abuse

Even for those experienced in working with children and young people abuse it is not always easy to recognise. Most people involved in brass banding are not experts in such recognition, the indications that a child is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which an explanation seems inconsistent.
- The child describes what appears to be an abusive act involving him/her.
- Someone else – a child or adult, expresses concern about the welfare of a child.
- Unexplained changes in a child's behaviour – e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper - or behaviour changing over time.
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour in games.

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- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Being prevented from socialising with other children.
- Displaying variations in eating patterns including overeating or loss of appetite.
- Losing weight for no apparent reason.
- Becoming increasingly dirty or unkempt.

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indicators is not proof that abuse is actually taking place. It is not the responsibility of those working in banding to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

### **3.6 Bullying**

This may be bullying of a child or young person by an adult or another child or young person.

Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It may be physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name-calling, graffiti, abusive text messages transmitted by phone or on the internet), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

It may also arise when a parent pushes a child or young person too hard to succeed, a teacher adopts a win-at-all-costs philosophy, or an official at a contest/ festival uses bullying behaviour.

#### **3.6.1 Signs of bullying may include:**

- • Behavioural changes such as reduced concentration or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctant to go to band rehearsals or to competitions.
- • An unexplained drop-off in standard of performance.
- • Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing on food, cigarettes or alcohol.
- • A shortage of money or frequent loss of possessions.

Forest of Dean Anti Bully policy can be found in Appendix Seven in this document.



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## 3.7 Cyberbullying

This is an increasingly common form of bullying behaviour which happens on social networks, games and mobile phones. Cyberbullying can include spreading rumours about someone, or posting nasty or embarrassing messages, images or videos.

Children or young people may know who's bullying them online – it may be an extension of offline peer bullying - or they may be targeted by someone using a fake or anonymous account. It's easy to be anonymous online and this may increase the likelihood of engaging in bullying behaviour.

Cyberbullying can happen at any time or anywhere - a child or young person can be bullied when they are alone in their bedroom - so it can feel like there's no escape.

### 3.7.1 Signs of Cyberbullying include:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- 'trolling' - the sending of menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- setting up hate sites or groups about a particular child or young person
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name
- sending explicit messages, also known as sexting
- pressuring children or young people into sending sexual images or engaging in sexual conversations.

## 4 Personnel working with children

### 4.1 Introduction

Anyone may have the potential to abuse children or young people in some way and it is important that all reasonable steps are taken to prevent unsuitable people from working with children or young people.

The particular circumstances of individual cases need to be taken into account, but the fundamental principle is that those in charge of activities involving young people must take all reasonable steps to satisfy themselves as to the suitability of those who are given access to the children in their care.

### 4.2 Controlling access to children

All instructors and adult helpers working with the Training Band should disclose any criminal record or other matter that has a bearing on their suitability to work with children e.g. previous investigations with police or social services or disciplinary investigations in relation to work with children. Failure to disclose relevant information will result in disciplinary action and possible exclusion. All members

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involved with Forest of Dean Brass Training Band must be DBS checked and two references provided by people not related to them.

### **4.3 The Welfare Officer/s within the band**

The Welfare Officer/s are appointed to advise the band's Committee on compliance with all of the procedures described in this protection policy and to act as a focal point for reporting any concerns. The Welfare Officer/s will oversee and manage all issues/incidents raised regarding the protection and safeguarding of children and young people and will ensure records of incidents are properly recorded, and processes undertaken in line with this policy, ensuring the strictest of confidence while investigations are taking place and liaise with the Gloucestershire County Council and the Police as appropriate. When the process is completed the Welfare Officer will provide a confidential report to the Committee.

This person will be vetted as detailed in 4.2 and has the primary responsibility to check that everyone who has significant access to young people within the band has been vetted and is suitable for that role.

The person who holds this position should be identifiable to the training band members of the band and their parents/carers, this position would not be held by one of the instructors or adult helpers for the Training Band.

The Welfare Officer/s will be trained in Safeguarding and Child Protection to Gloucestershire Council E-learning "Safeguarding Children" through LearnPro.

The Description of the Welfare Officer's Role can be found in Appendix Four

### **4.4 Training**

The effectiveness of this policy will depend upon everyone who is involved with the training band being aware of good practice when working with children and young people, the practice that is unacceptable, what constitutes abuse and bullying and how to report any concerns.

This applies particularly to those working directly with young people, but an awareness of child protection issues is also needed by others who may be involved more indirectly, such as Committee Members or occasional parent/carer helpers and training will be provided as appropriate for all those connected with band.

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## 5. Responding to suspicions and allegations

### 5.1 Introduction

Any suspicions or allegations should be taken seriously it is not the responsibility of anyone in the band, to decide whether or not child abuse is taking place, however, there is a responsibility to inform appropriate agencies of possible abuse so that they can then make inquiries and take any necessary action to protect the child or young person. This applies both to suspicions of abuse occurring within the context of banding activities and to allegations that abuse is taking place elsewhere.

### 5.2 A child or young person in immediate danger

If the child or young person is in immediate danger the police should be called 999 and the Welfare Officer informed as soon as possible after the incident. The Welfare Officer will then liaise with the parents/carers and the authorities as appropriate. Details of the incident should be recorded. A record should be made of the crime reference number provided by the police, together with the time and date of the call, in case any follow-up is needed. Child in immediate danger form can be found in Appendix Two. Appendix One documents contact details required for escalation.

### 5.3 Receiving evidence of possible abuse

Awareness of possible abuse may be in various ways. We may see it happening ourselves; we may suspect that it is occurring because of signs such as those listed in section 4 above; it may be reported to us by someone else, or directly by the child or young person affected.

