THE CITY OF CARDIFF
MELINGRIFFITH
BRASS BAND

BAND PRES
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MELINGRIFFITH

Registered Charity/Elusen Cofrestredig: 1083583

City of Cardiff (Melingriffith) Brass Band ("*the Organisation*") SAFEGUARDING POLICY

1.0 Introduction

The Organisation believes that every child, regardless of age, has at all times and in all situations a right to feel safe and protected from any situation or practice that results in them being physically or psychologically damaged.

The Child Protection Policy is written and prepared with the above statement in mind, and as a means of giving guidance to all in respect of how to achieve the above by providing a secure and safe environment for all young persons to flourish and feel comfortable in.

2.0 *Organisation* Commitment

2.1. *The Organisation* will meet their commitment to safeguarding children through the following means:

- **Awareness:** Ensuring that all conductors and volunteers are aware of the problem of child abuse and the risks to children.
- **Prevention:** Ensuring, through awareness and good practice, that conductors and others minimise the risk to children.
- **Reporting:** Ensuring that conductors and volunteers are clear what steps to take where concerns arise regarding the safety of children.
- **Responding:** Ensuring that action is taken to support and protect children where concerns arise regarding possible abuse.

2.2. In order that the above standards of reporting and responding are met, *the Organisation* will ensure that it:

- Takes seriously any concerns raised.
- Takes positive steps to ensure the protection of children who are the subject of any concerns.
- Support children, conductors, volunteers or other adults who raise concerns or who are the subject of concern.
- Act appropriately and effectively in instigating or co-operating with any subsequent process of investigation.
- Listen to and take seriously the views and wishes of children.
- Work in partnership with parents/carers and/or other professionals to ensure the protection of children.

3.0 Complaints

3.1. *The Organisation* has a Safeguarding Officer who takes on responsibility for child protection issues and has undergone appropriate training with regard to Child Protection issues and has knowledge and skills in recognising and acting upon child protection concerns.

9.2. The role of the Safeguarding Officer is to:

- Ensure that the Child Protection Policy is followed.
- Ensure all conductors, volunteers and members are aware of this policy and procedures.
- Ensure that all conductors, volunteers and members know to whom they must pass on their concerns.
- Act as a source of expertise and advice within *the Organisation* and act upon any disclosures, including referring to the relevant bodies where child abuse is likely to occur or is suspected or disclosed.
- Co-ordinate action with *the Organisation* and develop an effective working relationship with other agencies.
- Co-ordinate the DBS process for all relevant volunteers.

4.0 Procedures

4.1. A copy of *the Organisation's* Safeguarding Policy is available at all times in the band room and copies will be provided to all parents/carers of members under the age of 16 and other individuals on request. A copy will also be given to all conductors and band managers. All adult members are issued with a handout for reference if a disclosure is made to them.

4.2. Where it is believed that a child is suffering from or is at risk of significant harm, *the Organisation* will follow the procedures set out below:

- If any member, volunteer or conductor is concerned about a child, they must inform the Safeguarding Officer immediately. In the absence of the Safeguarding Officer, the Chair must be informed.
- Notes should be made about the concerns as quickly as possible.
- The Safeguarding Officer will decide whether an immediate referral is necessary. They may decide to seek advice initially from Cardiff Council or Social Services.
- Particular attention will be paid to the physical, social and emotional development of any child who has been identified as being at risk.
- The case will be held confidential to the safeguarding officer. The chair will also be made aware of any ongoing safeguarding cases.

5.0 Good and Poor Practice

(As advised by the British Federation of Brass Bands)

5.1. It is not always easy to distinguish poor practice from abuse, whether intentional or accidental. It is not therefore the responsibility of the Safeguarding Officer, conductors, volunteers or members in *the Organisation* to make judgements about whether or not abuse is taking place. It is, however, their responsibility to identify poor practices and possible abuse and to act if they have concerns about the welfare of a child, as explained below.

