

City of Bradford Brass

Safeguarding Policy

The City of Bradford Brass ‘Family’ of Bands (City of Bradford Band, BD1 Brass [Registered Charity Number 1020423] and First Blast) exists to allow its members to enjoy Brass Band Music-making at its best.

Members of the bands within the ‘family’ are expected to support each other whenever possible in enjoying our music.

This Policy Document is intended to give advice and provide a framework for keeping young people and vulnerable adults safe when involved in any way in activities involving any of COBB Bands.

It is an expectation, that all playing members of the bands adhere to this policy.

Note, the following definitions and abbreviations are used throughout:

COBB – City of Bradford Brass – The overall organisation, encompassing the ‘family’ of bands – City of Bradford, BD1 and First Blast.

SO – Safeguarding Officer

BM – Band Manager

Created/Agreed
Review due.....

INDEX

***General Principles.**

***Responsibilities within the Safeguarding Policy.**

***Transport.**

***First Aid and Treatment of Injuries.**

***Discovery of Concerns.**

***Reporting a Concern.**

***Actions to be Taken When a Concern is Raised.**

***Points of Contact.**

General Principles

It is the policy of City of Bradford Brass to safeguard the welfare of all members, but specifically young people and vulnerable adults by protecting them from neglect and from physical, sexual and emotional harm.

City of Bradford Brass is committed to:

A. Taking into account, in all its considerations and activities, the interests and well-being of young people.

B. Respecting the rights, wishes and feelings of the young people with whom it is working.

C. Promoting the welfare of young people and their protection within a relationship of trust.

D. Taking all reasonably practicable steps to protect them from **Bullying, neglect, physical, sexual and emotional harm** as defined below;

- i. Physical includes, for example, intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or rough physical or inappropriate handling.
- ii. Emotional includes, for example using intimidation, belittling, scapegoating, sarcasm, displaying a lack of respect for children's rights, or attitudes which discriminate on the grounds of race, gender, disability or sexuality.
- iii. Sexual includes, for example, sexualised behaviour towards young people, sexual harassment, sexual assault and rape.

- iv. Neglect: may include failing to act to protect a child or children, failing to seek medical attention or failure to carry out appropriate/proper risk assessment etc...

Responsibilities within the Safeguarding Policy

A. All adults aged 18 or over within COBB are responsible for the operation of COBB's Safeguarding Policy.

B. It is the responsibility of all adults to ensure that:

- * Their behaviour is appropriate at all times.
- * They observe the rules established for the safety and security of young people.
- * They follow the procedures set out below following suspicion, disclosure or allegation of child abuse.
- * In every respect, the relationships they form with the young people are appropriate.

C. The 'City of Bradford Brass Code of Behaviour' sets out a Code of Conduct which is essential for all adults in COBB to follow. Adults or any Young Persons who fail to implement the Code of Behaviour or procedures issued by COBB may have the matter drawn to the attention of Management who must take appropriate disciplinary action.

D. Adults must not consume alcohol when they are directly responsible for young people on a band activity and must not permit young people (aged under 18 years) to consume alcohol on band activities.

E. The use of illegal or other dangerous substances on band activities is unacceptable and appropriate action will be taken where instances are discovered or anticipated by the chairperson.

F. COBB will designate one or more Safeguarding Officers for each band. These persons will form a 'Safeguarding Team' who will be responsible for overseeing the content and implementation of safeguarding policy, ensuring that any concerns raised have been dealt with appropriately and will report to management as and when necessary.

G. The designated Safeguarding Officers (SO) should receive appropriate training in order to:

- Understand the assessment process for providing early help and intervention.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of COBB has access to and understands the child protection policy and procedures.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Be able to keep detailed, accurate and secure written records of concerns and referrals.
- Obtain access to resources and attend any relevant or refresher training courses and implement as appropriate.
- Encourage a culture of listening to children and taking account of their wishes and feelings.

H. Band Management must take all reasonable steps to satisfy themselves that all those whom they invite to assist them in the work of COBB are 'fit and proper' persons to carry out the tasks to be given to them and are aware of their responsibilities under the Safeguarding Policy.

I. In cases where there is an allegation or suspicion of child abuse the Band Management of the relevant band as appropriate, must immediately take steps to ensure that no situation arises which could cause further concern. To this end, suspension of membership may be necessary.

J. The SO must consult the Safeguarding Team at Bradford City Council as soon as possible in the event of any incident, concern or allegation of abuse being made. In any event this must occur within 24 hours of the incident being reported.

K. Where urgent issues of child protection are involved, Management has the authority to suspend the membership of any adult or youth Member.

L. Nothing in the rules of COBB, or any guidance produced by it, may be construed as permitting an adult to take a young person away on an activity alone in any form that could be regarded as being representative of the organisation. No activity should take place where only one adult and one young person are present.

M. All adults with potentially unsupervised access to young people must have undergone a Disclosure and Barring Service check (eg. accompanying children to the toilet during rehearsals).

N. All MDs and other adults working with young people in the organisation as mentors or chaperones at events should have a current Disclosure and Barring Service check.