In the last of these cases, it is particularly important to respond appropriately. If a child or young person says or indicates that he or she is being abused, or information is obtained which gives you concern that a child or young person is being abused, you should:

- React calmly so as not to frighten the child or young person and make sure the child or young person is safe
- Tell the child or young person they are not to blame and that it was right to tell
- Take what the child or young person says seriously, recognising the difficulties inherent in interpreting what is said by a child or young person who has a speech disability and/or differences in language
- Keep questions to the absolute minimum necessary so that there is a clear and accurate understanding of what has been said, and be careful not to ask leading questions
- Reassure the child or young person but do not promise to keep the matter secret – explain that to resolve the problem it will be necessary to inform other people as appropriate.

### 5.4 Recording information

As with other forms of information arising in relation to child protection, information of this kind is highly sensitive and confidential. Accordingly, it should be held under secure conditions and only made available to those who have a definite need for it. The Welfare Officer is responsible for the records of any child protection issues.

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You should make a note as soon as possible of whatever information you obtain, in writing such a note, you should confine yourself to the facts, and distinguish between what is your own personal knowledge and what you have been told by other people.

You should not include your own opinions on the matter, to avoid the possibility of libel. Information should include the following:

- The nature of the allegation, in as much detail as possible, including times, dates, locations and other relevant information
- Details of the child involved, including name, age, address and other contact details, and identifying who has parental responsibility for the child
- Details of the person against whom the allegation is made, including name, relationship with the child, age and contact details (if known)
- The identity and contact details of any informants or other witnesses
- The child's account, if he or she can give one, of what has happened
- A description of any visible bruising or other injuries
- Details of who else has been informed of the alleged incident
- Any other relevant information

The Band Incident reporting form for recording such information Appendix Three and once completed pass to the Welfare Officer. The Welfare Officer can help you with the form if you have any queries. The Welfare Officer will raise the issue with Gloucestershire County Council Local Area Designated Officer (LADO) and/or the police as appropriate contact details in appendix one.

### **5.5 Working with children or young people away from home**

If you are working with the training band, away from home and you have concerns you should inform the Welfare Officer or the person in charge of the band immediately, unless the child or young person is in immediate danger when you should phone the Police 999. A record should be made of the crime reference number provided by the police, together with the time and date of the call, in case any follow-up is needed.

You should detail the incident as described in 5.4 above. The Welfare Officer or person in charge will liaise with the Gloucestershire Local Area Designated Officer (LADO) or Emergency Duty Team (EDT) who will provide information about the local safeguarding and child protection teams in the area you are visiting as appropriate.

If the Welfare Officer or person in charge is not available, or the concern is about the Welfare Officer or 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 Gloucestershire County Council should not be delayed by attempts to obtain more information.

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.

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### **5.6 The role of Social Services and the Police**

#### **5.6.1 Social Services**

The social services department has a statutory duty under the Children Act 1989 for the welfare of a child. When a child protection referral is made Council staff have a legal responsibility to investigate. This may involve talking to the child and family and gathering information from other people who know the child. The telephone number for Gloucestershire County Council Local Area Designated Officer (LADO) and the Emergency Duty Team (EDT) are at the end of the policy in Appendix One. Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours.

A record should also be made of the name and designation of the social services member of staff to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

#### **5.6.2 Police**

If the child or young person is in immediate danger the police should be contacted immediately 999. When the apparent abuse is of a criminal nature; it will be appropriate to inform the police. A record should be made of the crime reference number provided by the police, together with the time and date of the call, in case any follow-up is needed.

The police and social services department may also carry out a joint enquiry.

The person in charge may be unsure about whether the allegation constitutes abuse or not, and unclear about what action to take. There may be circumstances where allegations are about unacceptable practice (which need not be referred to the social services or police) rather than abuse, but those responsible should consult with the bands Welfare Officer who will obtain further advice where there is any doubt.

### **5.7 Managing Allegations about a member of the Band**

It is important that any concerns for the welfare of the child or young people arising from abuse or harassment by an Instructor, adult helper or other member of the band are reported immediately to the Welfare Officer. If the concern is about the Welfare Officer it should be reported to the Chair of the Committee.

The details of the incident should be recorded and passed to the Welfare Officer or Chair of the Committee who will oversee the investigation of the concern and liaise with the County Council and/or police as appropriate.

It is extremely important the investigation is undertaken in the strictest confidence, until a conclusion has been reached. 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 and young people until the investigation is concluded this should be dealt with confidentially and sensitively.

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If following the investigation the matter is deemed by the authorities to be a safeguarding/child protection issue then the authorities will deal with as appropriate. The band will go through the disciplinary process with the person and inform the DBS and brass band registry as appropriate.

If the investigation is not upheld as a safeguarding/child protection issue the Welfare Officer or Committee Chair will seek advice from the LADO and assess whether the issue/incident is due to unacceptable practice, using the disciplinary process. If the issue/incident is not upheld to be due to unacceptable practice the instructor or adult helper may be reinstated.

Every effort will be made to maintain confidentiality for all concerned, and consideration will be given to what support may be appropriate to children, parents, members of staff and volunteers, during and after the process.

### **5.8 Allegations of previous abuse**

Allegations of abuse are sometimes made some time after the event, for example, by an adult who was abused as a child or young person by a member of staff who is still working with children. Where such an allegation is made, you should follow the procedures given above and the Welfare Officer will have the matter reported to the police and/or Gloucestershire County Council as appropriate.

## **6 Summary**

The Forest of Dean Brass, by accepting this policy document, has indicated its determination to ensure that children and young people can participate in all forms of brass banding activity, and do so, with their safety being of paramount importance.

