



# St Dennis Band

## Safeguarding and Child Protection Policy and Procedures

Issue: 8 Date 16/06/2021

### Safeguarding and Child Protection

1. St Dennis Band believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognise our responsibility to safeguard the welfare of all band members by a commitment to a practice which protects them. References to “child” in this policy will include “vulnerable adult” and “young person”.

2. Safeguarding Officer – **All** DBS checked members of the Band and Executive Committee act as Safeguarding Officers for the organisation which allows for multiple points of contact for anyone raising concerns as outlined in the processes and procedures below. Furthermore **any** DBS checked member of the Executive Committee may be appointed as **lead** for Safeguarding and Child Protection matters for any given event including, but not limited to, contests, major concerts and any trip away. **Our guiding principle is that Safeguarding and Child Protection is everyone’s responsibility.**

3. We recognise that:

- The welfare of all members of the organisation is paramount.
- All members regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse.
- Working in partnership with band members, the Executive Committee, parents, carers and other agencies is essential in promoting young people’s welfare.

4. The purposes of the policy are:

- To provide protection for all organisation members.
- To provide the Executive Committee, tutors and other volunteers with guidance on procedures they should adopt if they suspect a child, young or vulnerable person may be experiencing, or be at risk of, harm. This policy, therefore, applies to **everyone** working for, or with, the organisation.

5. We will endeavour to safeguard organisation members by:

- Valuing them, listening to and respecting them.
- Adopting safeguarding and child protection guidelines through procedures and a code of conduct for the Executive Committee, tutors and other volunteers.
- Recruiting the Executive Committee, tutors and other volunteers safely, ensuring all necessary checks are made.
- Sharing information about safeguarding, child protection and good practice with band members, parents, the Executive Committee, tutors and other volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Providing effective supervision, support and training for the Executive Committee, tutors and other volunteers. See the “**Training and Information**” section below.

6. We are also committed to reviewing our policy and good practice annually.

### Code of Conduct

7. The Executive Committee, tutors, band members and voluntary helpers must:

- Treat all organisation members with respect.
- Provide an example of the good conduct you wish others to follow.
- **Ensure** that there is more than one adult present during activities with band members, or at least that you are within sight or hearing of others. Any “one to one” tuition, carried out under the organisation’s umbrella, must be agreed in writing to the Chair in advance for consultation with the team of licensed chaperones. Successful tutors will receive written acceptance and be reviewed annually at a formal appraisal meeting with the Chair. Tutors will be required to submit updates of all under 18's receiving tuition under the organisation’s umbrella as their pupil portfolio changes.
- Respect a young person’s right to personal privacy, whilst encouraging young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Be aware that physical contact with a band member may be misinterpreted.
- Recognise that special caution is required when you are discussing sensitive issues with organisation members.
- Operate within our principles and guidance and any specific procedures.
- Challenge unacceptable behaviour and report all allegations/suspicious of abuse.
- See the “**Internet**” Section below for **specific** code of conduct guidance for the use of Internet tools such as Social Media.

#### 8. You **must not**:

- Have inappropriate physical or verbal contact with organisation members.
- Allow yourself to be drawn into inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of organisation members.
- Jump to conclusions about others without checking facts.
- Either exaggerate or trivialise safeguarding and child abuse issues.
- Show favouritism to any individual.
- Rely on your good name or that of the St Dennis Band to protect you.
- Take a chance when common sense, policy or practice suggests another more prudent approach.

## Abuse

#### 9. 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’s 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.

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

**Sexual Abuse:** Adults or other children, both male and female, who use children to meet their own sexual needs, can abuse girls and boys. This could include full sexual intercourse, masturbation, or fondling. Showing children pornographic material is also a form of sexual abuse.

**Emotional Abuse:** Persistent lack of love and affection, where children may be led to believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the child being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. It may also feature age or developmentally inappropriate expectations being imposed on children. Emotional abuse also occurs when there is constant overprotection, which prevents children from socialising. Emotional abuse in banding might include situations where children are subjected by a parent or tutor to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure in order to perform to high expectations.

**Bullying:** This may be bullying of a child by an adult or another child. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period, 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).

#### 10. Indicators of abuse 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.
- 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.

11. 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, bedwetting, scratching and bruising, damaged clothes and bingeing on food, cigarettes or alcohol.
- A shortage of money or frequent loss of possessions.

## Responding to Suspicions and Allegations

12. Many cases of child abuse in fact take place within the family setting. However, abuse can and does occur in other situations as well, which may include brass banding or other social activities, and is rarely a one-off event when it occurs within such a setting. It is crucial that those involved in the organisation are aware of this possibility and that allegations are taken seriously and appropriate action taken. It is, however, **NOT** the responsibility of anyone in the organisation to decide whether or not child abuse is taking place. Our responsibility is to inform appropriate agencies of possible abuse so that they can then make inquiries and take any necessary action to protect the child. This applies both to suspicions of abuse occurring within the organisation and to allegations that abuse is taking place elsewhere. This section explains how you should respond to such concerns.