5.2. Good practice

5.2.1. All personnel involved in conducting, organising, managing, supervising or supporting activities involving children and young people in *the Organisation* ("*Personnel*") should adhere to the following principles and actions:

- Before undertaking any activities involving young people, conduct a risk assessment to identify possible sources of danger and take appropriate action to minimise these risks.
- Make the experience of brass playing fun and enjoyable; promote fairness, confront and deal with bullying and do not condone rule violations or the use of prohibited or illegal substances.
- Treat all young people equally; this means giving both the more and less talented members of a group similar attention, time, respect and preserving their dignity.
- Respect the developmental stage of each young person and do not risk sacrificing their welfare in a desire for personal achievements. This means ensuring that the practice intensity is appropriate to the physical, social and emotional stage of the development of the young person. Concerts, band competitions, solo competitions etc. must be suited primarily to the

needs and the interests of the young person, not those of the parents, *Personnel* or *Organisation* members.

- Build relationships based on mutual trust and respect, in which young people are encouraged to take responsibility for their own development and decision-making. Avoid situations where the conductor, volunteers or any other member of *the organisation* uses their position and power to decide what the young person should or should not do without consideration of the young person's needs and capabilities.
- Always be publicly open when working with young people. Avoid teaching sessions or meetings where a conductor or volunteer and an individual young person are completely unobserved.
- Where young people need to be supervised in the changing rooms, conductors and volunteers should work in pairs, and involve parents if possible. Maintain an appropriate and open environment, with no secrets.
- Avoid unnecessary physical contact with young people. Where any form of physical guidance is required in playing technique, this should be provided openly and with the consent of the young person. It is important to educate parents of what is and is not acceptable in the context of brass playing. Physical contact (touching) can be appropriate so long as it is neither intrusive nor disturbing and the young person's permission has been given.
- Maintain a safe and appropriate relationship with young people. It is inappropriate for conductors or volunteers and others in positions of 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.
- Be an excellent role model, for example by not smoking or drinking alcohol while working with young people.
- Communicate regularly with parents and involve them in decision-making. Gain their consent in writing to act in loco parentis to give permission for the administration of emergency first aid or other medical treatment if the need arises.
- Be aware of any medical conditions, existing injuries and medicines being taken. 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, especially if an overnight stay is involved.

5.3. Poor practice

5.3.1. The following are regarded as poor practice and should be avoided by all *Personnel*:

- Unnecessarily spending excessive amounts of time alone with young people away from others
- Taking young people alone in a car on journeys, however short
- Taking young people to your home where they will be alone with you
- Sharing a room with a young person
- Engaging in rough, physical or sexually provocative games, including horseplay
- Allowing or engaging in inappropriate touching of any form
- Allowing young people to use inappropriate language unchallenged
- Making sexually suggestive comments to a young person, even in fun
- Reducing a young person to tears as a form of control
- Letting allegations a young person makes go unchallenged, unrecorded, or not acted upon
- Doing things of a personal nature that young people can do for themselves
- Having young people stay at your home with you unsupervised

5.3.2. 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 young person's parents.

5.3.2. If during your care of a young person you accidentally hurt them, the young person seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another Conductor or volunteer and make a brief written note of it. Parents should also be informed of the incident.

6.0 Abuse

6.1. The following definitions of abuse have been taken from the multi-agency code of practice 'Working Together to Safeguard Children'.

6.1.1. **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

6.1.2. **Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

6.1.3. **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

6.1.4. **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

7.0 When to be Concerned: Recognising Signs of Abuse

7.1. It is not always easy to spot when children have been abused. However, some of the more typical symptoms which should trigger suspicions would include:

7.1.1. **Physical Abuse**

- Unexplained or untreated injuries.
- Injuries on unlikely or unusual parts of the body. Cigarette burns, bites or belt marks, scalds.
- Fear of parents being contacted, going home or receiving medical attention.
- Flinching when touched, refusal to discuss injury.
- Covering arms or legs.
- Aggressive or withdrawn.
- Fear of one person.

