

# Safeguarding of Children and Vulnerable Adults, Policy and Procedures.



TEST VALLEY BRASS

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## PEOPLE WHO NEED TO KNOW ABOUT THIS POLICY

PEOPLE WHO NEED TO KNOW ABOUT THIS POLICY	
Band members	Should be aware of this policy, its location and have access to it for reference.
The Safeguarding Officer	Should have a working knowledge of this policy, will lead on its implementation, be able to offer advice on the policy and can make changes after ratification by the committee.
Welfare Officers	Should have a working knowledge of this policy and be issued with the abridged procedure in appendix 4
The Trustees and executive committee	Should have an understanding of this policy.
Training/Youth band helpers and volunteers	Should know the existence of the policy, how to access it for reference, and should be issued with the abridged version (appendix 4) as a working document with which they should be familiar.
External accrediting agencies, regulatory agencies or funding bodies.	Will have reader access to this policy by request.

<b>CHANGE CONTROL DETAILS</b>			
<b>Version</b>	<b>By</b>	<b>Content changed</b>	<b>Committee Approval date.</b>
1	Ann Brooks	Original Document	Approx. 2014
2	Paul Thompson	Re-write to accommodate changes in law and common practice and to add issues with social media. New section on Child Abuse. New section containing Procedures New section containing abridged policy for issue to helpers/volunteers.	February 2020
3	Helen Watts, Jo Trotter Paul Thompson Ken West	3.2n added (youths playing in adult bands). 4.1 DBS provider changed from BBE to Carecheck. Electronic application added. 4.2 DBS expiry changed to rechecks every 2-3 years 4.3 Renumbered (duplication) 6.1 Rewording of advice in the event of withheld photographic consent at concerts and events. 6.3 Safeguards for WhatsApp added 7.4 Overnight stays – Sharing adult to be Parent or licenced Chaperone 8.1 Child/Adult ratios refined to NSPCC guidelines 8.3 Reference to tuck shop and the prohibition of outside spaces removed in favour of supervised play and boundary restrictions. New mention of sharing space with people not connected with the band. 9 Rewritten to reflect Local Authority practice and include BOPA option. 10 Two forms of child abuse re-instated 11 Useful contacts: Change of Safeguarding officer. 14 Old Appendix 1 (DBS forms) deleted as now only available online (outlined in 4.1). Replaced with new appendix 1, supplementary to 8.3c showing a map of areas available or prohibited to children during breaks. Old Appendix 2 deleted. Now obsolete. Old Appendices 3 & 4 renumbered 2 & 3 New Appendix3 (Abridged Version) aligned with main policy.	January 2023

## Contents

<b>1.</b>	<b>POLICY STATEMENT.....</b>	<b>4</b>
<b>2.</b>	<b>LEGAL AND PROCEDURAL FRAMEWORK.....</b>	<b>5</b>
<b>3.</b>	<b>ROLES CONNECTED WITH THIS POLICY.....</b>	<b>6</b>
3.1	SAFEGUARDING OFFICER.....	6
3.1a	<i>TVBSO Duties And Responsibilities.....</i>	<i>6</i>
3.2	WELFARE OFFICER.....	7
3.2a	<i>Welfare Officer Duties &amp; Responsibilities (Youth Bands).....</i>	<i>7</i>
3.2i	<i>Welfare Officer Duties &amp; Responsibilities (Adult Bands).....</i>	<i>7</i>
<b>4.</b>	<b>BAND POSITIONS AND WORKING WITH CHILDREN.....</b>	<b>8</b>
<b>5.</b>	<b>ADVICE FOR PEOPLE WORKING WITH CHILDREN OR VULNERABLE ADULTS.....</b>	<b>8</b>
5.1	GOOD PRACTICE.....	8
5.2	PRACTICE TO AVOID.....	9
<b>6.</b>	<b>PHOTOGRAPHY, VIDEOGRAPHY, PUBLICATION AND SOCIAL MEDIA.....</b>	<b>11</b>
6.1	CONSENT AND OPTING OUT OF PHOTOGRAPHY.....	11
6.2	SOCIAL MEDIA AND PUBLICATION OF MATERIAL INVOLVING CHILDREN.....	12
6.3	WHATSAPP.....	12
<b>7.</b>	<b>GUIDELINES FOR ACTIVITIES INCLUDING TRIPS AWAY AND OVERNIGHT STAYS ORGANISED BY THE BAND.....</b>	<b>14</b>
7.1	PARENTS/GUARDIANS:-.....	14
7.2	PARENT GUARDIAN INFORMATION.....	14
7.3	USE OF PRIVATE VEHICLES:-.....	14
7.4	OVERNIGHT STAYS AND CHAPERONES.....	14
<b>8.0</b>	<b>CHILD SUPERVISION.....</b>	<b>16</b>
8.1	ADULT TO CHILD RATIOS.....	16
8.2	FIRST AID RATIOS.....	16
8.3	SUPERVISION DURING BREAKS.....	16
8.4	MASS MOVEMENTS.....	16
<b>9.</b>	<b>CHILD PERFORMANCE LICENCING.....</b>	<b>17</b>
<b>10.</b>	<b>CHILD ABUSE.....</b>	<b>18</b>
<b>11.</b>	<b>USEFUL CONTACT DETAILS:.....</b>	<b>20</b>
<b>12.</b>	<b>PROCEDURES.....</b>	<b>20</b>
12.1	PROCEDURE FOR HANDOVER OF CHILDREN FROM OR TO PARENTS/GUARDIANS.....	21
12.2	PROCEDURE IF CONCERNS COME TO LIGHT ABOUT THE WELFARE OF A CHILD OR VULNERABLE ADULT OCCURRING EXTERNALLY.....	22
12.3	PROCEDURE IN THE EVENT OF SAFEGUARDING CONCERNS OVER A BAND MEMBER, OR HELPER.....	22
12.4	CONSIDERATION OF DISCIPLINARY PROCEDURES.....	24
<b>13.</b>	<b>RECORDING OF INFORMATION, SUSPICIONS OR CONCERNS.....</b>	<b>24</b>
<b>14</b>	<b>APPENDICES.....</b>	<b>25</b>
	APPENDIX 1 JHS AREAS AVAILABLE TO CHILDREN DURING BREAKS.....	25
	APPENDIX 2 EXAMPLE OF THE TEST VALLEY COUNCIL SAFEGUARDING REPORT FORM.....	26
	APPENDIX 3 SAFEGUARDING POLICY ABRIDGED QUICK REFERENCE GUIDE.....	30
	APPENDIX 4 PROCEDURES.....	32
	<i>Procedure for Handover of Children from or to Parents/Guardians.....</i>	<i>33</i>
	<i>Procedure if concerns come to light about the welfare of a child or vulnerable adult occurring externally.....</i>	<i>34</i>
	<i>Recording of information, suspicions or concerns.....</i>	<i>35</i>