13. We may become aware of possible abuse in various ways. We may see it happening ourselves; we may suspect that it is occurring because of signs such as those listed above; it may be reported to us by someone else, or directly by the child affected. In the last of these cases, it is particularly important to respond appropriately. If a child says or indicates that he or she is being abused, or information is obtained which gives you concern that a child is being abused, you should:

- React calmly so as not to frighten the child.
- Tell the child they are not to blame and that it was right to tell.
- Take what the child says seriously, recognising the difficulties inherent in interpreting what a child who has a speech disability and/or differences in language says. 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, 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.

14. 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. You should make a note as soon as possible of whatever information you obtained, both for your own future reference and possibly for passing on to others, appropriate agencies such as the **LADO, MARU (See Appendix A)** or the Police. 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

You should report your concerns immediately to a member of the Executive Committee, If the allegation is against a member of the Executive Committee you should report the matter to the Chairman of the Executive Committee.

15. The role of the Executive Committee in these cases is to:

- Receive and record information from the committee, tutors, other volunteers, children or parents and carers who have safeguarding or child protection concerns.
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Consult initially with the **Cornwall Council LADO (See Appendix A)** to test out any doubts or uncertainty about the concerns **within one working day.**

16. In addition, the Executive Committee is responsible for:

- Ensuring that our safeguarding and child protection policy and procedures are followed, in particular our recruitment processes and, where appropriate, DBS checking.
- Promoting awareness of the policy within St Dennis Band and amongst band members and the parents and carers.
- Ensuring that our safeguarding and child protection policy and procedures remain appropriate, including reviewing them annually.

## Personnel Appointment

17. The organisation normally appoints Executive Committee members at the Annual General Meeting. In any event, all appointments are subject to candidates fulfilling the following criteria. All applicants together with potential voluntary helpers and music tutors will be required to either:

- Be personally known to existing Executive Committee members for at least two years.
- Be able to provide a reference from an independent professional person (not a family member) as to character and background.
- Be able to provide a current DBS check certificate with regard to young people from another organisation or workplace.

Further to this the Executive Committee will seek to obtain DBS check certificates of it's own for relevant members of the Band and Executive Committee as deemed appropriate, and **always for those having significant access to organisation members.** We will also initially accept DBS check certificates that have been obtained from another organisation or workplace for these roles.

## Internet

18. Photographs of band members may, **with their consent**, appear on the organisation's own website [www.stdennisband.co.uk](http://www.stdennisband.co.uk), St Dennis Band's Social media pages and local newspapers without identification of individuals unless specific permission has been obtained.

19. It should be recognised that the bands activities often attract the attention of the media in varying forms including, but not limited to, local TV news, radio and newspapers. These organisations extensively use pictures and video and it is **beyond the control** of the band or Executive Committee where such images are used. Concerned parents/carers should always check with the Committee at band promoted events to which such media organisations may have been invited.

## 20. Internet Code of Conduct:

Contributing to conversations either by text, email, internet or other social media tools is now an important and normal everyday activity for many of us. As social networking becomes ever more popular it is our duty as members of the organisation to know our responsibilities when representing the band using social media.

We have our own website <http://stdennisband.co.uk> Facebook, Twitter, Instagram and other Social Media pages, as well as the means to contact each other via messenger, email and text.

There are also more widely based Facebook sites for Brass Bands such as Cornish Brass Band Deps, South West Brass Band news and 4bars rest which are really valuable ways of keeping in touch, quickly, efficiently and at no cost, and means we are all up to date with the latest happenings at, not only, in St Dennis Band but many other bands that also have their own websites and pages too.

**However**, with this comes individual responsibility for us all so please:

### **Remember you are responsible for all material you post.**

- Be sensitive on how your comments, status, opinions and photos will be perceived by others.
- Respect your audience, correct mistakes and be respectful if correcting the mistakes of others.
- Whatever you write remember to represent St Dennis Band in a positive and appropriate way.

### **Remember Don't:**

- Post anything regarding young people under the age of 18 without prior consent from a parent or guardian.
- Post anything that could cause offence to others including racist, sexist or homophobic remarks.
- Post anything about other bands which could be misinterpreted or inappropriate.
- Post anything which could be deemed as a rumour.
- Post anything that displays members of St Dennis Band in a false or bad light.
- Post anything that is derogatory of any member of either St Dennis Band or any other band.

21. The safeguarding and child protection policy and procedures will be added to, and promoted by, the Website.

22. Training, guidance and information with regard to any of the matters contained within this policy will be provided in a number of different formats. Local good practise and information sharing will occur in a "Safeguarding" item on the agenda of all Executive Committee Meetings.