It is essential that this policy and procedure document is part of a process of continual improvement in the area of safeguarding and child protection within brass banding.

It is for all adults engaged in brass 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.

This policy and procedure was adopted November 2018 and review date is April 2019

**Normal review date will be yearly every April**

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**Appendix One**

**Contact Details for Gloucestershire county council  
safeguarding children and young people**

**This is a 9am – 5pm Monday to Friday Service**

**The Local Authority Designated Officer (LADO) is**

**Nigel Hatten,**

**01452 426994 or nigel.hatten@gloucestershire.gov.uk**

**Supported by**

**Tracy Brooks,**

**Allegations Management Co-Ordinator.**

**01452 426320 or tracy.brooks@gloucestershire.gov.uk**

**For out of hours use the**

**Contact Emergency Duty Team**

**on 01452 614194 or email [edt@gloucestershire.gov.uk](mailto:edt@gloucestershire.gov.uk).**

This is for social care acute emergencies in respect of suspected child protection, mental health vulnerable adults, older adults and suspected adult abuse.

**Live LADO details for Gloucestershire:**

**<https://www.gscb.org.uk/i-work-with-children-young-people-and-parents/the-role-of-the-lado-and-the-allegations-management-process/>**

**or search**

**LADO Gloucestershire**

**Online**



**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)**  
**Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES**  
Appendix Two - A child or Young Person in Immediate Danger Form

**INFORMATION RECORDED HERE IS HIGHLY CONFIDENTIAL**  
Ref. sections 5.2 and 5.4 Forest of Dean Brass Child Protection Policy  
**A CHILD OR YOUNG PERSON IN IMMEDIATE DANGER FORM**

DATE \_\_\_\_\_ CRIME REFERENCE NUMBER \_\_\_\_\_

**A child or young person in immediate danger**  
If the child or young person is in immediate danger the police should be called 999 and the Welfare Officer informed as soon as possible after the incident.  
Then follow reference 5.2 of FODB Child Protection Policy.

1. Details of the child involved, including name, age, address and other contact details, and identifying who has parental responsibility for the child

Name \_\_\_\_\_ Age/DoB \_\_\_\_\_  
Address \_\_\_\_\_  
Parent/Carer name \_\_\_\_\_  
Relationship to child \_\_\_\_\_  
Address (if different to above) \_\_\_\_\_  
Contact Number \_\_\_\_\_

2. The nature of the allegation (In as much detail as possible) including times, dates, locations and other relevant information

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**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)  
Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES**

**INFORMATION RECORDED HERE IS HIGHLY CONFIDENTIAL**

Ref. sections 5.2 and 5.4 Forest of Dean Brass Child Protection Policy

**A CHILD OR YOUNG PERSON IN IMMEDIATE DANGER FORM**

3. Details of the person against whom the allegation is made, including name, relationship with the child, age and contact details (if known)

4. The identity and contact details of any informants or other witnesses

5. The child's account, if he or she can give one, of what has happened  
(continue on back of page if required)

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**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)  
Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES**

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Ref. sections 5.2 and 5.4 Forest of Dean Brass Child Protection Policy

**A CHILD OR YOUNG PERSON IN IMMEDIATE DANGER FORM**

6. A description of any visible bruising or other injuries

7. Details of who else has been informed of the alleged incident

8. Any other relevant information

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**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)**  
**Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES**  
 Appendix Three - Reporting a concern about a child

**INFORMATION RECORDED HERE IS HIGHLY CONFIDENTIAL**  
 Ref. Appendix XX Forest of Dean Brass Child Protection Policy  
**Reporting a concern about a child**

Name of Child		
Age	Gender	Date of Birth
Name of Parent(s)/Carer(s)		
Child's home address and that of Parent(s)/Carer(s) if different from the child's		

Your Name	Your role	Date and time of incident (if applicable)
-----------	-----------	---

Are you reporting your own concerns or responding to concerns raised by someone else? <input type="checkbox"/> Reporting own concerns <input type="checkbox"/> Responding to concerns raised by someone else
If you are responding to concerns raised by someone else, please provide their name and position within the organisation
Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information is first hand or the accounts of others, including any other relevant details:
The child's account/perspective:

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 Version 1.1 - Document review date April 2019

**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)  
Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES**

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Ref. Appendix XX Forest of Dean Brass Child Protection Policy

**Reporting a concern about a child**

<p>Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:</p>
<p>Provide details of anyone who has witnessed the incident or who shares the concerns:</p>
<p>Please note: concerns should be discussed with the family unless:</p> <ul style="list-style-type: none"><li>• the view is that a family member might be responsible for abusing the child</li><li>• someone may be put in danger by the parents being informed</li><li>• informing the family might interfere with a criminal investigation.</li></ul> <p>If any of these circumstances apply, consult with the local authority children's social care department to decide whether or not discussions with the family should take place.</p> <p>Have you spoken to the child's parents/carers? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If so, please provide details of what was said. If not, please state the reason for this.</p>
<p>Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/support plan?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please provide details:</p>
<p>Summary of discussion with supervisor/manager:</p>
<p>Has the situation been discussed with the named person for child protection?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If so, please summarise the discussion:</p>
<p>After discussion with the supervisor/line manager and named person, do you still have child protection concerns?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

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**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)  
Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES**

**INFORMATION RECORDED HERE IS HIGHLY CONFIDENTIAL**  
Ref. Appendix XX Forest of Dean Brass Child Protection Policy  
**Reporting a concern about a child**

Have you informed the statutory child protection authorities?

