

**Hatherleigh Silver Band**

# **Safeguarding Policy**



# Safeguarding

This policy applies to all members, volunteers or anyone working on behalf of **Hatherleigh Silver Band** and runs in conjunction with our **code of conduct** and **bullying policy**.

## The purpose of this policy:

1. To protect children, young people and adults with care and support needs who are members of the band or connected to the band in some other way.
2. To provide staff and volunteers with the overarching principles that guide our approach to child protection.

Hatherleigh Silver Band believes that a child, young person or adult with care and support needs should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and adults at risk and to keep them safe. We are committed to practice in a way that protects them.

## Legal framework

This policy has been drawn up based on law and guidance that seeks to protect children and adults at risk, namely:

- Children Act (1989)
- United Convention of the Rights of the Child (1991) • Data Protection Act (1998) and subsequent data protection guidance
- Sexual Offences Act (2003)
- Children Act (2004)
- Protection of Freedoms Act (2012)
- Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children; HM Government (2018)
- The Safeguarding Vulnerable Groups Act (2006)
- The Human Rights Act (1998)
- The Children and Families Act (2014)
- Special Educational Needs and Disability (SEND) code of practice: 0 to 25 years. Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government (2014)
- General Data Protection Regulations (European Union) (2017)
- Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government (2015)
- The Care Act (2014)
- The Care Act (2014) Care and Support Statutory Guidance (specifically the safeguarding section of this)
- The Mental Capacity Act (2005)

# Safeguarding

## We recognise that:

- the welfare of the child is paramount, as enshrined in the Children Act (1989);
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse;
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues; and
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

In addition, bands are aware that they also have safeguarding responsibilities towards adult members, some of whom may be vulnerable at different times in their lives. The principles outlined above in relation to children, also apply to our work with adults. In terms of a legal framework, the arrangements for those over 18 are governed by the Care Act 2014. This Act stipulates that statutory safeguarding duties apply to an adult who:

- has care and support needs, and
- is experiencing, or at risk of, abuse or neglect, and,
- as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

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

- valuing them, listening to and respecting them, ensuring that, in the case of adults, we work with their consent unless 'vital interests' [as defined in the Data Protection Act (1998)] are at stake, or the person has been assessed as lacking mental capacity [as defined in the Mental Capacity Act (2005)];
- adopting child protection and adult safeguarding practices through procedures and a code of conduct for and members and volunteers;
- ensuring that our governance arrangements reflect our commitment to safeguarding
- working to ensure that there is a safe culture within our band
- developing and implementing an effective e-safety policy and related procedures;
- providing effective support and training for volunteers with responsibility;
- recruiting staff and volunteers safely, ensuring all necessary checks are made;
- sharing information about child protection and adult safeguarding with children, parents, volunteers and members;
- sharing concerns with agencies who need to know, and involving parents and children appropriately.

# Safeguarding

Band Safeguarding/Welfare Officer – Donna Lewis: **07889 684619**

Local police: Okehampton Constabulary – Daniel Wakeham

Local authority children's social care department, Okehampton area is covered by Tiverton Social Services including out of hours contact: **0345 600 0388. [mashsecure@devon.gov.uk](mailto:mashsecure@devon.gov.uk)**

NSPCC Helpline: 0808 800 5000 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

ChildLine: **0800 1111 (textphone 0800 400 222)** or [www.childline.org.uk](http://www.childline.org.uk)

The Samaritans: <https://www.samaritans.org/>

National Domestic Abuse Helpline: <https://www.nationaldahelpline.org.uk/>

Local authority adult social care department emergency number: **0345 600 0388**

Brass Bands England Safeguarding Officer: **01226 771015**

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

**This policy was last reviewed on: 01.02.2024**

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**Signed: (Band Safeguarding Officer)**

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# Safeguarding

## The Safeguarding Officer's role

Organisation: **Hatherleigh Silver Band**

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

# Dealing with a safeguarding concern

## 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. 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 Safeguarding 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) or, depending on circumstances, give them contact details for a relevant support agency such as one of those listed in the policy statement.

## 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. 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.

# Guidelines on social media and online technologies

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. It is also recognised that online platforms can provide the means to make teaching, webinars, rehearsals and events accessible when direct, face to face contact may be difficult for all or some participants. Nonetheless the use of social media and online technologies can also present safeguarding risks that need to be mitigated as far as possible. 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. The guidelines also aim to enable bands to take advantage of the many opportunities offered by online technologies whilst at the same time remaining committed to the safeguarding of members and others.

## Band websites and social media pages

It is important that you have permission prior to posting images of band members on official websites and social media pages. This permission can be obtained through the membership form. Be clear on the consent form about what the images are to be used for, how long they will be kept, and the fact that they will be stored and, in due course, disposed of securely. 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.

## A note on social media groups

There is a difference between, on the one hand, informal social media groups set up and used by groups of friends who happen to be part of a band, and, on the other hand, official band social media groups, coordinated by someone in an official role, and used as part of the band's methods of promotion, networking and support. Informal social media friendship groups are not required to abide by this guidance, although their members should bear in mind the need to use the same personal standards of behaviour in their online communications as in their face to face contact. Informal groups should also avoid calling themselves by a name which could give the impression that they are official band groups. These official social media groups should:

- Be agreed in advance by the committee, who should be made aware of the name and purpose of the group and outlining how it will be effectively risk managed.
- Have a nominated individual who will be responsible for monitoring it and moderating its content.
- Confirm in writing to the committee that it will operate in accordance with band safeguarding policy and procedures and will use safe settings and restrictions

The band should keep a list of **all** its social media groups, together with their moderating person. This list should be reviewed on an annual basis. This includes extensions of the regular HSB pages and accounts.