Furthermore appropriate members of the organisation will attend any Safeguarding workshops/courses provided by organisations such as the Cornwall Council (through the Cornwall Brass Band Association) and Brass Bands England's "Band Safe" Courses. The organisation will seek to ensure that we have Cornwall Council Licensed Chaperones and will ensure that we adhere to the Child Licensing requirements through having it's own BOPA as well as use of the Nationwide BOPA provided by Brass Bands England. Current Brass Bands England "Band Safe" trained personnel and Cornwall Council Licensed Chaperones are shown at **Appendix B**.

## Appendix A - LADO

### What is a LADO?

The Local Authority Designated Officer (LADO) is a statutory role with a primary function to oversee any investigation where an allegation of abuse or harm has been made against a professional or volunteer who has contact with children as part of their work or activities.

The LADO sits within the Children and Family Service in Cornwall Council.

The LADO role is contained in Chpt 2 Working Together 2018 under People in Positions of Trust. The process is set out in the South West Child Protection Procedures endorsed by Our Safeguarding Children Partnership (OSCP).

### When do you contact the LADO?

It is your responsibility to contact the LADO **within 1 working day of an incident arising and prior to any further investigation taking place** where it appears that an allegation or concerns about a person who works with children, has:

Behaved in a way that has harmed a child or may have harmed a child.

Possibly committed a criminal offence against or related to a child.

Behaved in a way that indicates he or she may pose a risk of harm to children.

Contacts for LADO

#### Contact 1

Justine Hosking Principal LADO [Justine.Hosking@cornwall.gov.uk](mailto:Justine.Hosking@cornwall.gov.uk)

Annabel Timmins LADO [Annabel.Timmins@cornwall.gov.uk](mailto:Annabel.Timmins@cornwall.gov.uk)

Telephone LADO Administrator Gina Critchinson 01872 326536

[LADO@cornwall.gov.uk](mailto:LADO@cornwall.gov.uk), [LADO@cornwall.gcsx.gov.uk](mailto:LADO@cornwall.gcsx.gov.uk)

#### Contact 2

Marion Russell Head of Service [Marion.Russell@cornwall.gov.uk](mailto:Marion.Russell@cornwall.gov.uk)

### What should I do if I have a concern about a child?

Contact the MARU (Multi-Agency Referral Unit): 0300 1231 116 or out of hours: 01208 251300 or website [www.safechildren-cios.co.uk](http://www.safechildren-cios.co.uk)

### What will the LADO do with your referral?

You can speak to the LADO immediately for initial Advice and Guidance and to determine whether a formal referral is required.

All formal referrals are completed on a proforma available on the Our Safeguarding Children Partnership website which should be sent to the Multi-Agency Referral Unit (MARU).

The LADO will manage and co-ordinate any subsequent multi-agency investigation of an individual case and ensure that any immediate risk to children is addressed.

The LADO will be the chairperson for the multi-agency Professional Allegations Strategy Meeting (PASM).

The LADO will monitor and ensure that a thorough and fair process is undertaken which may include:

A criminal investigation.

A joint police and social care investigation.

An internal disciplinary investigation by the employer/fitness to practice/practice standards.

Liaise with Ofsted/other regulatory bodies.

## **Appendix B – Current Personnel**

As defined in the policy above, **ALL DBS checked** members of the Executive Committee act as safeguarding and child protection officers.

**Any** DBS checked member of the Executive Committee **may** be appointed as **lead** for Safeguarding and Child Protection matters for any specific given event including, but not limited to, contests, major concerts and any trip away.

### **Brass Bands England Band Safe Trained Personnel:**

Jayne Joy - 07777 632599 - July 2019  
Linda Trethewey - 01726 891036 – July 2019  
Catherine Dowrick - 07971465434 - May 2021

### **Cornwall Council Licenced Chaperones:**

Linda Trethewey – 01726 891036 - July 2019  
Catherine Dowrick – 07971 465434 - July 2019  
Rachael Sloggett – 07751 579980 - July 2019

### **Chairman:**

Mr Phil Wilcock – 07709 975079 – 01726 77145

## **Appendix B – Other Important Contact Points**

**BBE BandSafe** – 01226 771015  
info@bbe.org.uk  
www.bbe.org.uk/BandSafe

**NSPCC Advice Line** – 0808 800 5000  
**NSPCC Whistleblowing Advice Line** – 0800 028 0285  
contactus@nspcc.org.uk

## **Policy adoption**

This Policy was adopted by the Executive Committee on 12<sup>th</sup> November, 2014  
This Policy was reaffirmed at the AGM on the 19th March, 2015  
This Policy was reaffirmed at the AGM on the 26th January, 2016  
This Policy was reaffirmed at the AGM on the 24th January, 2017  
This Policy was reaffirmed at the AGM on the 19th January, 2018  
This Policy was reaffirmed at the AGM on the 15th March, 2019  
This Policy was re-titled and revised on the 16th September 2019  
This Revised Policy was adopted by the Executive Committee on 18th September 2019  
This Policy was reaffirmed at the AGM on 25th February 2021  
This Revised Policy was adopted by the Executive Committee on 16th June 2021