



SEVENOAKS AND TONBRIDGE BAND SAFEGUARDING POLICY

The Sevenoaks and Tonbridge Band (STB) comprises two bands, a Concert Band and a Training Band. Our members are mainly adults; however, young musicians (children/young people under the age of 18) are welcomed and we have a duty to ensure their safety and well-being whilst they participate in Band activities. This policy also applies to the children of adult members, and vulnerable adults.

The purpose of this policy is:

- to safeguard the welfare of all members of STB, but in particular children/young people
- to provide all members and others associated with STB with the principles of our approach to safeguarding.

Sevenoaks and Tonbridge Band Safeguarding Policy Statement

The STB recognises:

- that all children have the right to equal protection from all types of harm or abuse
- that children and young people may suffer abuse in many forms – physical, sexual, emotional and/or neglect.

The STB will seek to keep children/young people safe by:

- requiring members to commit to the Code of Practice within this Safeguarding Policy, which is designed to protect all Band members
- implementing agreed procedures described within the Code of Practice for protecting children/young people in particular
- providing a safe environment for the activities of the Band where children/young people are protected and where their feelings and concerns, and those of their parents/carers, are listened to and acted upon
- ensuring all children/young people are aware that they may get help and talk with an independent person if they are concerned in any way
- providing a procedure for all members, and parents/carers of young members to follow if they have any concerns regarding the safety or well-being of a child/young person.

Sevenoaks and Tonbridge Band Code of Practice

Members of STB will always:

- treat everyone with respect, each setting an example of good conduct for others to follow
- be non-judgmental when dealing with children/young people, respecting their individual rights and opinions
- encourage all to feel comfortable enough to point out attitudes or behaviour they do not like
- respect a child/young person's right to personal privacy

- be aware that physical contact with children/young people may be misinterpreted no matter how well intended
- be vigilant when dealing with sensitive issues or situations
- seek advice whenever in doubt.

Members of STB will never:

- bully another member, allow bullying, or allow children/young people to be belittled or ridiculed as a means of control
- use insults or verbal abuse, or allow any such occurrence to go unchallenged
- make suggestive or derogatory remarks or gestures in the presence of children/young people
- allow ourselves to be drawn into any situation which might appear improper
- meet with any child or young person outside of normal Band activities without parent/carer approval.
- exaggerate or trivialise child abuse issues
- jump to conclusions or take a chance where common sense or policy suggests another more prudent approach.

The Sevenoaks and Tonbridge Band Constitution, Section 13.1 (May 2014) allows the Committee to expel any member whose conduct is considered to render them unfit for membership.

The STB Committee will:

- ensure wherever possible that more than one adult is present during activities that involve children/young people, and as a minimum, all activities will take place within sight or hearing of others
- not ask members to teach or coach any young person on behalf of the Band. If any member takes on the tuition/coaching of a young person in a private capacity it must be made clear that they are not working on behalf of the Band. Sessions must not take place during rehearsal times or on premises used by the Band at the same time
- take all reasonable precautions when attending events at other venues for children/young people to remain safe from harm as identified by a standard risk assessment. Parents/carers will be expected to accompany their children at these events especially to outdoor venues.

DBS Checking and Designated Adult

The Committee has considered potential risks at weekly rehearsals, concerts, workshops and social events. As members will not be working alone or unobserved with any young person, the Committee has judged that no specific checking is required. The Band always has a number of members with DBS clearance and child protection training from their roles beyond Band; the committee relies on these members to provide specialist input.

The committee will appoint a **Designated Adult** with DBS clearance for each Band. The Designated Adult will be an initial contact for all new young members and act as the 'independent person' if the need arises.

Although the Committee is responsible for administering this Safeguarding Policy, it believes that all adult members have a responsibility for the welfare of the younger members of the Band. Adult members with children in the Band have responsibility for their children.

Action Statement and Procedures for Raising Concerns and Reporting Abuse

Our primary concern is the protection of children/young people during Band activities by ensuring that the conduct of members allows us all to enjoy our music in a safe, supportive environment. However, as a group of responsible adults we do have a role to play in protecting children from abuse elsewhere.

All suspicions and allegations of abuse will be taken seriously. It is **not** the responsibility of anyone in the Band to decide whether or not child abuse has taken place. We will **never** try to investigate further ourselves, or pass judgment on what is said. We will **make clear** that we are available to listen and can offer support but that we **must** pass on the information to the appropriate service(s).

Any **general concerns** for the safety and well-being of children/young people within the Band environment may be raised with the Designated Adult and will be addressed by the Committee as required.

Any **suspicion or allegation of abuse** of a child/young person must be:

- reported immediately to the Designated Adult—or in the absence of the Designated Adult, the Committee Chairman
- recorded by completing an STB Safeguarding Policy (SP) incident report form
- treated as a matter of urgency by the Committee, and referred to the appropriate service(s)
- treated as confidential at all times by all involved in the reporting and referring procedure.

The Internet

STB makes use of electronic communication for sharing Band news and information, most notably through its website and email. The STB Communication Policy (February 2015) sets out guidelines to help protect members when using all forms of electronic communication for and on behalf of the Band.

Administration of Policy

The administration of this Safeguarding Policy will be the responsibility of the Committee. This policy is Version 1.0 and was adopted by the STB on 21st April 2015; it will be reviewed annually.

Documentation and Further Information

STB Forms and Documents

SP Incident Report Form, Communications Policy and Constitution can be downloaded from our website

Useful Contacts

STB Designated Adults: **Concert Band** Susan Smith, **Training Band** Jan Pottle

Kent Safeguarding Children Board/Specialist Children's Services Central Duty Team: 03000 411111 (Emergency Out of Hours: 03000 419191) Email: social.services@kent.gov.uk

NSPCC 24- hour Helpline 0800 800 5000 text 88858 CHILDLINE 0800 1111

References

GOV.UK/ CHARITY COMMISSION Safeguarding Children and Young People 14 July 2014

SAFE NETWORK/NSPCC www.safenetwork.org.uk

BRIT. FED. OF BRASS BANDS (*now Brass Bands England*) Child Protection Policy and Procedures