

DURNOVARIA SILVER BAND SAFEGUARDING POLICY AND PROCEDURES FOR CHILDREN AND ADULTS AT RISK.

This policy has been adopted by the Durnovaria Silver Band following guidelines from the Bandsafe toolkit produced by Brass Bands England. It establishes our roles, responsibilities and procedures, and highlights the importance of the protection of children and young people, and also the need to support adults at risk of harm. Durnovaria Silver Band believes that everyone who participates in brass banding is entitled to do so in an enjoyable and safe environment. To ensure this, we have adopted the following principles that all its personnel should follow, whether in a paid or a voluntary capacity.

Durnovaria Silver Band recognises that we all have a role to play in safeguarding the welfare of children and young people and preventing their abuse and that anyone who may have regular contact with children and young people will be a very important link in identifying cases where a child needs protection.

Durnovaria Silver Band also recognises that adults at risk should be similarly protected and the following principles and procedures apply equally to their safeguarding.

Terms and abbreviations

☒ A child/young person is anyone who has not yet reached their 18th birthday.

☒ 'Parent' is used as a generic term to include parents, carers and guardians.

☒ 'Personnel' includes volunteers of the Durnovaria Silver Band as well as employees. ☒ 'Safeguarding Officer' is the individual within the band with the overall responsibility for this policy, However safeguarding children and young people is everyone's responsibility and everyone involved in the group needs to take ownership.

☒ The Safeguarding Officer (aka Band Welfare Officer under BBE) within the band has the overall responsibility for this policy. The current Safeguarding Officer is Anna Slade

This policy applies to all members, volunteers or anyone working on behalf of the Durnovaria Silver Band.

The purpose of this policy:

To protect children, young people and adults with care and support needs who are members of the band.

To provide staff and volunteers with the principles that guide our approach to child protection

Durnovaria 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)

The Safeguarding Vulnerable Groups Act (2006)

Protection of Freedoms Act (2012)

Regulated activity in relation to children: scope — a summary (2012)

Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government (2015) 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) 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, or at risk of harm, 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:

1 valuing them, listening to and respecting them, ensuring that, in the case of adults, we work with their consent unless 'vital [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)]; 2 adopting child protection and adult safeguarding practices through procedures and a code of conduct for and members and volunteers;

3 developing and implementing an effective e-safety policy and related procedures;

4 providing effective support and training for volunteers with responsibility;

5 recruiting staff and volunteers safely, ensuring all necessary checks are made; 6 sharing information about child protection and adult safeguarding with children, parents, volunteers and members;

7 sharing concerns with agencies who need to know, and involving parents and children appropriately.

Useful contact details:

Band Safeguarding Officer: Anna Slade 01305889498 or edalsanna@hotmail.com. Local police: 999 in emergency

Local authority children's social care department: 0300 123 2224 or 0300 123 2327 out of office hours

NSPCC Helpline: 0808 800 5000 or help@nspcc.org.uk

ChildLine: 0800 1111 (textphone 0800 400 222) or www.childline.org.uk Adult Social Care: contact 0300 123 2224

Brass Bands England Welfare Officer: 01226 771015

A. Different types of abuse

B. Dealing with a safeguarding concern

C. Safeguarding Officer's Role Description

D. Safeguarding Training

E. Safer Recruitment Procedures

F Anti-Bullying Policy

G. Guidelines on the Use of Social Media

H. Supervision of children during performances and rehearsals

I. Taking children and young people on visits and emergency arrangements

J. Policy on the Recruitment of Ex-offenders

K. Data Protection and Security Policy - Handling of DBS Certificate information

Different types of abuse

Sexual abuse

Both boys and girls can be sexually abused in the following ways:

- full sexual intercourse, masturbation, oral sex and fondling
- showing children pornographic books and videos
- asking children to take part in making videos or taking pornographic photographs.

What to look for:

- unexplained or untreated bruising or injuries
- stomach pains
- discomfort when walking
- unexplained sources of money
- inappropriate drawings, language or behaviour
- aggressive, withdrawn behaviour or fear of one person. Physical abuse

Physical abuse can be in the form of injuries sustained through hitting, shaking, squeezing, biting or burning. In certain situations, abuse may occur when the nature and intensity of training exceeds the capacity of the child's body.