## **1. Policy Statement.**

- 1.1 This document contains a comprehensive account of the band's position on safeguarding and is appended by an abridged version which can be issued separately to appropriate stakeholders (appendix 4). The main document should be used as a reference and all members should be aware of its existence and where to find it. Committee members and trustees should have a working knowledge of the policy.
- 1.2 Test Valley Brass (also referred to as T.V.B. or 'The band') recognises its responsibilities to safeguard the welfare of all children and vulnerable adults participating in our activities by protecting them from physical, sexual or emotional harm and from neglect and bullying. Test Valley Brass is determined to meet its obligation to ensure that in providing opportunities for children and vulnerable people, we do so to the highest possible standards of care.
- 1.3 This policy also covers our responsibilities in relation to safeguarding issues or abuse occurring outside of the band environment which may come to light or be raised within the group or to members of the group. Safeguarding and promoting the welfare of children is everyone's responsibility.
- 1.4 The Safeguarding policy applies to all members, volunteers, helpers and employees of all sections of the TVB group.
- 1.5 Every child (defined as any person under the age of 18) and any vulnerable adult who participates in Test Valley Brass activities should be able to do so in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in the band.
- 1.6 TVB are committed to:
  - Taking the interests and well-being of young people and vulnerable adults into account, in all our considerations and activities.
  - Respecting the rights, wishes and feelings of the young people and vulnerable adults with whom we work within the boundaries of TVB's operation as a Brass Band.
  - Promoting the welfare of young people and vulnerable adults, their protection within a position of trust.

## 2. Legal and Procedural Framework.

2.1 The practise and procedures, based on the principles contained within U.K. and International legislation and Government guidance have been designed to complement The local Area Child protection Committee (ACPC) procedures and take the following into consideration.

- The Children Act 1989
- The Children and Young Persons Act 1963, s.37
- The Children (Performance and Activities)(England) Regulations 2014
- “Caring for the young and vulnerable”
- Home Office guidance for preventing the abuse of trust 1999.
- The UN Convention on the Rights of the Child
- Human Rights act 1998.
- The Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection Of Freedoms Act 2012
- Children and Families Act 2014
- The Children (Performances and Activities) (England) Regulations 2014
- Working together to Safeguard Children 2018

2.2 TVB Acknowledges the following organisations for guidance on best practice in the formulation of this policy:

- Brass Bands England (Bandsafe)
- National Society for the Prevention Of Cruelty to Children (NSPCC)

### **3. Roles connected with this policy.**

Guidance on individual roles can also be found under the Procedures section of this policy.

#### **3.1 Safeguarding Officer**

The position of Test Valley Brass Safeguarding Officer (TVBSO) is a role normally filled by nomination and election at the AGM. Nominees may, but not necessarily be people with safeguarding experience in their professional careers, such as teachers, nurses or social workers. However, no one person is responsible for safeguarding, it is the responsibility of all adults in attendance at band activities. TVBSO has primary responsibility for managing and reporting concerns about children and vulnerable adults and putting into place procedures to safeguard vulnerable groups.

##### **3.1a TVBSO Duties And Responsibilities**

- 3.1b To act as Safeguarding lead throughout the TVB group of bands, heading up matters concerning the safety and welfare of Children, young people and vulnerable adults within the group.
- 3.1c To work with others within the TVB group to ensure a positive inclusive environment for all, supporting vulnerable adults or those with extra needs and ensuring a child centred environment in junior bands.
- 3.1d To work closely with and take intelligence from the group welfare officers.
- 3.1e Support Test Valley Brass to fulfil its responsibilities to safeguard children and Vulnerable adults and implement its safeguarding policy at band level.
- 3.1f To be the main point of contact for band members, leaders, helpers, parents, children and young people within the group for safeguarding issues.
- 3.1g Where concerns about children's welfare, poor practice or abuse are identified, to implement TVB's reporting procedures, ensuring appropriate confidentiality is maintained .
- 3.1h To form and maintain a relationship of cooperation with the Local Authority Designated Officer (LADO) for safeguarding and maintain contact details for the local children's social care department, the police and Local Safeguarding Children Board.
- 3.1i To participate as appropriate in Test Valley and Hampshire multi agency safeguarding activities and information sharing.
- 3.1j To continuously develop and update their own knowledge on the topic of safeguarding and disseminate relevant information to appropriate members of the group.

- 3.1k To work with the committee to ensure the TVB safeguarding policy is up to date and to lead on policy reviews.
- 3.1l The Safeguarding Officer holds a statutory position on the committee and will report to the committee as a minuted agenda item at each meeting. This is to keep the matter of safeguarding high profile in all that TVB does and to demonstrate commitment to safeguarding to all stakeholders, sponsors and compliance scrutineers.
- 3.1m To make an annual safeguarding report to the AGM.

## **3.2 Welfare Officer**

A welfare officer can be appointed to each band in the group, to support the safeguarding officer in ensuring a congenial experience for all players in their own band and in the group as a whole. It requires a good knowledge of the TVB Safeguarding Policy. The role is above all a practical one, requiring awareness and observation skills to foresee issues that could lead to safeguarding problems and pick up on existing issues as they occur.

Welfare Officers will:

- Ensure appropriate confidentiality is maintained
- Be one of those who could be considered for safeguarding responsibilities for concerts and contests
- Promote anti-discriminatory practice
- Assist with the implementation of the safeguarding policy and training at band level.
- Help ensure adherence to the organisation's Safeguarding of Children and Vulnerable Adults Policy.