Police  Yes     No  
Date and time  
Name and phone number of person spoken to

Local authority children's social care  Yes     No  
Date and time  
Name and phone number of person spoken to

Action agreed with child protection authorities:

---

What has happened since referring to statutory agency/ies? Include the date and nature of feedback from referral, outcome and relevant dates:

---

If the concerns are not about child protection, details of any further steps taken to provide support to child and family, and any other agencies involved:

Name & Position	Date & Time	Signed

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**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)**  
**Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES**  
**Appendix Four – FODB Welfare Officer’s Role Description**

**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)**  
**FODB Welfare Officer’s Role Description**

**Organisation:** Forest of Dean Brass

**Reports to:** Chairperson

**Purpose of the role**

To take the lead role in ensuring that appropriate arrangements are in place at the band for safeguarding children, young people and adults at risk.

To promote the safety and welfare of children, young people and adults at risk, that are members of the Band, and other children and adults at risk, with whom the Band may come into contact.

**Duties and responsibilities**

1. Make sure that all issues concerning the safety and welfare of children, young people and adults at risk, who are members of the band, are properly dealt with through policies, procedures and administrative systems.
2. Make sure that all players, volunteers, children/young people, adults at risk, parents/carers and the management committee are made aware of the procedures and what they should do if they have concerns about a child or adult at risk.
3. Receive and record information from anyone who has concerns about a child or adult at risk who is a member of the band.
4. Take the lead on dealing with information that may constitute a child protection or an adult safeguarding concern. This includes assessing and clarifying the information, and taking decisions where necessary in consultation with the Chair of the management committee and statutory child protection and adult safeguarding agencies.
5. Consult with, pass on information to and receive information from statutory child protection and adult safeguarding agencies, such as the local authority children’s social care department, the adult social care department and the police. This includes making formal referrals to these agencies when necessary.
6. Consult with the NSPCC Helpline and/or the Brass Band England Designated Safeguarding Officer or other local contacts when such support is needed.
7. Report regularly to the management committee.
8. Be familiar with and work within local inter-agency child protection and adult safeguarding procedures developed by the local safeguarding children board and local safeguarding adult board.
9. Be familiar with issues relating to child protection and abuse, and adult safeguarding and abuse, and keep up-to-date with new developments in this area.
10. Attend training in issues relevant to child protection and adult safeguarding from time to time and share knowledge from that training with other volunteers and management committee members.

**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)  
Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES**

Appendix Five - Child Protection Audit Checklist

**INFORMATION RECORDED HERE IS HIGHLY CONFIDENTIAL**

**FOREST OF DEAN BRASS (FODB) & Forest of Dean Brass Training Band (FODBTB)**

**CHILD PROTECTION AUDIT CHECKLIST**

<i>Name of Band</i>	
<i>Welfare Officer: Name</i>	
<i>Address</i>	
<i>Home phone number</i>	
<i>Email address</i>	

*Is the identity of the Welfare Officer, and the procedure for reporting any concerns:*

- |                                  |                              |                             |
|----------------------------------|------------------------------|-----------------------------|
| 1. made known to junior members? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. made known to parents?        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. on display in the Band room?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

*Is the Welfare Officer independent of any direct role involving activities with young people, such as conductor or band manager* Yes  No

*Is parental consent for possible emergency medical attention obtained for all junior members?* Yes  No

*Has the band formally adopted Child Protection procedures in its constitution?* Yes  No

*Is the Code of Conduct on display?* Yes  No

*Have all adults with access to young people:*

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. satisfied the Welfare Officer of their suitability for the role? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. completed a self-declaration form or DBS Disclosure?             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. been made conversant with the FODB Child Protection procedures?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

*Has it been made clear that access to young people is restricted to those who have satisfied these requirements?* Yes  No

<p><i>List all teachers and others with access to young people. Against each name mark 'DBS' or 'SD', to show that they have obtained a DBS Disclosure or completed a self-declaration form. Include the date of issue. (use extra sheet if necessary)</i></p>	
--	--

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED YEARLY BY FODB SECRETARY AND CHAIRPERSON  
INFORMATION RECORDED HERE IS HIGHLY CONFIDENTIAL**



**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)  
Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES**

**Appendix Six – FODB Membership form**



**Forest Of Dean Brass Membership Form**

The information in this document is confidential and is subject to data protection legislation and the band's Privacy Policy. This information will not be shared with any third party. This information will be stored securely (whether in print or electronically) and only used and accessed by authorised band personnel in order to make contact with you for band related business.

**Section 1: Player Personal Details**

**Full Name:** \_\_\_\_\_

**Date of Birth:** / / **Instruments Played:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**\*Home Phone:** \_\_\_\_\_ **\*Mobile No:** \_\_\_\_\_

**\*Email:** \_\_\_\_\_

**Are you currently a registered member of another band:**  
YES  NO

**If Yes, please provide the band name:** \_\_\_\_\_

\*For under 16 players please leave Phone numbers and Email blank and complete section 3

Please remember to notify the Band Secretary if there is any change in any contact details.

**Section 2: Equipment Provided**

**Instrument Details:**

**Instrument:** \_\_\_\_\_ **Make:** \_\_\_\_\_ **Serial Number:** \_\_\_\_\_

**Mutes:** \_\_\_\_\_ **Lyre:** \_\_\_\_\_ **Stand:** \_\_\_\_\_

**Uniform Details:**

**Stage Jacket:** \_\_\_\_\_ **Waist Coat:** \_\_\_\_\_ **All Weather Jacket:** \_\_\_\_\_

I confirm that I have the above equipment and uniform in my possession and will notify the relevant Band officer regarding any damage, losses or repairs needed. I will return all equipment, music and uniform if I leave the band within 1 month.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section 3: Emergency Contact Details**

**Emergency Contacts:**

Please provide two people who we can contact in the case of an emergency.

