

# Lewes, Glynde and Beddingham Brass Band (LGB Brass)

## Safeguarding Policy and Associated Procedures

For Band Members, Musical Directors, Volunteers and Instructors of brass playing

This policy was adopted on 11<sup>th</sup> March 2014

Reviewed 10<sup>th</sup> March 2016  
Reviewed 18<sup>th</sup> January 2018  
Reviewed 24<sup>th</sup> January 2019  
Reviewed 17<sup>th</sup> October 2019  
Reviewed 16<sup>th</sup> January 2020  
Reviewed 12<sup>th</sup> January 2023  
Reviewed and updated 1<sup>st</sup> November 2024

### Key contacts

Role	Name
Band Secretary	Jane Stewart
Safeguarding Officer	Lizzie Holmes
Chairman	Tony Line
Chair of Trustees	Sarah Chalmers

### Contents

Reviewed and updated 1<sup>st</sup> November 2024

## **1. Introduction**

- 1.1 Policy statement
- 1.2 Terms and abbreviations

## **2. Good Practice, Poor Practice and Abuse**

- 2.1 Introduction
- 2.2 Good practice
- 2.3 Poor practice
- 2.4 Abuse
- 2.5 Indicators of abuse

## **3. Recruiting and selecting personnel to work with children**

- 3.1 Introduction
- 3.2 Controlling access to children
- 3.3 Vetting
- 3.4 The Safeguarding Officer within the band
- 3.5 Training

## **4. Responding to suspicions and allegations**

- 4.1 Introduction
- 4.2 Receiving evidence of possible abuse
- 4.3 Recording information
- 4.4 Reporting the concern
- 4.5 Disciplinary procedures
- 4.6 Allegations of previous abuse

## **5. Conclusion**

### **Appendices/Other relevant documents**

Appendix 1: Reference form.  
Appendix 2: Procedures for obtaining DBS disclosure  
Appendix 3: Incident report form  
Appendix 4: Safeguarding audit checklist  
Appendix 5: Code of Conduct  
Appendix 6: Whistle blowing Policy  
Appendix 7: Useful Contacts  
Safeguarding Flowchart – CHILD  
Safeguarding Flowchart - ADULT

## **1. Introduction**

This Safeguarding Policy should be seen as a clear signal that LGB Brass is determined to ensure that all necessary steps are taken to protect from harm, any person who participates in brass playing at any level.

LGB Brass is a community brass band with charitable status. The main band includes mainly adult members but is also open to children if they are of an appropriate musical standard. The main band participates in contests and both formal and informal concerts mostly in East Sussex.

In addition, LGB Brass also runs BrassSparks, a youth band training programme for young people aged 7-18. Within the work of BrassSparks, LGB Brass also offers whole class brass programmes to primary schools local to Lewes. This is led by Nathaniel Roff, one of our BrassSparks directors. In this instance, the safeguarding policies of the individual schools would be adhered to and followed and on school request a reference would be given by the band secretary and/or safeguarding officer to vouch for the suitability of our youth musical director to work in their school.

The policy establishes LGB's position, role and responsibilities and, together with the procedures section, clarifies what is expected of trustees, band members, volunteers, tutors, trainers and conductors of the band. It should be read in conjunction with the band's constitution.

It very clearly highlights the importance placed by LGB Brass on the protection of children and adults at risk. It also safeguards and protects all personnel from the risk of false allegations of abuse or poor practice.

Everyone who participates in brass banding is entitled to do so in an enjoyable and safe environment. To ensure this, LGB Brass has developed principles that all its members should follow. Any activity that the band undertakes will be planned and appropriate.

These principles apply to all participants, but children and adults at risk in particular, are entitled to a higher duty of care and are to be protected from poor practice or abuse. Abuse can occur within many situations including the home, school and the banding environment.

Some individuals will actively join groups or seek employment/voluntary work with children in order to harm them. LGB Brass is committed to devising and implementing policies so that everyone in the band accepts their responsibilities to safeguard children and adults at risk from harm and abuse. This means following procedures to protect children and adults at risk and to report any concerns about their welfare to appropriate authorities.

Everyone participating in brass banding, either in a paid or a voluntary capacity, together with those working in affiliated organisations, has a role to play in safeguarding. Anyone who may have regular contact with children and adults at risk will be a very important link in identifying cases where a child or adult at risk needs protection.