What to look for:

- unexplained injuries or untreated injuries
- injuries on unlikely parts of the body
- cigarette burns, bite or belt marks, scalds
- fear of parents being contacted, going home or receiving medical advice
- flinching when touched
- refusal to discuss injury, covering arms and legs.

Neglect

Where adults:

- fail to meet a child's basic physical needs eg food, warmth and clothing
- constantly leave children alone and unsupervised
- fail or refuse to give children love, affection or attention.

Neglect might also occur during organised activities if children are placed in an unsafe environment, are exposed to extreme weather conditions or are at risk from being injured. What to look for:

- poor personal hygiene
- constantly hungry
- inappropriate clothing or dress
- constantly tired
- lonely, no friends
- underweight

- no parental support or interest
- dishevelled appearance.

Emotional abuse

This form of abuse includes persistent lack of love or affection frequently shouting at children taunting children over-protection which can lead to poor social skills discrimination

Emotional abuse may include situations where parents, coaches or organisers subject children to constant criticism, bullying or unrealistic pressure to perform to high expectations.

What to look for:

- over-reaction to mistakes
- sudden speech disorders
- extremes of emotions
- self-mutilation.

Emerging forms of abuse

As suggested under the 'Sexual Abuse' heading above, it should be noted that perpetrators are increasingly using online methods to access children and young people as well as to indulge in abuse by creating or downloading abusive images of them. Other forms of abuse that have come to public attention relatively recently have included the sexual exploitation of children and young people for commercial gain, forms of modern slavery, and abuse linked to cultural or religious belief (such as: female genital mutilation (FGM), honour violence, forced marriage, radicalisation or abuse associated with a belief in spiritual possession).

Abuse of a position of trust

This is a legal concept within The Sexual Offences Act 2003. It involves an adult of 18 or over engaging in sexual activity with or in the presence of a child or young person under 18, where the older person is in a position of responsibility towards the child or young person in one of a variety of settings, including a 'workplace setting'. The concept also covers 'causing or inciting a child' to engage in sexual activity, and 'causing a child to watch a sexual act'.

For more information about signs and indicators of abuse of children and young people, go to the NSPCC website: <https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/> Other types of abuse relating to adults

Organisational

Institutional abuse is the mistreatment or neglect of an adult at risk by a regime, or individuals within settings and services, that adults at risk live in or use. It may include care or support provided in the person's own home. Such abuse violates the person's dignity, resulting in lack of respect for their human rights. It may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Discrimination

This type of abuse may include:

discrimination based on gender, race, colour, language, culture, religion, politics or sexual orientation discrimination based on a person's disability or age harassment and slurs which are degrading

hate crime

Financial and material

This is the use of a person's property, assets, income, funds or any other resources without their informed consent or authorisation. It may include: theft fraud internet scamming exploitation or coercion in relation to an adult's financial affairs or arrangements, including in connection with

wills, property, inheritance or financial transaction the misuse or misappropriation of property, possessions or benefits

Neglect and acts of omission

Examples of this might include:

ignoring medical, emotional or physical care needs failure to provide access to appropriate health, care and support or educational services the withholding of the necessities of life, such as medication, adequate nutrition and heating

Self-neglect

This covers a wide range of behaviour, neglecting to care for one's personal hygiene, health or surroundings, and includes behaviour like hoarding.

It should be noted that the legislation and guidance makes it clear that this list is not exhaustive and that those working with adults at risk should be open to the possibility of other forms of abuse. For more information about adult abuse, go to the Social Care Institute for Excellence (SCIE) website: <http://www.scie.org.uk/publications/ataglance/69-adults-safeguarding-types-and-indicators-of-abuse.asp>

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 imply 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).

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

If someone is in immediate danger and is with you, remain with them and call the police.

❑ If the person is elsewhere, contact the police and explain the situation to them.

If the person needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.

If the first aider is not available, use any first aid knowledge that you may have yourself to help the person.

You also need to contact the band's named Safeguarding Officer responsible for child protection/adult safeguarding to let them know what is happening.

A decision will need to be made about informing the person's family and the local authority children's social care department, and when they should be informed. If you have involved the police and/or the health services, they should be part of this decision.