### **3.2a Welfare Officer Duties & Responsibilities (Youth Bands)**

- 3.2b Working with others in the TVB group to ensure a positive child-centred environment for youth band and appropriate accessibility for all, allowing an equal experience for everyone.
- 3.2c Promoting every child's welfare within the band.
- 3.2e Acting as a point of contact for staff, volunteers, parents, children and young people where concerns about children's welfare, poor practice or abuse are identified.
- 3.2f Being the first point of contact with the Safeguarding Officer.
- 3.2g Being actively involved in annual and add hoc risk assessments of the activities and premises for junior bands rehearsals.
- 3.2h Acting on risk assessment outcomes to ensure appropriate boundaries are in place for the children, and rotas prepared to ensure staff provide adequate supervision.

### **3.2i Welfare Officer Duties & Responsibilities (Adult Bands)**

- 3.2j Working with others in the TVB group to ensure a congenial positive environment with appropriate accessibility for all allowing an equal experience for everyone.
- 3.2k Acting as a point of contact with the safeguarding officer.

- 3.2l Being a listener. To be the ears of the band for anyone feeling vulnerable or raising concerns, and together with the safeguarding officer, refer on as appropriate.
- 3.2m Being the first point of contact within the band with the Safeguarding Officer.
- 3.2n If players under 18 play with bands not specifically intended for children, the duties and responsibilities listed under 3.2 -3.2h (youth bands) also apply.

## **4. Band Positions and Working with Children.**

- 4.1 TVB will seek to keep children safe by recruiting staff and helpers safely. Any volunteer or employee working with children within the Test Valley Brass group will be vetted including a requirement to undergo DBS checks. This is undertaken through Carecheck UK. The (application) process is actioned by the welfare officer, safeguarding officer or chairman via an email link.
- 4.2 Adult leaders share responsibility with the band for maintaining their DBS certification. The band will make the application, using Carecheck UK as our agent. Updated DBS checks will be carried out by TVB at least every 2-3 years.
- 4.3 The committee of Test Valley Brass will consider, having taken advice, whether anyone who has previous criminal conviction or caution for offences relating to the abuse of children or young people, violence or any sexual offences should be excluded from working with or associating with children and young people within the band. This position is re-enforced by U.K. legislation and guidance.

## **5. Advice for people working with Children or Vulnerable Adults.**

### **5.1 Good Practice**

- 5.1.1 Before undertaking any activities involving young people, conduct a risk assessment to identify possible sources of danger and take appropriate action to minimise these risks
- 5.1.2 Treat other band members including children with respect and dignity. 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 Child Protection procedures
- 5.1.2 Encourage and support children and young people in the band, but avoid having (or being perceived to have) 'favourites'. Treat all young people



equally; this means giving both the more and less talented members of a group similar attention, time, respect and preserving their dignity.

- 5.1.3 If a child or young person talks to you about something confidential, ensure that they understand that you will not share the information without their consent except in specific circumstances relating to child protection or safeguarding. If a child is about to disclose safeguarding issue, do not make false promises but tell them we may have to share the information they give us if we are concerned for their safety of well being.
- 5.1.5 If you are told or see something regarding a child or vulnerable adult that causes you to have a safeguarding concern, follow the band safeguarding procedures and contact the Welfare Officer as soon as possible.
- 5.1.6 Be aware that children and young people in the band will look up to you; it is important that you model responsible and considerate behaviours associated with appropriate professional/personal boundaries.

## 5.2 Practice to avoid

- 5.2a Avoid physical contact with children and young people in the band unless it is necessary for a particular activity or if the person in question or someone at risk from them has been, or is about to be injured. If physical contact cannot be avoided, seek permission of the child or young person wherever possible and ensure they are comfortable with what you are going to do.
- 5.2b In general, adults and leaders should avoid being alone with children and young people under 18 who are band members, unless you are their parent or carer. If it is necessary to be alone with a child or young person:
- Make sure another adult knows where you are and approximately how long you will be
  - Invite the child or young adult to bring a friend
  - Leave the door open of the room you are in unless there is a transparent window in the door.
  - Be visible through the door. If necessary to stay in plain view, remain in the centre of the room to stay.
- 5.2c Try to avoid giving lifts to children in your own personal car, however short. There may occasionally be exceptional circumstances when this is the most practical solution. If so, try to take a DBS checked chaperone with you, or if not possible, inform someone you are doing so, where you are going and estimated arrival time. Also be sure you are adequately insured for the type of journey (If being employed i.e. the MD, you may need extra cover).
- 5.2d Outside of band activities
- Try to avoid contacting children or young people who are band members unless this is via their parents.
  - Do not give your personal telephone number or email address to children or young people in the band. It is better practise to give it to parents/guardians.

- Do not develop individual friendships with children and young people in the band except as part of a family friendship.
- Be mindful of your use of language during band activities, especially when children and young people are around.
- If you are involved with the band in a teaching or leading capacity, do not, in general, accept, or give, gifts or money to children or young people you work with. If you are presented with a token 'thank you' gift from a child, accept it with thanks and inform the Welfare Officer.
- If you wish to present a token gift to a child or young person for a specific reason, this should be discussed and agreed in advance with the Welfare Officer or Safeguarding Officer.

## **6. Photography, Videography, publication and Social Media**

The recording of children using personal cameras and phones can cause issues in terms of the security and appropriate nature of the images. Any personal recording made should not be posted on a band website. Pictures/videos of children used on band social media accounts should only be taken with a device dedicated to band photography and not used for other purposes. The band camera and material stored on it should be accessible by the Safeguarding Officer and Welfare Officers at all times to ensure it is being used appropriately.

### **6.1 Consent and Opting out of photography.**

6.1a Whilst the band likes everybody to be in records of our activities, promotional or otherwise, we acknowledge that there are several reasons why somebody may need to opt out. This must be respected by the band. It is not appropriate to ask reasons why consent is withheld, it could be for very confidential reasons such as somebody unbeknown to the band living in a place of safety for protection. Publication of pictures could identify their location at certain times of the week. Asking for reasons could place perceived pressure on someone to change the status, even if just trying to cover up that there is an issue in the family which is not known to people outside.