For under 16 players please provide parent or carer details here:

**Contact 1**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Home Number:** \_\_\_\_\_ **Mobile Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Contact 2**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Home Number:** \_\_\_\_\_ **Mobile Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Please remember to notify the Band Secretary if there is any change in any contact details.

# FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB) Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES



## Forest Of Dean Brass Membership Form



### Section 4: Adult Player Medical Information

#### Medical Information:

In case of emergency and as part of the clubs responsibility to its membership, ALL club members are required to complete this medical information form as accurately as possible. Details will be held securely with access restricted to authorised club officers only.

Please give details of any special circumstances or additional needs that might affect you whilst taking part in activities, listing any medications (Disability/Medical/Allergies etc.) If there is no information, please write 'None'

It may be essential at some time for authorised persons acting on behalf of the band to have necessary authority to obtain urgent treatment in the case of an accident, illness or incident. Please sign below if you give your consent to emergency treatment being given to the named member on this form by trained personnel.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Please remember to notify the Band Secretary if there is any change in any medical condition.

### Section 5: Under 16 Player Medical Information

#### Medical Information:

In case of emergency and as part of the clubs responsibility to its membership, ALL club members are required to complete this medical information form as accurately as possible. Details will be held securely with access restricted to authorised club officers only.

Please give details of any special circumstances or additional needs that might affect your child whilst taking part in activities, listing any medications (Disability/Medical/Allergies etc.) If there is no information, please write 'None'

Does your child have: \_\_\_\_\_ Answer yes or no. If yes please provide details including any treatment or medication: \_\_\_\_\_

Asthma \_\_\_\_\_

Any allergies \_\_\_\_\_

Any skin conditions \_\_\_\_\_

Hearing impairment \_\_\_\_\_

Visual impairment \_\_\_\_\_

Any learning disability \_\_\_\_\_

Any physical disability \_\_\_\_\_

Any medical conditions? \_\_\_\_\_

Taking any regular medication(s)? \_\_\_\_\_

Childs registered doctor details:

DOCTORS NAME \_\_\_\_\_

SURGERY \_\_\_\_\_

PHONE \_\_\_\_\_

It may be essential at some time for authorised persons acting on behalf of the band to have necessary authority to obtain urgent treatment in the case of an accident, illness or incident. Please sign below if you give your consent to emergency treatment being given to the named member on this form by trained personnel.

**For members under 16 years of age a parent/legal guardian must sign here.**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Relationship to Player: \_\_\_\_\_

Please remember to notify the Band Secretary if there is any change in any medical condition.

**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)  
Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES**



**Forest Of Dean Brass Membership Form**

**Section 6: TRANSPORTATION**

I consent to my son/daughter\* travelling to venues for rehearsals, concerts and engagements by transport provided by the band which may include travelling in other members private cars in accordance with the Forest of dean Safeguarding and child protection policy

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please notify the Band Secretary if there is any change in this authorisation.

**Section 7: Photography**

In some environments, particularly at outdoor venues it is impossible to control photography by external parties, however, I am aware that there at times that photographs and/or footage maybe taken during concerts/engagements and during rehearsals by approved agents and/or officers of Forest of Dean Brass.

Such images shall only be used for publicity/training purposes in accordance with the Forest of Dean Brass Safeguarding and Protecting Young People Policy and Photography Policy and give consent for myself, my son/ daughter to feature in such photos/ images.

I hereby only grant approved agents the right to use the images resulting from the photo/film shoots. This includes any reproductions or adaptations of the images for all general purposes ie local newspapers, local magazines, other promotional articles (inc. flyers) and the Band's website.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please notify the Band Secretary if there is any change in this authorisation.

**Section 8: Data Protection**

I understand Forest of Dean Brass will not share my personal information with a third party for the purposes of them contacting me directly, unless I give separate permission.

**Data**

I hereby give consent to the band to collect, store and use my/my child's data for membership administration purposes, in accordance with the band's privacy policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Medical**

I hereby give consent to the band to collect, store and use information regarding my/my child's medical information.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Marketing and Promotions (optional)**

I would like to be added to the bands external marketing mailing list (e.g. emails about forthcoming events).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please notify the Band Secretary if there is any change in this authorisation.

I, the undersigned, agree to the person named in this membership form are being enrolled as a Member of Forest of Dean Brass and agree to abide by the rules as published in the club constitution and code of conduct.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Relationship to Player: \_\_\_\_\_

Please return the completed forms to the Band Secretary.

**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)**  
**Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES**  
Appendix Seven – Anti-Bully Policy

**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)**  
**Anti-Bullying Policy**

**1 We recognise that:**

- Bullying is behaviour, 'usually repeated over time, that intentionally hurts another individual or group of individuals, physically or emotionally'.
- One person or a group can bully others;
- Bullying can occur either face to face between individuals or groups or online, using information technology, such as computers or mobile phones;
- 

**2 Bullying can include:**

- verbal teasing or making fun of someone;
- excluding members from activities and conversations;
- pressurising other members not to be friends with the person who is being bullied;
- spreading hurtful rumours or passing round inappropriate photographs/images/drawings;
- shouting at or verbally abusing someone;
- stealing or damaging someone's belongings;
- making threats;
- forcing someone to do something embarrassing, harmful or dangerous;
- harassment based on race, gender, sexuality or disability;
- physical or sexual assault (although all sexual incidents and all but very minor physical incidents constitute abuse and must be dealt with in accordance with child protection and adult safeguarding procedures).

Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm. People are often targeted by bullies because they appear different from others.