Consider the welfare of the child or adult in your decision making as the highest priority. Issues that will need to be considered are:

the person's wishes and feelings; in the case of an adult, 'their consent or the withholding of their consent, and whether there are 'vital interests' or mental capacity issues to consider; in the case of a child, the parent's right to know (unless this would place the child or someone else in danger, or would interfere with a criminal investigation); the impact of telling or not telling the parent or family; the current assessment of the risk to the person and the source of that risk; any risk management plans that currently exist.

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the flowchart at the end of this section.

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 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.

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

Band Member has concerns about a child's safety or welfare.

Band member makes notes of their concerns using the reporting form, and discusses them with the named Safeguarding Officer.

If the child's family does not already know about the concern, the Safeguarding Officer discusses it with them unless:

A family member might be responsible for abusing the child.

Someone may be put in danger by the family being informed.

Informing the family might interfere with a criminal investigation.

If any of these circumstances apply, discussions with the family should only take place after this has been agreed with the local authority children's social care department.

If there is still uncertainty about the concerns, the Safeguarding Officer can discuss with children's social care department or with NSPCC Helpline without disclosing the identity of the child/family.

Concerned

Band Safeguarding Officer refers to local authority children's social care department and confirms in writing within 48 hours.

No longer concerned

No further child protection action needed. Band Safeguarding Officer decides whether to discuss the initial concern with other services to ensure that the child's needs are being met elsewhere.

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

Band Member has concerns about an adult's safety or welfare

Band member makes notes of their concerns using the reporting form, and discusses them with the named Safeguarding Officer.

The adult's views about what they would like to happen should be sought. With the consent of the adult, it may be appropriate to seek the views of their partner or carer, unless that person might be responsible for the abuse, or is coercing the adult, or seeking their views might put someone else in danger or interfere with a criminal investigation.

Unless the adult either clearly lacks mental capacity to consent to issues regarding the concerns, or is being coerced, or there are vital interests at stake, any steps taken should only be with their permission.

If any of these circumstances apply, discussions with a partner or family member should only take place after this has been agreed with the local authority adult social care department.

If there is still uncertainty about the concerns, or about questions such as consent or mental capacity, the Safeguarding Officer can discuss with the relevant adult social care department without disclosing the identity of the adult or their family.

Concerned - the adult, who has mental capacity, consents

Band Safeguarding Officer refers to local authority adult social care department and confirms in writing within 48 hours. No longer concerned

No further child protection action needed. Band Safeguarding Officer decides whether to discuss the initial concern with other services to ensure that the adult's needs are being met elsewhere.

Concerned - the adult does not or cannot consent

Band Safeguarding Officer seeks guidance from local authority adult social care department without initially disclosing identity of adult.

Safeguarding Officer's Role Description

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, who are members of the Band, and other children and adults at risk, with whom the Band may come into contact.

Duties and responsibilities

A Safeguarding Officer will be elected by the members, who will require a DBS check, subsequently viewed by the Band Chairman.

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. A copy of the Safeguarding Policy is available on the Durnovaria Silver Band website and members requested to become familiar with the policy.

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 Band 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 Bands England Designated Safeguarding Officer or other local contacts when such support is needed.
7. Report regularly to the Band 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 and adult safeguarding from time to time, encourage training for other designated members of the Durnovaria Silver Band and share knowledge from that training with other volunteers and management committee members. Tailor-made training courses are now accessed through Brass Bands England.

Safeguarding Training The Durnovaria Silver Band considers it extremely important that there are sufficient members of the Band who have received Safeguarding Training, and are therefore better equipped to support children and young people, as well as adult band members, with safeguarding issues.

Furthermore, in order to obtain a Body of Persons approval under Brass Bands England, the Band must have at least two people who have undergone safeguarding Training with BBE. In addition one of these members must be present at an event or performance involving children, who are not being supervised by a parent) This training under BBE rules is valid for 2 years.

Safer Recruitment Procedures

Some individuals will actively seek employment or voluntary work with children and young people in order to harm them. These guidelines follow Brass Bands England recommendations, so that everyone accepts their responsibilities to safeguard children from harm and abuse.

New members should be met prior to joining the band, which could be through invitation to a rehearsal. At this point the role and expectations should be discussed with the individual, including their previous experience and playing history, and whether any training was required. Depending on circumstances, it might be useful to contact the previous band or connection, which could be completed by means of a phone call rather than a formal written approach.