6.1b Responses to the 'consent to photography/videography' question on membership forms are recorded on the database under the members/players tab. Individuals can update their consent at any time along with other demographic data via the personal link automatically sent to them when a form is completed. Should this link be lost the membership secretary can re-issue it on request. Band officials with permitted access to the information can easily check which members have restricted consent by scrolling down the views on the left under the Members/Players tab to 'Restricted Photography.' The database is a live account of the latest information so if anyone changed their consent seconds before, it will be reflected on the database view. The safest strategy is for all band leaders and the safeguarding officer to physically check and not take the word of anyone else that they have already checked.

6.1c Band leaders and the Safeguarding officer will, before concerts or events, check the latest list of people with restricted consent for photography. If someone has not consented, a discussion should be had with the member or the parent if a child, so that arrangements can be made on how to proceed. Some possible arrangements are listed below but these are not exclusive:

- a) To use some form of cover/disguise such as a hat, or to put someone in front of them so that identifying features are not seen.
- b) To tactfully exclude the member from the actual shot, (perhaps a timely pre-planned toilet trip).
- c) To blur the face out in post production
- d) To negotiate some conditions under which they are happy to be photographed.

This information is confidential, but should be shared with the photographer so that inadvertent images are not made.

## 6.2 Social Media and Publication of material involving Children

The unofficial publishing on the internet or social media of any material involving children at band activities or concerts on band related sites is not permitted. This rule is in place to guard against a host of complex issues and risk factors including:

- 6.2a Posting photos or video of children creates a 'digital footprint' which can form their identity in a world they haven't necessarily chosen to enter. Social networking sites can carve out a profile of a child years before they join any social media network.
- 6.2b Potential Loss of Control of the images used. Once a photo or video is posted online, control over it can be lost.
- 6.2c Everything posted has information that is valuable to advertisers and data collectors; posting a photo of a child identifies them or the band as someone who might be interested in band or youth products, or anything else visible in the picture. This can lead to targeted advertising.
- 6.2d Digital Kidnapping is a growing crime in which individuals or companies steal children's images and use them.
- 6.2e Some children may be living in care or a place of safety. The band may not be aware of this. If they are recognised in footage as being associated with the band this may put them at risk.
- 6.2f It is recognised that social media plays an important role in promoting any charity and its work in the modern world. TVB's constitutional objects place an onus on the band to advance the movement in the villages/towns of Test Valley and in the county of Hampshire and surrounding areas. This is most effectively achieved in the modern world with social media. Therefore, with all of the above safeguards in place, the band will maintain an appropriate presence on our web page and social media, enhanced with carefully selected photographs and/or video.
- 6.2g Any social media accounts used by TVB should be registered and operated by the band so that they can be moderated and controlled appropriately. This also provides a succession plan as members move in and out of the band. The band can also prevent content becoming stale as members lose interest in maintain the sites.

## 6.3 WhatsApp

- 6.3a WhatsApp is now commonly used by many organisations as a form of fast communication within a group. The band runs one WhatsApp group for each of its adult bands. The app can be used to send and receive text, photos, videos and documents, as well as make voice and video calls through an Internet or Wi-Fi connection. The free app offers end-to-end encryption, which means that messages can only be read by the sender and the recipient in one-to-one chats, or all members if it is a group chat. Not even WhatsApp can read them.

- 6.3b In the UK, the minimum age for using WhatsApp is 16 years old. This means that youngsters over the age of 16 playing in our adult bands may wish to join a WhatsApp group. Parental consent for this is specified on the membership form and can be opted out.
- 6.3c Joining a WhatsApp group means sharing your mobile telephone number with all members of that group. Joining a WhatsApp group remains optional and members or parents concerned about sharing a telephone number should consider whether they wish to opt out of a WhatsApp group.
- 6.3d WhatsApp's 'Live Location' feature enables users to share their current location in real time to their contacts in a chat, allowing friends to show their movements. The feature, which can be found by pressing the 'attach' button, is described by WhatsApp as a "simple and secure way to let people know where you are." Location-sharing can be a useful way for a child to let loved ones know they are safe. However, if your child is in a group chat with people they do not know, they will be exposing their location.

## **7. Guidelines for activities including trips away and overnight stays organised by the band**

### **7.1 Parents/Guardians:-**

Where possible Parents or Guardians will accompany their children on band trips. If they cannot, then they must:

- provide full contact details and an additional point of contact in an emergency. These details are held by the 'Key Representative' or a band member that is travelling with the child.
- provide full details of special dietary needs, ailments or allergies or illnesses, including GP details and any emergency numbers. Medication requirements, including access to these supplies. Authority to prescribe medication in normal use or in the case of an emergency. The medical proforma (appendix 1) to be completed for each child's parents and returned to the Welfare Officer or trip organiser. A copy to be in the possession of the organiser on trip or over night stay.

### **7.2 Parent Guardian Information**

Whether using private vehicles or coaches, there will be a requirement to inform parents/guardians of the following information:-

- Outward and return journey times, including any foreseeable stops or breaks in journey.
- The full address of the destination including any landline or fax numbers.
- In the event of any changes to the programme or in an emergency, the parents/guardians are to be contacted and informed of reasons for this. The 'key representative' and committee oversee this process.
- The details of the travel company or driver should be made known to parents along with a mobile telephone number of the driver or at least one occupant of the vehicle.

### **7.3 Use of private vehicles:-**

- If carrying non family members under 18 years old, the driver must have prior consent from parents/guardians. Each vehicle carrying children will contain two adults at least one of which should be DBS checked or the child's parent/guardian.
- The full description and registration number of the vehicle is to be made clear to 'Key Representative' and Committee.

### **7.4 Overnight Stays and Chaperones**

When staying in overnight accommodation certain measures are required:-

- Children, if sharing must be of the same sex.
- Any child staying overnight should be accompanied by an adult with parental responsibility or an agreed Chaperone.
- Any adult accompanying a child who has not completed their last year of statutory schooling (under 16 last August) should be either a family member or a licensed chaperone under Regulation 15 of The Children (Performances and Activities) Regulations 2014.

- Any adult sharing with a child should be the agreed or licenced chaperone for that child, or a family member with parental responsibility for them.
- Children between 16 and 18 must also be chaperoned by an adult agreed by the parents/guardian but not necessarily licensed.
- 'Appropriate Adults' (i.e. those that have undergone DBS checks) should be available as a point of contact for any child when away from home whether staying overnight or not. Their room numbering if staying, location, and any contact telephone numbers to be given to all parties. The appropriate adult can be the child's chaperone.