**We all have a role to play in  
preventing bullying and  
putting a stop to bullying.**

# FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB) Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES

## FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB) Anti-Bullying Policy

### 1 The purpose of this policy is:

- to prevent bullying from happening in our brass band, as much as possible;
- when bullying does happen, to make sure it is stopped as soon as possible and that those involved receive the support they need;
- to provide information to all members, volunteers, young people, adults at risk, and their families about what we should all do to prevent and deal with bullying.

### 2 We will seek to prevent bullying by:

- Developing a code of behaviour that sets out the 'dos and don'ts' in terms of how everyone involved in the Band is expected to behave, both in face-to-face contact and online.
- Advertise and promote the band in a way that will help to attract members from diverse groups.
- Provide welcome information to new members and help them to settle in.
- Hold discussions with members, volunteers, young people, adults at risk and families who are part of the Band to ensure that they understand our anti-bullying policy.

### 3 When bullying occurs, we will respond to it by:

- Having a clear anti-bullying procedure in place;
- Providing support and training for all Officers and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying;
- Addressing the issue from the point of view of the person being bullied, the bully, any bystanders and the band as a whole;
- Reviewing the plan developed to address the bullying, to ensure that the problem has been resolved;
- Avoiding any punishments that make the individuals concerned seem small, or look or feel foolish in front of others.

**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)**  
**Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES**  
Appendix Eight – Dealing with a Safeguarding Concern

**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)**  
**DEALING WITH A SAFEGUARDING CONCERN**

**1 Ways that abuse might be brought to your attention:**

- A child or adult might make a direct disclosure about him or herself.
- A child or adult might make a direct disclosure about another person.
- A child or adult might offer information that is worrying but not a direct disclosure.
- A member of the band or volunteer might be concerned about the appearance or behaviour of a child or adult at risk, or about the behaviour of someone (e.g. a parent or carer) towards a child or adult at risk.
- A parent or carer might make a disclosure about abuse that a child or adult is suffering or at risk of suffering.
- A parent or carer might offer information about a child or adult that is worrying but not a direct disclosure.

**2 When talking to a child or adult who has told you that he/she or another person is being abused:**

- Reassure them that telling someone about it was the right thing to do.
- Tell him/her that you now must do what you can to keep him/her (or the person who is the subject of the allegation) safe.
- In the case of an adult with mental capacity, ask them if they will give their consent to the information being passed on to an external investigating agency.
- Let them know what you are going to do next (i.e. discuss the matter with the band Welfare Officer).
- Let the person tell their whole story. Don't try to investigate or quiz them, but make sure that you are clear as to what they are saying.
- Ask them what they would like to happen because of what they have said, but don't make or infer promises you can't keep.
- In the case of a child, give them the ChildLine phone number: 0800 1111.
- In the case of an adult, check out whether they have anyone they can talk to about the matter; if not, tell them that they can talk to you (if you are willing for them to do so).

# FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB) Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES

## FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB) DEALING WITH A SAFEGUARDING CONCERN

### 3 Helping someone in immediate danger or in need of emergency medical attention:

- If someone is in immediate danger and is with you, remain with them and call the police.
- If the person is elsewhere, contact the police and explain the situation to them.
- If the person needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.
- If the first aider is not available, use any first aid knowledge that you may have yourself to help the person.
- You also need to contact the band's named Welfare Officer responsible for child protection/adult safeguarding to let them know what is happening.

A decision will need to be made about informing the person's family and the local authority children's social care department, and when they should be informed. If you have involved the police and/or the health services, they should be part of this decision. Consider the welfare of the child or adult in your decision making as the highest priority. Issues that will need to be considered are:

- the person's wishes and feelings;
- in the case of an adult, their consent or the withholding of their consent, and whether there are 'vital interests' or mental capacity issues to consider;
- in the case of a child, 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 or family;
- the current assessment of the risk to the person 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 at the end of this section.

### 4 Keeping a record of your concerns

It is important to keep a clear detailed record of events and communication in relation to the concern. It can be used to forward information to the statutory child protection or adult safeguarding authorities if a referral to them is needed. The form/log should be signed and dated by all those involved in its completion and kept confidentially on the person's file. The name of the person making the notes should be written alongside each entry.