If the committee is satisfied that the individual meets the requirements for the role in the band, and has an ethos that matches that of the band, then the position can be offered, and a membership form completed.

On recruiting to the position the committee should ensure the individual has access to a Welcome Pack, which points out the necessary policies and procedures to enable the new member to integrate happily and effectively into the Band. These are included in a Welcome Letter, which also refers to the Band's expectations and a commitment to Safeguarding. In addition the pack contains a membership form, which asks for personal details, medical information (if the member is willing to provide this), and consent for the use of photographs or videos.

The details on this document are for the use of the Durnovaria Silver Band only and are strictly confidential. These records will only be accessed by those Band members, who have received

Safeguarding training under Brass Bands England, or the Training Section Co-ordinator, with the approval of the Band Committee.

The purpose of the information is to support any adult or child member in the event of an unforeseen illness or injury. All information is securely stored electronically in accordance with the GDPR guidelines and the Band's Privacy Policy, which are both available on the Band website. Controlling access to children and young people

All personnel who will have significant access to children and young people and are engaged in "regulated activity" (ie regularly training individuals and groups of children and young people who are unsupervised, or supervising the training sessions) must first be vetted by obtaining an Enhanced Disclosure from the Disclosure and Barring Service (a DBS check). This includes all Committee members, who are deemed to maintain overall supervision and management of the Band (in accordance with the Band Constitution and the policy of Brass Bands England) in addition to the exofficio posts of Musical Director, Assistant MD and Training Band Co-ordinator.

DBS checks are now carried out under the authorisation of Brass Bands England, and cover both The DBS certificates need to be subsequently viewed by the Safeguarding Officer, who will record the certificate number and date of issue.

It is also highly recommended that band members subsequently subscribe to the DBS Update Service, so that checks are automatically carried out annually. If not, a DBS check will need to be renewed every 3 years.

In addition members undergoing DBS checks should also be asked to complete a Confidential Selfdisclosure Form, which permits the member to state whether they have been involved in any inappropriate behaviour towards children. The completed form should be submitted in a sealed envelope addressed to the Safeguarding Officer, who will store the information securely in accordance with GDPR and the Bands Privacy Policy.

It is important to emphasise that the absence of any relevant disclosure emerging from this vetting process does not guarantee that the individual is safe to work with children and young people, so it should not be relied on excessively. Safeguarding needs to be carried out in the context of a wider set of practices, which are outlined in this policy document.

Concerns emerging from a Disclosure and Barring Service (DBS) check and/or Confidential Selfdisclosure

If the DBS check, or the Confidential Self-disclosure form, reveals that the person is barred from undertaking the type or work with children or adults for which they have applied, then it would be an offence to allow them to do so. If, on the other hand, the checks reveal something about a person's history that is of concern, but falls short of indicating that the person is barred, a decision would be made after contacting the local authority.

Anti-Bullying Policy

We recognise that:

Bullying is behaviour, 'usually repeated overtime, that intentionally hurts another individual or group of individuals, physically or emotional". one person or a group can bully others.

Bullying can occur either face to face between individuals or groups or online, using information technology, such as computers or mobile phones; Bullying can include:

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

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

We all have a role to play in preventing bullying and putting a stop to bullying. The purpose of this policy is:

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

We will seek to prevent bullying by:

- Developing a code of behaviour that sets out the "dos and don'ts" in terms of how everyone involved in the Band is expected to behave, both in face-to-face contact and online.

- Advertise and promote the band in a way that will help to attract members from diverse groups. i?) Provide welcome information to new members and help them to settle in.

- Hold discussions with members, volunteers, young people, adults at risk and families who are part of the Band to ensure that they understand our anti-bullying policy.

When bullying occurs, we will respond to it by:

- Having a clear anti-bullying procedure in place;

- Providing support and training for all Officers and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying;

- Addressing the issue from the point of view of the person being bullied, the bully, any bystanders and the band as a whole;

- Reviewing the plan developed to address the bullying, to ensure that the problem has been resolved;

- Avoiding any punishments that make the individuals concerned seem small, or look or feel foolish in front of others.

Guidelines on the Use of Social Media

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, WhatsApp and You Tube. These guidelines aim to protect individuals within the band and to encourage them to take responsibility for what they write, exercise good judgment and common sense. Inappropriate use of social media can pose risks to the band's reputation, and can jeopardise compliance with legal obligations.