## 8.0 Child Supervision

### 8.1 Adult to Child Ratios

There is no specific legal requirement or guidance on adult to child ratios outside of the statutory education sector. However, there is a legal duty to keep children safe which imposes a requirement to meet best practice. TVB therefore strive to meet the NSPCC's recommended ratios. We will strive to have at least two adults present when working with or supervising children and to follow these adult to child ratios to keep children safe:

4 – 8 years	-	One adult for every six children
9 – 12 years	-	One adult for every eight children
Over 13 years	-	One adult for every ten children

At least two adults should be present, even with smaller groups.

Only people over the age of 18 can be counted as adults when calculating adult to child ratios.

### 8.2 First Aid Ratios

In any group, at least one adult should be currently qualified in first aid.

### 8.3 Supervision During Breaks

8.3a During breaks from rehearsals or performance intermissions, TVB remain responsible for children involved unless parents or guardians are present and take charge of their own children. To maintain our duty to keep children safe, there should always be a minimum of two adults supervising each area occupied by children but more if possible, but must always meet the adult/child ratios stipulated in 8.1. This may require restricting children's access to certain areas according to the number of supervisors available.

8.3b If sufficient supervision is available during the break, children may use the play area between the school buildings (as marked in appendix 1) for fresh air and exercise but must remain visible to supervising adults. This is a shared space with other groups using the school premises therefore supervisors should be vigilant to interactions with strangers.

8.3c Areas marked in red (appendix 1) are prohibited to children during breaks. The area designated for supervised play are marked in straw yellow. This area can be further restricted according to the number of supervisors available.

### 8.4 Mass movements

When groups of children are moving around the premises en-mass, especially if ascending/descending the outside staircase, one supervisor will take up the front of the group and another will follow the rear.



## 9. Child Performance Licencing

Child Performance Licences are administered by local authorities, to protect the children and young people from harm and abuse while taking part in productions. This extends to amateur performances, including musical performances.

- 9.1 While the majority of the performances and rehearsals with TVB fall outside of these regulations, there are occasions when children and young people are performing in events where tickets are sold, or where the event takes place on licensed premises. For these occasions, all parents will be contacted at least one month before the event, to establish whether the four day rule exemption can be applied. Children who have already performed in four events within the last six months will require TVB to make the application for the child performance licence.
- 9.2 When a Child Performance licence is required, the application will be made, by TVB, to the local authority at least 28 days before the event.
- 9.3 TVB recognises the Body Of Persons Application (BOPA) licence as an option to consider for single performances or a series of performances. At the time of this Safeguarding Policy version, the number of children requiring child performance licences is very low and so the child performance licence will be applied for as and when required. Should a BOPA option be considered more appropriate by the Safeguarding officer and Chairman, this option may be taken without further consultation with the committee.

## 10. Child Abuse

- 10.1 Child abuse is a term used to describe ways in which children or young people are harmed, usually by adults, peers or siblings. Often these are people they know and trust. It refers to the damage done to a child's or young person's physical, mental or emotional health.
- 10.2 Children or young people can be abused within or outside their family, at school, or any other environment. Abusive situations arise when adults or peers misuse their power over children or young people.
- 10.3 There are six main forms of abuse:
- **Physical abuse** includes situations where adults:
    - Physically hurt or injure children or young people (e.g. by hitting, shaking, squeezing, biting or burning).
    - Give children or young people alcohol, cigarettes, inappropriate drugs or poison
    - Attempt to suffocate or drown children or young people.
  - **Neglect** includes situations in which:
    - A child's or young person's basic physical needs (e.g. for food, warm clothing) are not met
    - children or young people are consistently left alone and unsupervised.
    - Sexual abuse includes situations in which adults/peers use children or young people to meet their own sexual needs through:
      - full sexual intercourse, masturbation, oral sex, fondling or anal intercourse
      - showing them pornographic books, photographs or videos or taking photographs for pornographic purposes.
  - **Emotional abuse** includes situations in which:
    - there is a persistent lack of love, affection or attention shown to a child or young person
    - children are over protected preventing them from socialising
    - children or young people are frequently shouted at or taunted.
  - **Bullying** is not always easy to define, can take many forms and is usually repeated over a period of time. The three main types are: physical, verbal and emotional. They will all include:
    - deliberate hostility and aggression towards a victim
    - a victim who is weaker and less powerful than the bully or bullies
    - an outcome which is always painful and distressing for the victim
  - **Sexual Abuse** is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. It involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of,

pornographic material or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways.

- **Financial Abuse** is more common with vulnerable adults than children, simply because children do not commonly possess significant money or assets. It is the mistreatment of someone in terms of their money or assets. Financial abuse often occurs alongside other forms of abuse. It can include money being stolen or misused, fraud or putting someone under pressure in regards to their money or property. Both the elderly and the very young may not be aware or understand what is going on.

## 11. Useful contact details:

- TVB Safeguarding Officer: Jo Trotter 07784 999039
- Youth Band Welfare Officer: Helen Watts (mrshelenlouisewatts@gmail.com)
- Local police: Routine calls 101. Emergency 999.
- Test Valley children's social care department: 0300 555
- NSPCC Helpline: 0808 800 5000 or help@nspcc.org.uk
- Childline: 0800 1111 (textphone 0800 400 222) or [www.childline.org.uk](http://www.childline.org.uk)
- 1384 Hampshire Adult Services on 0300 555 1386
- Brass Bands England Welfare Officer: 01226 771 015

## 12. Procedures.

The procedures contained in this section on the following pages can be issued as stand-alone documents to band helpers and people allocated specific roles within the band. People issued with procedure documents should be aware of the existence of this more comprehensive safeguarding policy and how to access it for reference.



## **12.1 Procedure for Handover of Children from or to Parents/Guardians.**

It is accepted that children participating in TVB activities cover a wide age range of and varying degrees of independence, autonomy and responsibility. It is difficult therefore to apply a 'one for all' rule on pick-up and drop-off, however it should be understood that all people under the age of 18 remain TVB's responsibility until handed over to a parent or guardian. The following guidance represents best practise and should be applied.

