Plymouth City Brass

SAFEGUARDING POLICY

Introduction

The adoption of this Safeguarding Policy should be seen as a clear message from Plymouth City Brass that it will ensure all necessary steps are taken to protect from harm, those who participate in brass playing at all levels.

This policy applies to all employees, playing members and other volunteers, including musical directors, teachers/tutors and committee members, as well as any other paid staff or sessional workers on behalf of Plymouth City Brass.

Plymouth City Brass is committed to adopting Policy and Procedures to ensure that can meet their safeguarding responsibilities to both children and adults at risk. This means following procedures to protect all members, and to report concerns about safety and welfare to appropriate authorities as necessary.

Policy Statement

Plymouth City Brass is committed to the following:

- Making the welfare of young people and adults at risk paramount.
- Ensuring opportunities for all people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity to enable them to participate in brass banding in an enjoyable and safe environment.
- Taking all reasonable steps to protect members from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- Taking action swiftly and appropriately to all suspicions and allegations of poor practice or abuse.
- Working in partnership with children, young people, their parents, carers, adults at risk and other agencies to promote welfare.

Good Practice, Poor Practice and Abuse

To provide all involved with the best possible experience and opportunities in brass banding everyone must operate within an accepted ethical framework and demonstrate exemplary behaviour. Not only will this allow brass banding to make a positive contribution to the

development of young people and safeguard their welfare, but it also protects all personnel from the risk of false allegations of abuse or poor practice.

It is not always easy to distinguish poor practice from abuse, whether intentional or accidental. It is not therefore the responsibility of employees or participants in the Band to make judgements about whether or not abuse is taking place. It is, however, their responsibility to identify poor practice and potential abuse and to act if they have concerns about welfare. The section below will help you identify what is meant by good practice, poor practice and abuse.

Good Practice

All personnel should adhere to the following principles and actions:

- Insist on adherence to Safeguarding procedures.
- Before undertaking any activities involving young people consider planning and risk assessment to identify possible difficulties or welfare and safety risks.
- Make the experience of brass playing fun and enjoyable, promote fairness, confront and deal with bullying, and intimidation.
- Treat all players equally; this means giving both the more and less talented members of a group similar attention, time, respect thus preserving their dignity.
- Respect the developmental stage of each individual player, and not risk sacrificing their welfare in a desire for personal achievements. For children & young people, this means ensuring that the practice intensity is appropriate to the physical, social and emotional stage of the development of the student: concerts, band competitions, etc. must be suited primarily to the needs and the interests of the child, not those of the parents, teacher or band.
- Build relationships based on mutual trust and respect, in which players are encouraged to take responsibility for their own development and decision-making. Avoid situations where the teacher, conductor or any other member of the band uses their position and power to decide what the student should or should not do without consideration of the young person's needs and capabilities.
- Always be publicly open when working with children. Avoid teaching sessions or meetings where a teacher and an individual student are completely unobserved. Maintain an appropriate and open environment with NO secrets.
- Where children need to be supervised in the changing rooms, teachers and band helpers should work in pairs, and involve parents if possible.
- Avoid unnecessary physical contact with young people. Where any form of physical guidance is required in teaching technique, this should be provided openly and with the consent of the student.

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- Maintain a safe and appropriate relationship with students. It is inappropriate for teachers and others in positions or authority to have an intimate relationship with a young person, even if they are over 16, the normal age of legal consent. (This could also be a criminal offence 'abuse of trust' in certain circumstances defined by the Sexual Offences (Amendment) Act 2000).
- Maintain appropriate standards of behaviour at social events that young people attend. Do not condone rule violations or the use of prohibited or illegal substances.
- Be an excellent role model, for example by not smoking or drinking alcohol whilst working with young people.
- Be aware of the potential for cyberbullying, grooming and emotional abuse through online use of social networks, online games and mobile phones. See our online Social Media Guidelines.
- No identifiable photographs of any player to be posted online on either band website or Facebook, without explicit consent. For children and young people under 18, written consent needs to be provided by a parent or a person with parental responsibility.
- Communicate regularly with players and involve them in decision-making.
- Be aware of any medical conditions, existing injuries and medicines being taken. Parental consent to be obtained to authorise emergency medical treatment and administer medicine if appropriate. Keep a written record of any injury or accident that occurs, together with details of any treatment given. Arrange that someone with knowledge of first aid is readily available.
- Gain written parental consent for any significant travel arrangements, for children and young people.