Band Websites and Social Media pages

It is important that permission is obtained prior to posting images of band members on official websites and social media pages. This permission can be obtained through the membership form. Personal details such as phone numbers and email addresses should not be posted on the internet without the permission of the individual.

It is important to consider the age range of band members when posting images, and comments on pages and ensure that these are appropriate and in keeping with the band ethos.

Social media sites have different levels of security in relation to openness to the public and setting restrictions that do not allow posts to be shown without approval. The Band currently contacts all members via email for official Band matters and also has a WhatsApp account for Committee members. Informal contact amongst Band members is available via Facebook Messenger.

Individuals within the Band

It would be best practice for adult members of the band not to be social media friends with children and young people who are members of the band. This is particularly important with social media forms that allow individual private communication. These members can still

communicate with each through social media in a group setting such as the Band's social media page or website, which should be reserved for Band related activities and issues, and not for personal or family matters. It is also important to note that the minimum age for holding a Facebook account is 13 years, as with most other social media sites. The minimum age for WhatsApp is 16 years.

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

Use of email addresses for those aged under 18 years of age

Access to children and young people's email addresses should be limited to approved officers only. In particular, these email addresses should not be included in any circulation list, and batch email messages to all band members should be blind copied (Bcc), as a matter of good practice. Ideally children should be contacted individually in case of blind copy errors. However it has been unanimously agreed that the email addresses of Committee members can be displayed, and also the contact details of officers in the Welcome Letter.

For children and young people the safeguarding risks associated with email include:

- ❑ Inappropriate access to, use or sharing of personal details (e.g. names, email addresses)
- ❑ Unwanted contact with children and young people/children and young people by adults with bad intent
- ❑ Being sent offensive or otherwise inappropriate material
- ❑ Online bullying by peers
- ❑ Grooming for sexual abuse
- ❑ Direct contact and abuse.

For adults involved risks include:

- ❑ Misinterpretation of their communication with children and young people
- ❑ Potential investigation (internal or by statutory agencies) ❑ Potential disciplinary action.

The Durnovaria Silver Band recognises the need for safeguarding our younger members. The following steps should be taken to prevent the unauthorised access and inappropriate circulation of personal email addresses of those Band members who are under the age of 18 years of age:

E1 The personal email addresses of those aged under 18 years of age should only be collected, circulated and stored by persons approved by the Band Committee.

❑ Parental consent should be obtained for those children and young people aged 15 years of age or under. Young people of 16 and 17 years of age can give their own consent for their email address to be collected, stored and used for band purposes only.

❑ In matters of doubt, parental emails should be used.

Taking Photographs

Individual names should not accompany photographs of children and young people on public sites eg newspapers and the internet, unless parents have given permission. Parents need to have signed the Photograph/video Consent Form.

Supervision of children during performances and rehearsals

All children and young people under 18 need to be supervised by a responsible adult during performances and rehearsals, including band practice. This may be a parent or a designated member of the band, who acts in loco parentis.

As a result of government legislation The Children (Performances and Activities) (England) Regulations 2014 (legislation.gov.uk) it is now the responsibility of the band to ensure that all

children of compulsory school age, ie up to 16 years, have a licence to perform in public and in addition are suitably supervised before, during and after band performances.

A Body of Persons Approval (BOPA) is required which permits all children under 16 to take part in performances and rehearsals, provided that prior notification of the event is given. This supersedes the need for individual Child Performance Licences, which are otherwise required for any child who will be playing more than four times in a 6 month period ie in the main band and/or in Beckington Bandits. The criteria for requiring a BOPA are set out in the BBE guidelines on their website at

BBE048_BandSafe_CPL_BOPA guide_v3_01.pdf.

Children in the Durnovaria Silver Band under 16 are now permitted to perform in public under the BOPA authorised through Brass Bands England. The requirement is that there must always be at least one Band member, with a current DBS certificate, who takes responsibility to chaperone any children who are not supervised by their parent. There also has to be one Band member in attendance, who has received safeguarding training with BBE, and who could be the same supervising person. Best Practice Guidelines

☑Young people should be supervised throughout the duration of the event. The person or persons responsible for supervision should be safely recruited for this role (including a DBS check and other appropriate safeguards) and be made aware of any specific needs (including dietary) or medical conditions of the young people.