- 12.1a Parents and guardians collecting children are encouraged to park in the car park if travelling by car and enter the band room towards the end of a rehearsal. This makes for a smooth handover and helps leaders get to know the regular faces. It also means parents & guardians hear final announcements to the children. Cars are prevented by barriers from driving right up to the band room door.
- 12.1b All children aged twelve years and under are to be accompanied by parents/guardians directly to the main band-room (PA1).
- 12.1c Organisers and helpers do get to know regular faces who come to collect children. Quite often they are themselves members of the band. Should a different person be allocated to collect a child after an activity, then the group leader should be informed on drop-off. Use of a password is good practise.
- 12.1d Children over the age of 12 who are deemed competent to do so by their parents/guardians, may leave the building unescorted at the end of rehearsal/activity. Parents/guardians wishing this to happen will complete the online form (circulated at the start of each term) indicating their consent.
- 12.1e Should a parent/carer come to collect the child and are suspected that to be under the influence of drugs or alcohol, leaders should try to unforcibly detain the person and contact another carer (e.g. the other parent or emergency contact) to ask them to come and escort the adult and child home. Also contact the Welfare Officer who will liaise with Social Services for advice and support.
- 12.1f After packing away and locking up, activity leaders should check the car park and known pick-up points (e.g. the section of path close to the disabled parking bays) for children not yet collected. Leaders will not leave the premises until all children have been collected by known responsible adults.



## **12.2 Procedure if concerns come to light about the welfare of a child or vulnerable adult occurring externally.**

If a child or vulnerable person informs you directly that they are concerned about someone's behaviour towards them or if you become aware, through your own observations or through a third party, you should:

- React calmly so as not to frighten the child or vulnerable person. Tell them they are not to blame and that they were right to tell. Take what they say seriously.
- Try to have another adult present for support. It is good practice for one person to take notes.
- Ensure their safety. If the child or vulnerable person needs medical treatment, call an ambulance and ensure that the attending crew are aware that this is or may be a safeguarding or child protection issue.
- Avoid leading the child or vulnerable person and keep any questions to the absolute minimum necessary to ensure a clear understanding of what has been said.
- The questions 'who?', 'where?' and 'what' can be useful but never ask, 'why?'.
- Reassure the child or vulnerable person but do not make promises of confidentiality or outcome, which might not be feasible in the light of subsequent developments.
- Parents and carers should be contacted only after advice from Social Services if the concerns relate to them.
- Make a full record of what has been said, heard and/or seen as soon as possible.
- Report the concerns to the person in charge or designated person immediately, unless the concern is about the person in charge.

12.2d If the person in charge is not available, or the concern relates to them, then report your concerns to the Safeguarding or Welfare Officer. If a person is in immediate danger call the Police on 999.

12.2e The Safeguarding Officer will give guidance on recording the issue and will contact Test Valley Social Services Children's Team on 0300 555 1384, Hampshire Adult Services on 0300 555 1386 or the police on 101 as appropriate to report the issue.

12.2f Confidentiality should be maintained on a strictly 'need to know' basis and relevant documents stored in a secure location.

## **12.3 Procedure in the event of safeguarding concerns over a band member, or helper.**



- 12.3a Test Valley Brass will support anyone who, in good faith, reports his or her concern that a person within the group is, or may be, abusing a child/young person.
- 12.3b The person whose concerns have been raised over will be immediately suspended from band duties and band activities by the Chair Person, or in absence, the person in charge of the activity. It must be made clear that this suspension has no reflection on their character or actions and is for their own as well as the children's safety. No assertions on character will be made until a full investigation has concluded.
- 12.3c React calmly so as not to frighten the child or vulnerable person. Tell them that they are not to blame and that they were right to tell. Take what they have said seriously.
- 12.3d Ensure their safety. If the child or vulnerable person needs medical treatment, call an ambulance and ensure that the attending crew are aware that this is or may be a safeguarding or child protection issue.
- 12.3e Avoid leading the child or vulnerable person and keep any questions to the absolute minimum necessary to ensure a clear understanding of what has been said. The questions 'who?', 'where?' and 'what/' can be useful but never ask, 'why?'.
- 12.3f Reassure the child or vulnerable person but do not make promises of confidentiality or outcome, which might not be feasible in the light of subsequent developments.
- 12.3g Parents and carers should be contacted only after advice from Social Services if the concerns relate to them.
- 12.3h Make a full record of what has been said, heard and/or seen as soon as possible.
- 12.3i Report the concerns to the person in charge or designated person immediately, unless the concern is about the person in charge (see below)
- 12.3j The person in charge/designated person should be clearly identified in every Test Valley Brass setting. If the person in charge is not available, or the concern relates to them then report your concerns to the Welfare Officer. If a person is in immediate danger call the Police on 999.
- 12.3k The Welfare Officer will give guidance on recording the issue and confidentially storing records, and will contact Test Valley Social Services Children's Team on 0300 555 1384 or Hampshire Adult Services on 0300 555 1386 as appropriate, or the police on 101 to report the issue.
- 12.3l Confidentiality should be maintained on a strictly 'need to know' basis and relevant documents stored in a secure location.
- 12.3m It can be more difficult for some children to disclose abuse than others. Children from ethnic minorities may have regularly experienced racism, which may lead them to believe people of other races, including those in authority roles, do not really care about their well being. They may feel they have good reason to question whether your response will be any different.



12.3n People with disabilities may have to overcome additional barriers before they can disclose abuse. There may be communication difficulties and they will almost certainly have had to overcome prejudices from others.

#### **12.4 Consideration of Disciplinary Procedures.**

12.4.1 The discovery that a fellow band member or helper may be abusing a child will raise feelings and concerns, and it can be inherently difficult to report such matters. However, it is important that any concerns for the welfare of the child arising from abuse or harassment by a member or helper should be reported immediately. As indicated above an allegation of abuse may give rise to a child protection investigation by the social services department and/or a criminal investigation involving the police.

12.4.2 However, for both volunteers and paid staff, if the abuse is alleged to have occurred within the context TVB activities it may also require disciplinary action by the band.