### 5 Procedure for helping a someone not in immediate danger

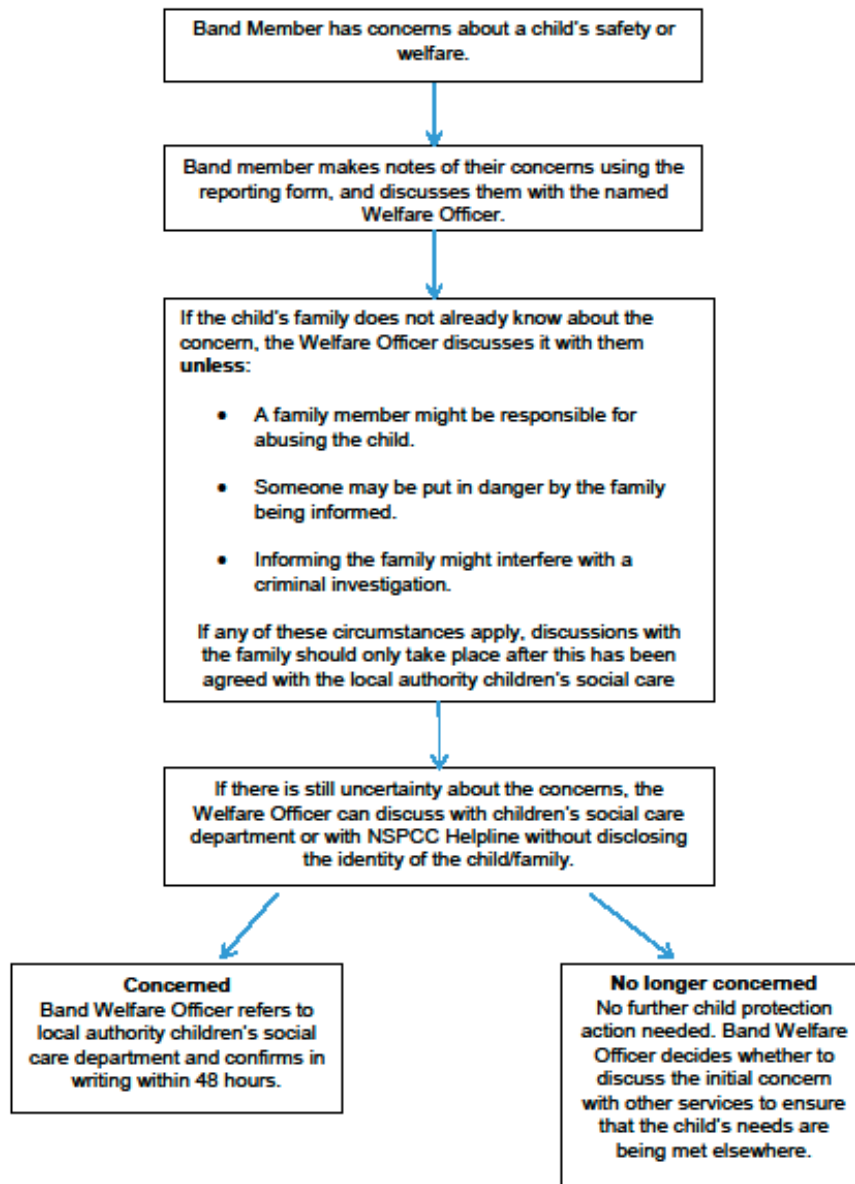
We aim to ensure that everyone within the band and any other children or adults at risk who may come to the attention of the band receive the protection and support they need if they are at risk of abuse.

# FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB) Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES

## FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB) DEALING WITH A SAFEGUARDING CONCERN

### 5.1 Procedure for helping a CHILD not in immediate danger

This procedure provides clear direction to members and volunteers of the band if they have concerns that a child needs protection.



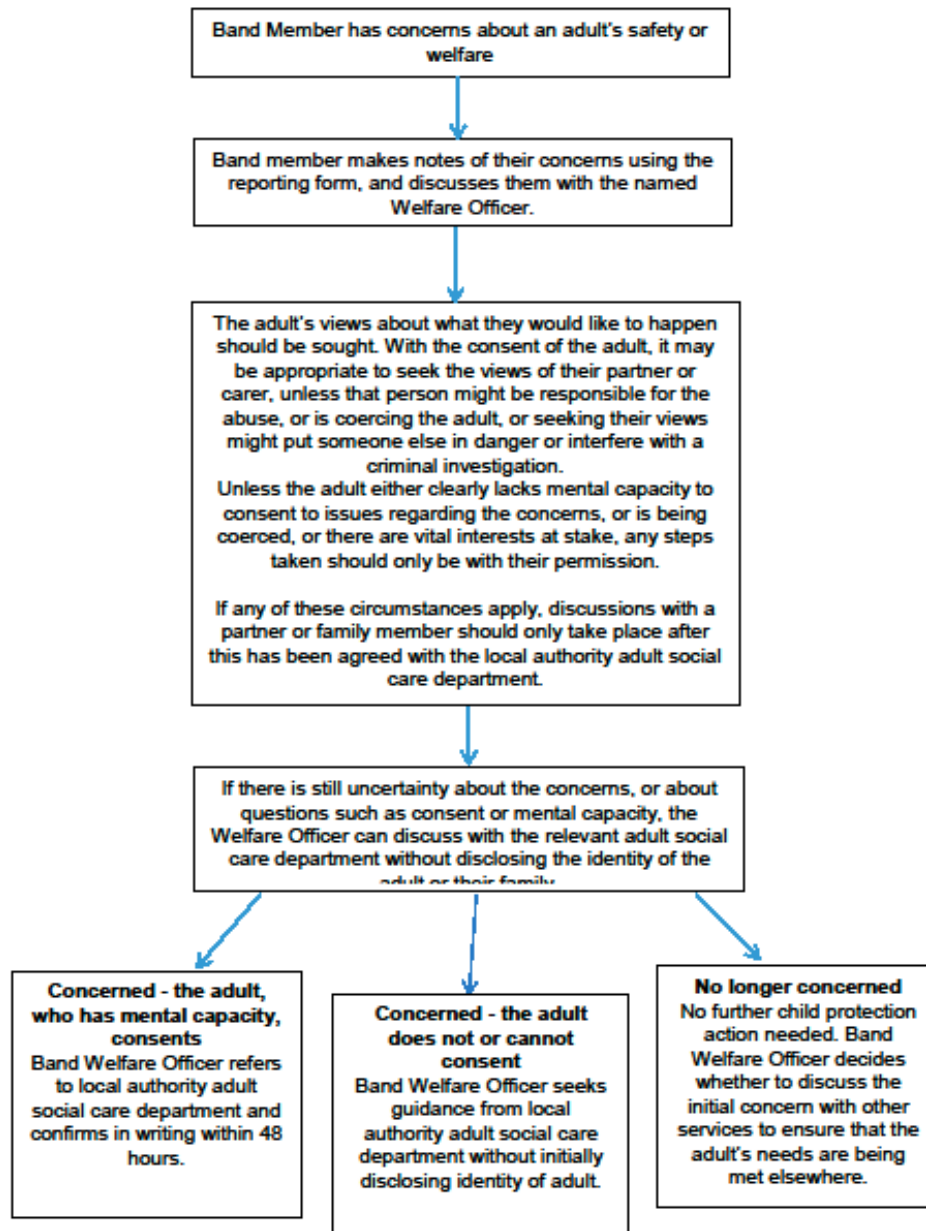


# FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB) Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES

## FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB) DEALING WITH A SAFEGUARDING CONCERN

### 5.2 Procedure for helping an "adult at risk" not in immediate danger

This procedure provides clear direction to members and volunteers of the band if they have concerns that an adult at risk needs protection.