☑The person responsible for supervision should have electronic access to the contact and medical details of all children and adults in the band in the event of an emergency.

@The band should consider appropriate environments for young players during social times during the event (for example after playing or between sessions).

☑It may be required to gain parental permission for the young player to attend the event, if it is outside the normal activities agreed to on the membership form.

☑Group transport should conform to the legal requirements including rest times, number capacity of the vehicle and seat belts. Considerations should also be taken in relation to breakdown and recovery.

☑Pick up and drop off points should be agreed and emergency contact information held. FI Information should be provided to the young player and their parent/carer prior to the event.

ÉI When tutoring or supervising children and young people it is best practice to be easily accessible and in close proximity to other adults in the building, for the protection of both children and adults.

Taking children and young people on visits and emergency arrangements Group Visits

Visits away from the main Band base need to be planned well in advance so that everyone is clear about the visit and the procedures involved and also in order to manage and minimise risk, ensuring the safety and health of all children and young people at all times.

Parental permission should be obtained before children and young people are transported to band venues, including by car. The parents of children and young people taking part in an off-site activity should be provided with all appropriate information about the intended visit.

Adults accompanying the group(s) on the visit/activity must be informed of the emergency procedures by the Visit Leader and provided with an emergency telephone number.

A nominated person in the Band should be provided with a list of all pupils and adults travelling with the group, and their phone numbers, together with a copy of the itinerary for the activity.

The safety of the group(s), especially the children and young people, is of paramount importance. During the activity, the Visit Leader must take whatever steps are necessary

to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that pupils are both safe, well and looked after at all times.

There should be an overall plan for intended visits which includes the following: Purpose of the Visit Venue details, including contact telephone number.

Risk assessments for transport, site of visit and activities, where appropriate Number and names of adults and young people, ensuring adequate supervision and DBS checked covered Itinerary and timings

Arrangements for meals and snacks Emergency contact details Individual transport

It will need to be explained prior to the event that transport to rehearsals and concerts is the responsibility of the parent or carer, unless group transport has been arranged by the band. If a young player, or player with care and support, needs help with transport, this should be arranged directly between the parent/carer/player and band member offering the lift and not through a third party or the committee. It should be made clear to the parent/carer that this is a personal arrangement and the band does not hold any responsibility for this arrangement.

Band members should be made aware of best practice when providing lifts to young people and, in some cases, those with care and support needs. This should include but is not limited to: - Where possible, avoid travelling with the young person alone;

- Agreeing pick up and drop off arrangements with parents;

- Asking the young person to sit in the rear of the car, particularly if you are alone; - Having a contact number for the parent; - Driving within the law.

Despite the band not holding responsibility for the arrangement of lifts, there is still a duty of care if there are any concerns raised regarding transporting young people or those with care and support needs to the band. Any issues raised should be dealt with in line with the band's safeguarding and whistle blowing policy and, if necessary, appropriate referrals made to statutory authorities.

Policy on the Recruitment of Ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Wells City Band complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.

☑The Durnovaria Silver Band undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

@The Durnovaria Silver Band can only ask an individual to provide details of convictions and cautions that Wells City Band are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act

1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

n The Durnovaria Silver Band can only ask an individual about convictions and cautions that are not protected.

@The Durnovaria Silver Band is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. I

@The Durnovaria Silver Band actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application

forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

☑The Durnovaria Silver Band ensures that all those in the Durnovaria Silver Band who are involved in the recruitment process, have been suitably trained to identify and assess the relevance and circumstances of offences.

@The Durnovaria Silver Band also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

☑At interview, or in a separate discussion, The Durnovaria Silver Band ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

☑The Durnovaria Silver Band makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

☑The Durnovaria Silver Band undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Data Protection and Security Policy - Handling of DBS Certificate information General Principals

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, the The Durnovaria SilverBand complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the Data Protection Act 2018 and GDPR pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available on the Band website.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it. Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given. Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificate and the details of the recruitment decision taken.

Monitoring and review

Anna Slade, Safeguarding Officer, in conjunction with the Band Committee, is responsible for monitoring the effectiveness of this Safeguarding Policy.

We are committed to reviewing our policy and good practice annually. The next review is due on: 1st January 2024

Signed _____ Date.....

1st January 2025

Signed _____ Date.....

1st January 2026

Signed _____ Date.....