12.4.3 If the matter is being investigated 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.

### **13. Recording of information, suspicions or concerns**

13.1 Information passed on to Social Services department or the Police must be as helpful as possible and it may be used in any subsequent legal action, hence the necessity for making a detailed record. The report should, if possible, contain the following information:

- The child's or young person's name, address and date of birth
- The nature of the allegation
- A description of any visible bruising or other injuries
- The child or young person's account, in their own words if possible, of what has happened and how any bruising or other injuries occurred.
- Any observations that may have been made by you or to you
- Any times, locations dates or other relevant information
- A clear distinction between what is fact, opinion or hearsay
- Your knowledge of and the relationship to the child or young person

13.2 Whenever possible, referrals to Social Services Departments should be confirmed in writing or email within 24 hours.

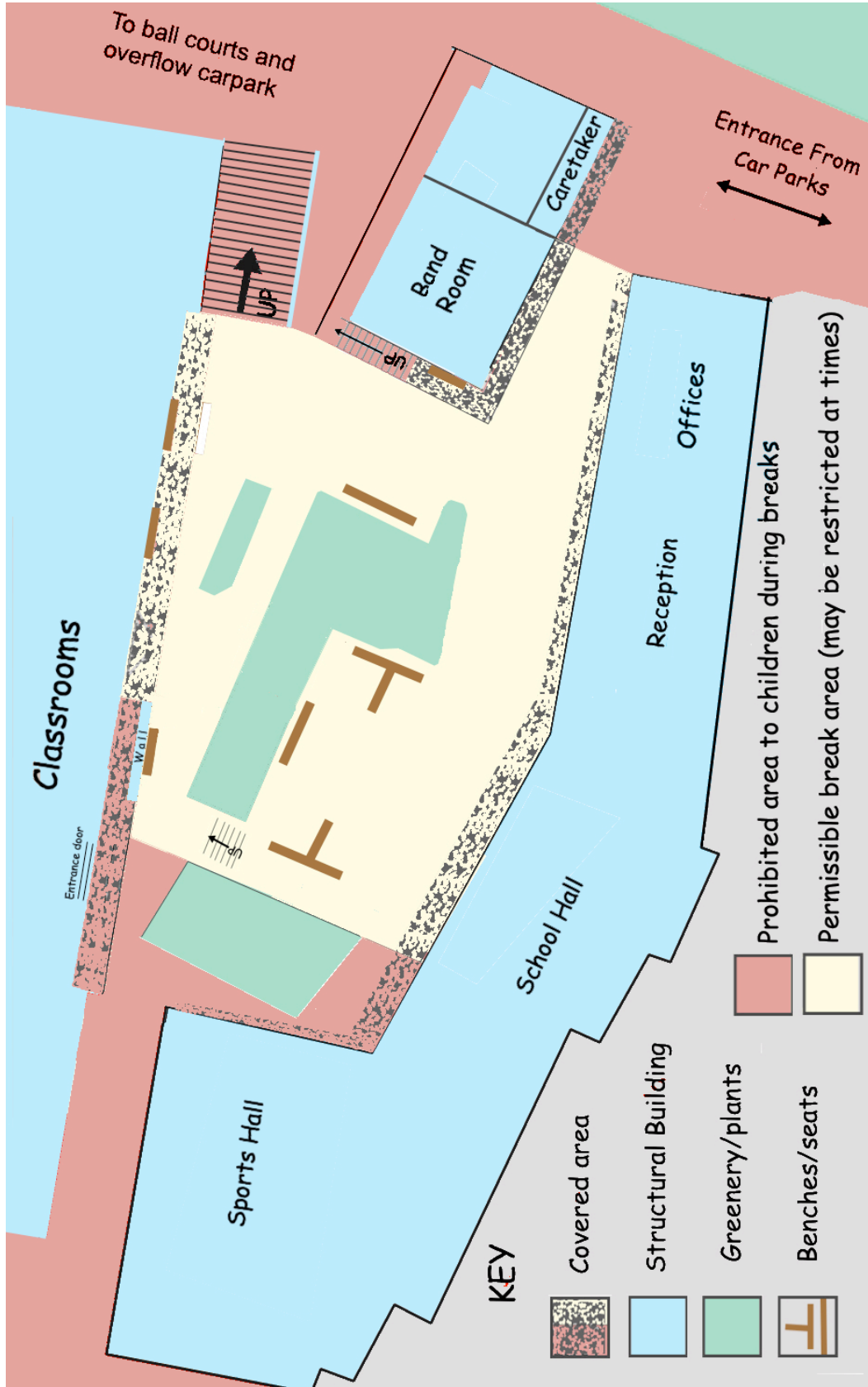
13.3 Keep a record of the name and designation of the Social Services member of staff or Police Officer to whom concerns were passed and record the time and date of the call, in case any follow-up is needed.





# 14 Appendices

## Appendix 1 JHS Areas available to children during breaks





## Appendix 2 Example of the Test Valley Council Safeguarding Report Form.

This form is for information only and will be completed by the Local Authority Designated Officer in the event of a report being made. It is printed here to guide the person making the report as to the information which may be required.

# Test Valley Borough Council

## Example of the Safeguarding Child and Vulnerable Adult Report Form

**This form can be found on Trout Face under e-forms and MUST be submitted as an electronic form only**

Please provide as much information as possible

<b>Your Name:</b>
<b>Your Position:</b>
<b>Child/adults' Name:</b>
<b>Child/adults' Address:</b>
<b>Child/adults' Date of Birth: (or approximate age)</b>
<b>Ethnicity of child/adult ( if known)</b>
<b>Name (s) and address of parent/carer: (if applicable)</b>
<b>Name of school (if applicable):</b>
<b>Date and time of disclosure:</b>
<b>Your Observations:</b>



**Record Form A – A Disclosure of Abuse to a Child or Vulnerable Adult**

**Exactly what the child/adult said and what you said:**

**Remember to record details in the person's own words. Continue on a separate sheet if necessary.**

**Action taken so far:**

**Date:**



**Record Form A – A Disclosure of abuse to a Child of Vulnerable Adult**

<b>Consultation and investigation undertaken:</b>		
<b>Decision made:</b>	<b>No Further Action</b>	<b><input type="radio"/></b>
	<b>Continued Monitoring</b>	<b><input type="radio"/></b>
	<b>Formal Referral</b>	<b><input type="radio"/></b>
<b>Date:</b>		
<b>Details:</b>		

**Record A – A Disclosure of abuse to a Child or Vulnerable Adult**



TEST VALLEY BRASS

**Details of Formal Referral:  
(Including the agency to which the case is being referred and a contact name with the agency, date of referral)**

September 2018



### Appendix 3 Safeguarding Policy Abridged Quick Reference Guide

This quick reference guide forms a working document to be issued to those working, volunteering or helping with children and vulnerable adults in bands within the Test Valley Brass Group. All band members and helpers however should be aware of, and have access to, the full safeguarding policy on-line and kept in hard copy in the band-room.