O. Records should be kept indicating that all members of COBB have read and understood this Safeguarding Policy and that they agree to adhere to it.

P. Adult members and parents/guardians of junior players of COBB will be asked to access this Safeguarding Policy via the organisation's website and must acknowledge their understanding of it and their obligations.

Q. Any band member who has a concern about anything or any person linked to the COBB organisation may raise this in confidence with the management team without fear of repercussion and in the confidence that their concerns will be taken seriously and addressed appropriately.

Transport to and from Activities.

From time to time, it may be necessary for COBB adult members to provide lifts in their vehicles to and from concerts and events involving the COBB Bands.

Members using their own vehicles should always:

- Obtain full permission from the parent/carer of the young person before travelling.
- Ensure that appropriate seat belts are worn and safety measures are taken.

- Vehicles should be fully roadworthy and fully insured.
- Agree pick-up and drop times, exchange telephone numbers and provide full information regarding the arrangements for the engagement timings with the parent/carer.
- Whenever possible, have a male and a female adult present during the journey. These adults should be familiar with and agree to abide by the COBB Safeguarding policy.

COBB journeys using coaches:

- Parents/Carers should be encouraged to accompany and actively supervise their children to such COBB events.
- Before children and young people are transported to/from COBB activities by coach without their parent/carer present, written permission should be obtained from parent's/carers.
- Active supervision should be in place during breaks in the journey and during loading and unloading of the coach. Extra care regarding road safety outside concert venues etc....
- Specific adults should be designated as being responsible for specific children during the journey.

First Aid and Treatment of Injuries

Where practicable all parents/guardians of children under 16 will be asked to inform the relevant band manager or Committee of any medical conditions and medicine being taken (routinely via the player registration form – updated annually).

COBB will endeavour to ensure the presence of a suitably experienced First-Aider during all COBB activities.

COBB will maintain suitable First-Aid Kits for use at the bandrooms and when at concerts.

If a situation arises with a player or guest where first aid or any form of medical attention is required whilst in the care of COBB, then the designated First Aider will take charge of the situation and any accident will be recorded in the accident book. Next of kin of adults and parents/guardians of minors requiring medical attention will be informed at the earliest possible opportunity.

- **Discovery of Concerns**

What you **must** do.

If you suspect a young person is being abused, or a young person confides in you, someone has a concern or makes a complaint about any adult or about you, it is your duty to report it.

These may come to your attention in a number of different ways:

- A young person tells you verbally or in writing about something that has happened.
- An adult or young person tells you verbally or in writing about their concerns for another young person.

- You observe unexplained injury, or changes in behaviour which cause you concern.
- You are concerned about another adult's behaviour.
- You receive a concern or an allegation about another adult or about yourself.

If a young person tells you about abuse, it is possibly because they see you as a 'safe' person. Listen to the young person. Take what you are told seriously. You will be helping to reassure and protect the young person.

The young person may want to 'speak to you in confidence'. You should listen to them carefully but make sure that you explain that you cannot promise to keep anything they tell you a secret.

You should reassure the young person that they have done the right thing in sharing their concern or worry. You should make no judgement about what they tell you and remain calm and re-assuring.

Immediately following the discussion – record carefully what has been said and inform the S/O or Band Manager.

If the young person is at immediate risk of significant harm, contact the police or social services. Tell the relevant Band Manager and S/O when you have done this.

Any adult in COBB also has the right to report concerns, or suspicions about another member in confidence and free from harassment. You must refer any concern or complaint to the relevant Band Manager and S/O. **DO NOT investigate it yourself.**

Actions to be Taken When a Concern is Raised

Band Managers or the Safeguarding Officer might receive allegations or suspicions of abuse from young people themselves or other adults. Occasionally, parents/carers of young people may also raise concerns.

The following procedure must be followed:

The BM/SO must write down all reported facts or gather all notes:

- Dates, times, facts, observations (verbatim speech if possible)
- Try to ensure that you have all relevant details recorded.

The BM/SO must consult the Safeguarding Team at Bradford Council in the event of any safeguarding concern being raised – however insignificant it may seem within 24 hours.

Safeguarding Officer BD1: Heather Hornby 07849 064996

Alternative contact BD1: Andy Hansen 07837 938428

Safeguarding Officer First Blast: Gordon Eddison 07974 260429

Alternative contact First Blast: David Loud 07739 295093

Safeguarding Officer City of Bradford: Collette Mallinson 07976 279681

Local police: 101 or 999

Local authority children's social care department, including out of hours contact: 01274 434343 or 01274 437500. Out of hours 01274 431010

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

ChildLine: 0800 1111 (textphone 0800 400 222) or www.childline.org.uk

[Local authority adult social care department](#)

Brass Bands England Welfare Officer: 01226 771 015

No investigation or questioning is to be undertaken. We are not an investigation agency. The statutory authorities are best placed to take any necessary action.

Remember - If a child is at imminent risk of significant harm then the police should be contacted IMMEDIATELY.