**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)**  
**Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES**  
 Appendix Nine – Contact Details form to be used by Chaperone

**INFORMATION RECORDED HERE IS HIGHLY CONFIDENTIAL**

FOREST OF DEAN BRASS (FODB) & Forest of Dean Brass Training Band (FODBTB)  
 CONTACT DETAILS FORM TO BE USED BY CHAPERONE

Name of Performance \_\_\_\_\_  
 Date of Performance \_\_\_\_\_  
 Chaperone in Charge \_\_\_\_\_

Child's Name	Child's Address	Emergency Contact Name	Emergency Contact Phone Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

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**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)  
Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES**

**Appendix Ten – Chaperone Venue Checklist**

**FOREST OF DEAN BRASS (FODB) & Forest of Dean Brass Training Band (FODBTB)**

**CHAPERONE’S CHECKLIST**

**Arrival at the Venue**

Chaperones may find it useful to photocopy this page for use at each job they attend.

**Name of Performance** \_\_\_\_\_  
**Date of Performance** \_\_\_\_\_

Familiarise yourself with the venue’s layout	
Identify all hazard areas	
Locate all fire exits	
Ask to hear the sound of the fire alarm where possible	
Arrange a fire drill with alarm) for the children	
Locate first aid facilities	
Inspect dressing rooms (separate for children aged 5 years and over)	
Locate and inspect the toilets	
Locate and inspect the rest rooms	
Locate and inspect the school room	
Check on meal arrangements	
Check the total number of children	
Check the total number of chaperones	
Acquire a list of the children’s names	
Ensure you have emergency home contact details for every child	
Check each child’s performance licence	
Ensure you have details of each child’s medical conditions and/or medication	
Ensure there is a signing in and out procedure	

SIGNED \_\_\_\_\_

**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)**  
**Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES**  
 Appendix Eleven –Chaperone Daily Record Form

**INFORMATION RECORDED HERE IS HIGHLY CONFIDENTIAL**

FOREST OF DEAN BRASS (FODB) & Forest of Dean Brass Training Band (FODBTB)

**CHAPERONE DAILY RECORD FORM**

Children (Performance and Activities) (England) Regulations 2014

Name of Performance \_\_\_\_\_  
 Date of Performance \_\_\_\_\_  
 Name of Venue \_\_\_\_\_  
 Chaperone in Charge \_\_\_\_\_

Child's Name	Time Arrived	Time(s) Performed	Time(s) of rest/meal breaks	Time left Venue	Who collected child
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

SIGNED \_\_\_\_\_ Date \_\_\_\_\_  
 By Chaperone in Charge

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**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)**  
**Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES**  
 Appendix Twelve –Chaperone Incident Form

**INFORMATION RECORDED HERE IS HIGHLY CONFIDENTIAL**

FOREST OF DEAN BRASS (FODB) & Forest of Dean Brass Training Band (FODBTB)

**CHAPERONE INCIDENT FORM**

This form must be completed by the Chaperone in charge, for each performance.

Details of any accidents, injuries or illnesses of any child, however slight, must be recorded.

Name of Performance \_\_\_\_\_

Date of Performance \_\_\_\_\_

Chaperone in Charge \_\_\_\_\_

Child's Name	Details of Incident	Action Taken

SIGNED \_\_\_\_\_ Date \_\_\_\_\_  
 By Chaperone in Charge

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**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)**  
**Safeguarding and CHILD PROTECTION POLICY AND PROCEDURES**  
Appendix Thirteen – Guidelines on the use of Social Media

**FOREST OF DEAN BRASS (FODB) and Forest of Dean Brass Training Band (FODBTB)**  
**Guidelines on the Use of Social Media**

**1 Introduction**

It is recognised that the internet provides unique opportunities to promote the band including vacancies and performances using a wide variety of social media, such as Facebook, Twitter and You Tube. These guidelines aim to protect individuals within the band and to encourage them to take responsibility for what they write, exercise good judgment and common sense. Inappropriate use of social media can pose risks to the band's reputation, and can jeopardise compliance with legal obligations.

**2 Band Websites and Social Media pages**

It is important that you have permission prior to posting images of band members on official and websites and social media pages. This permission can be obtained through the membership form.

Personal details such as phone numbers and email addresses should not be posted on the internet without the permission of the individual.

It is important to consider the age range of band members when posting images, and comments on pages and ensure that these are appropriate and in keeping with the band ethos. Social media sites have different levels of security in relation to openness to the public and setting restrictions that do not allow posts to be shown without approval. It would be useful to discuss this as a committee and agree the most appropriate method for managing the site.

**3 Individuals within the Band**

It would be best practice for adult members of the band not to be social media friends with children and young people who are members of the band. This is particularly important with social media forms that allow individual private communication. These members can still communicate with each through social media in a group setting such as the band's social media page or website.

Any content which raises a safeguarding concern should be reported to the Band Welfare Officer using the procedure outlined in the band's safeguarding procedures.