1. TVB are committed to:
  - Taking the interests and well-being of young people and vulnerable adults into account, in all our considerations and activities.
  - Respecting the rights, wishes and feelings of the young people and vulnerable adults with whom we work within the boundaries of TVB's operation as a Brass Band.
  - Promoting the welfare of young people and vulnerable adults, their protection within a position of trust.
2. The Safeguarding policy is governed by the law and complies with advice and guidance from other authorities and institutions connected with safeguarding and child protection.
3. The Safeguarding Officer takes the safeguarding lead in TVB but safeguarding is everyone's responsibility. Bands may appoint a Welfare officer who will assist with personal welfare within the band and support the Safeguarding officer in that role.
4. Treat other band members including children with respect and dignity. 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 Child Protection procedures
5. Encourage and support children and young people in the band, but avoid having (or being perceived to have) 'favourites'. Treat all young people equally; this means giving both the more and less talented members of a group similar attention, time, respect and preserving their dignity
6. Refrain from posting video and photos of children performing in TVB on social media. People taking photographs for the band should check the database for consent and exclusions before the event.
7. Try to avoid offering lifts to children you are not related to or friends with parents. If this is necessary, make sure others are aware of the journey and expected timings.



TEST VALLEY BRASS

8. Children in the care of TVB remain our responsibility until handed over, and must continuously be supervised even during breaks, with at least 2 adults but always in accordance with ratios expressed in the main policy.
9. When planning a performance, check the main policy for local authority requirements for licensing.
10. If a child or young person talks to you about something confidential, ensure that they understand that you will not share the information without their consent except in specific circumstances relating to child protection or safeguarding. Do not promise absolute confidentiality.



TEST VALLEY BRASS

## Appendix 4 Procedures

**The following pages contain guidance on procedures laid out in the main safeguarding policy.**





### Procedure for Handover of Children from or to Parents/Guardians.

- 1 It is accepted that children participating in TVB activities cover a wide age range of and varying degrees of independence, autonomy and responsibility. It is difficult therefore to apply a one for all rule on pick-up and drop-off, however it should be understood that all people under the age of 18 remain TVB's responsibility until handed over to a parent or guardian. The following guidance represents best practise and should be applied.
- 2 Parents and guardians collecting children are encouraged to park in the car park if travelling by car and enter the band room towards the end of a rehearsal. This makes for a smooth handover and helps leaders get to know the regular faces. It also means parents & guardians hear final announcements to the children. Cars are blocked by barriers from driving right up to the band room door.
- 3 Organisers and helpers do get to know regular faces who come to collect children. Quite often they are themselves members of the band. Should a different person be allocated to collect a child after an activity, then the group leader should be informed on drop-off. Use of a password is good practise.
- 4 Should a parent/carer come to collect the child and are suspected that to be under the influence of drugs or alcohol, leaders should try to unforcibly detain the person and contact another carer (e.g. the other parent or emergency contact) to ask them to come and escort the adult and child home. Also contact the Welfare Officer who will liaise with Social Services for advice and support.
- 5 After packing away and locking up, activity leaders should check the car park and known pick-up points for children not yet collected. Leaders will not leave the premises until all children have been collected by known responsible adults.



### Procedure if concerns come to light about the welfare of a child or vulnerable adult occurring externally.

If a child or vulnerable person informs you directly that they are concerned about someone's behaviour towards them or if you become aware, through your own observations or through a third party, you should:

- React calmly so as not to frighten the child or vulnerable person. Tell them they are not to blame and that they were right to tell. Take what they say seriously.
- Try to have another adult present for support. It is good practice for one person to take notes.
- Ensure their safety. If the child or vulnerable person needs medical treatment, call an ambulance and ensure that the attending crew are aware that this is or may be a safeguarding or child protection issue.
- Avoid leading the child or vulnerable person and keep any questions to the absolute minimum necessary to ensure a clear understanding of what has been said.
- The questions 'who?', 'where?' and 'what/' can be useful but never ask, 'why?'.
- Reassure the child or vulnerable person but do not make promises of confidentiality or outcome, which might not be feasible in the light of subsequent developments.
- Parents and carers should be contacted only after advice from Social Services if the concerns relate to them.
- Make a full record of what has been said, heard and/or seen as soon as possible.
- Report the concerns to the person in charge or designated person immediately, unless the concern is about the person in charge.

If the person in charge is not available, or the concern relates to them, then report your concerns to the Safeguarding or Welfare Officer. If a person is in immediate danger call the Police on 999.

The Safeguarding Officer will give guidance on recording the issue and will contact Test Valley Social Services Children's Team on 0300 555 1384, Hampshire Adult Services on 0300 555 1386 or the police on 101 as appropriate to report the issue.

Confidentiality should be maintained on a strictly 'need to know' basis and relevant documents stored in a secure location.



TEST VALLEY BRASS

### Recording of information, suspicions or concerns

Information passed on to Social Services department or the Police must be as helpful as possible and it may be used in any subsequent legal action, hence the necessity for making a detailed record. The report should, if possible, contain the following information:

1. The child's or young person's name, address and date of birth
2. The nature of the allegation
3. A description of any visible bruising or other injuries
4. The child or young person's account, in their own words if possible, of what has happened and how any bruising or other injuries occurred.
5. Any observations that may have been made by you or to you
6. Any times, locations dates or other relevant information
7. A clear distinction between what is fact, opinion or hearsay
8. Your knowledge of and the relationship to the child or young person

Whenever possible, referrals to Social Services Departments should be confirmed in writing or email within 24 hours.

Keep a record of the name and designation of the Social Services member of staff or Police Officer to whom concerns were passed and record the time and date of the call, in case any follow-up is needed.