7.1.2. **Emotional Abuse**

- Over-reaction to mistakes.
- Sudden speech disorders.
- Extremes of emotions.
- Self mutilation.
- Poor personal hygiene.

7.1.3. **Sexual Abuse**

- Pain, itching, bruising or bleeding to genital areas.
- Stomach pains.
- Discomfort when walking.
- Unexplained source of money.
- Inappropriate sexual drawings/language/behaviour.

7.1.4. **Abuse by Neglect**

- Constantly hungry.
- Inappropriate clothing or dress.
- Constantly tired, lonely, no friends.
- Under weight.
- No parental support or interest.
- Dishevelled appearance.

8.0 Dealing with a Disclosure

8.1. If a young person discloses that they have been abused, the Conductor, volunteer or member should:

- Listen carefully to what the young person says without displaying shock or disbelief.
- Take notes.
- Accept what is being said.
- Allow the young person to talk freely.
- Reassure the young person but do not make promises which it may not be possible to keep.
- Do not promise confidentiality – it may well be necessary to inform Social Services.
- Reassure that young person that it is not their fault.
- Stress that it is right to tell.
- Listen, do not ask direct or leading questions.
- Do not criticise the perpetrator – the young person may well still love them.
- Explain what you have to do next.
- Thank them for confiding in you.
- Report the case to the Safeguarding Officer immediately.

9.0 Dealing with a Disclosure

9.1. When abuse is disclosed or suspected, the conductor, volunteer or member should:

- Make brief notes as soon as possible giving quotes if they can be recalled.
- Dates and times should be recorded.
- Notes should be factual and precise.
- These notes must not be destroyed, even if a more detailed report is later written. They may be needed in court.
- Draw a diagram to indicate any marks or injuries observed.
- All Child Protection files are marked 'Strictly Confidential' and are kept separate from other *organisation* records.
- Parents do not have access to Child Protection files.

9.1.1. These notes should be passed to the Safeguarding Officer.

10.0 Dealing with a Disclosure

10.1. Dealing with child protection is always difficult and stressful. Conductors, volunteers and members should consider seeking support for themselves, initially from the Safeguarding Officer.

11.0 Allegations Involving a Conductor, volunteer or member

11.1. When an allegation is made against a member:

- immediate advice must be sought from the Safeguarding Officer or the Chair
- *The Organisation*'s Safeguarding policy must be followed.
- The Chair will be informed immediately, and Disciplinary Procedures will be instigated.

12.0 Allegations Involving a Conductor, volunteer or member

12.1. Anyone may have the potential to abuse children in some way and it is important that all reasonable steps are taken to prevent unsuitable people from working with children and young people. This applies equally to volunteers as well as Conductors. The particular circumstances of individual cases need to be taken into account, but the fundamental principle is that those in charge of activities involving young people must take all reasonable steps to satisfy themselves as to the suitability of those who are given access to the children in their care.

12.2. **Vetting**

All Executive Committee Members and Conductors will have enhanced Disclosure and Barring Service (DBS checks). 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 young people, so it should not be relied on excessively. It is only one of a number of factors in the initial assessment of the person's suitability for such responsibilities.

13.0 Taking part in digital banding

13.1. Any online rehearsals will be carried out using *the Organisation's* registered Zoom account. Any Zoom "meetings" will be held using admittance by the host (usually the relevant band manager or the band conductor). There will always be two adults present on any online rehearsal/event. We will also ask that parents are present while the rehearsal/event is going on.

13.2. If any recordings are made permission will be asked from parents/guardians for the images to be shared online through Facebook, Twitter and other media platforms.

13.3. For any young person taking part in a recording they should take place against a blank background, for example, a plain wall or curtain, and recording should be done in *organisation* polo shirts.

11.0 Document History

Version	Description	Date
Draft 1	Initial draft circulated for committee review	13/05/2018
Version 1	Agreed by committee and adopted	17/05/2018
Review 1	Draft circulated for committee review	01/03/2023
Version 2	Agreed by committee and adopted	27/03/2023