Poor Practice

The following are regarded as poor practice and should be avoided by all personnel:

- The use of alcohol or smoking whilst working with young people whilst rehearsing or during performances.
- Unnecessarily spending excessive amounts of time alone with children away from others.
- Taking children alone in a car on journeys, however short.
- Taking children to your home where they will be alone with you.
- Sharing a room with a child.
- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allowing or engaging in inappropriate touching of any form.
- Allowing children to use inappropriate language unchallenged.
- Making sexually suggestive comments to a child, even in fun.

- Reducing a child to tears as a form of control.

- Letting allegations a child makes go unchallenged, unrecorded or not acted upon.
- Doing things of a personal nature that children can do for themselves.
- Having children stay at your home with you unsupervised.

Where cases arise where it is impractical to avoid any of the situations mentioned in this section, they should only occur with the full knowledge and consent of someone in charge in the organisation and the children's parents.

If, during your care of a child, you accidentally hurt them, the child seems distressed in any manner, misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a brief written note of it. The Band Welfare Officer will ensure that parents are informed of the incident where appropriate.

Procedures to implement DBS checks

Plymouth City Brass obtain DBS checks through their membership of Brass Bands England which is free of charge for volunteers. Committee members and adults with significant access to children, young people and vulnerable adults may be invited to complete DBS checking to access the update service. DBS checking is compulsory for MDs and those in positions of authority, PCB will pay for these checks as necessary.

The Band Welfare Officer will keep a record of all DBS checking and updates as necessary.

How this Policy impacts on Plymouth City Brass

Plymouth City Brass Training, Academy and Senior Bands each are likely to have members who are under the age of 18, and adults at risk.

All adult members of Plymouth City Brass have responsibility for the safety and protection of any children, young people and adults at risk who are members of the organisation, and should therefore ensure that they follow the good practice outlined in this document. The Policy also provides protection to members against any allegations relating to poor practice or issues of safeguarding.

Paid staff and volunteers will be provided with additional information to assist them in understanding signs of abuse or that children are at risk, and access to appropriate training will be made available.

No Band member is to teach or coach any young person on behalf of the Band without prior agreement of the committee and appropriate checks being made. Any such member will need to complete a DBS check.

Plymouth City Brass will ensure that, during any individual tuition and coaching undertaken with a young person, an additional adult, preferably a parent, will also be present.

Plymouth City Brass will ensure that appropriate vetting, including DBS checks are carried out for Band personnel, including tutors and conductors whether paid or volunteers, and consider obtaining personal references.

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, and this must not take place during band rehearsal times or on premises used by the Band.

If a young person under the age of 18 attends rehearsals or engagements, responsibility for that young person must rest ultimately with the parents or carers. Whilst band members will observe Plymouth City Brass Safeguarding Policy and Procedures, parents or carers will be encouraged to remain on site and to satisfy themselves that their child/children are safe and their welfare needs met.

In compliance with the recommendations of Brass Bands England, the committee of Plymouth City Brass have appointed a Welfare Officer to advise on compliance with the procedures in the protection policy. The Welfare Officer will have the primary responsibility to check that everyone who has significant access to young people within the Band is suitable for that role, has been vetted and DBS check carried out where appropriate. The Welfare Officer should also undergo the vetting/DBS procedure.

The Welfare Officer should not be a co-ordinator, tutor or conductor of the Training/Academy Band and will act as a focal point for reporting any concerns about poor practice or concern that a child has been placed at risk.

The Band Welfare Officer is currently Sally Jeffery, a playing member of the Academy Band who may be contacted on tel. no. 077 650 73080.

Legal Framework

This Policy has been drawn up on the basis of law and guidance that seeks to protect children, young people and adults at risk:

Children Act, 1989 and 2004

United Convention of the Rights of the Child, 1991

Care Act 2014

UK General Data Protection Act (GDPR) 2018

Sexual Offences Act, 2004

Protection of Freedom Act, 2012

Working together to Safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government (2023)

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)

Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government (2015)

The Care Act (2014) Care and Support Statutory Guidance (specifically the safeguarding section of this)

The Mental Capacity Act (2005)

Plymouth City Council Child Protection Procedures.

Plymouth Youth Music Service guidance.

Brass Bands England Safeguarding Advice and Guidance.

A copy of the Child Protection Policy and Procedures will be available to all via the Band website: www.plymouthcitybrass.co.uk, and copies will be available on request through Committee Members or the Welfare Officer.

Plymouth City Brass will undertake to review and update, if necessary, this Policy and Procedures on at least a biannual basis.

Plymouth City Brass

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