These Procedures and associated Policies will be reviewed annually at the band's Annual General Meeting.

This policy is available on our website and is available on request to any organisations we work in partnership with.

## **1.2 Policy statement**

LGB Brass is committed to the following:

- Making the welfare of all children and adults at risk paramount.
- Ensuring all children and adults at risk, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in brass banding in an enjoyable and safe environment.

- Taking all reasonable steps to protect children and adults at risk 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.

## See Appendix 5

### 1.3 Terms and abbreviations

The following terms and abbreviations are used in this document.

- anyone under the age of 18 is considered to be a child/young person.
- an 'adult at risk' is someone who:
  - can't look after their own well-being, property, rights or other interests
  - is at risk of harm from themselves or someone else
  - is disabled, or has a mental disorder, illness or physical or mental infirmity that means they are more vulnerable to being harmed than other adults.
- 'parent' is used as a generic term to include parents, carers and legal guardians of children, young people or adults.
- 'the band' refers to the Lewes, Glynde and Beddingham Brass Band (LGB Brass)
- 'personnel' includes employees of LGB Brass as well as members of the band, committee, trustees, teachers, trainers, tutors, volunteers, conductors and instructors.
- 'Safeguarding Officer' is the individual within a band whose responsibilities are explained in section 3.4 below.
- 'Trustees' refers to the elected trustees of the charitable organisation of LGB Brass.
- 'BrassSparks' refers to the youth band branch of LGB Brass, led by Nathaniel Roff and Joy White

SO: Safeguarding Officer

DBS: Disclosure and Barring Service

## 2. Good Practice, Poor Practice and Abuse

### 2.1 Introduction

To provide children and adults at risk 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 children and adults at risk 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 personnel in LGB Brass to make judgements about whether or not abuse is taking place. It is, however, their responsibility to identify poor practice and possible abuse and to act if they have concerns about the welfare of a child or adult at risk, as explained in section 4. This section (2) will help you identify what is meant by good practice, poor practice and abuse.

### 2.2 Good practice

Committee members and trustees should adhere to the following principles and actions:

- Before undertaking any activities involving 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. Insist on adherence to Safeguarding procedures.

- Treat all 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 child and adult at risk 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 their development. Concerts, band competitions, solo competitions etc. must be suited primarily to the needs and the interests of the all, not those of the parents, teacher or band.
- Build relationships based on mutual trust and respect, in which children and adults at risk are encouraged to take responsibility for their own development and decision-making. Avoid situations where personnel could use their position and power to decide what they should or should not do without consideration of the vulnerable person's needs and capabilities.
- Always be publicly open when working with children and adults at risk. Teaching sessions or meetings where a teacher and an individual student are completely unobserved are unacceptable.
- Where children people need to be supervised in changing rooms, parents should accompany children whenever possible. If this is not possible, teachers and band helpers should work in pairs, and the pair must be the same sex as the child. Maintain an appropriate and open environment, with no secrets.
- Avoid unnecessary physical contact. Where any form of physical guidance is required in teaching technique, this should be provided openly and with the consent of the person involved. 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.
- Maintain safe and appropriate relationships. It is inappropriate for teachers and others in positions of authority to have an intimate relationship with a child, 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 children or adults at risk may attend
- Be an excellent role model while working with children and adults at risk.
- 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.
- Parents & carers should make suitable arrangements to get a child or adult at risk to and from any band activity.
- If the parent/carer is not present, the committee and/or BrassSparks leaders must designate a suitable DBS checked person to act in loco parentis. That person should be aware of any dietary or medical needs. They must consider the suitability of the environment they are in for the children and/or adults at risk. If a performance is taking place and the parent is not there, a person under school leaving age must be accompanied by a Local Authority Licenced Chaperone unless the event has a Body of Persons Approved in place that specifically states this is not necessary.
- 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. Ensure that all members know who the Appointed Persons for First Aid are.
- Gain written parental consent for any significant travel arrangements, especially if an overnight stay is involved.
- Gain written parental consent before taking and using photographs or other images of children and adults at risk. Only take pictures of people in suitable dress and do not store or use the images for any purpose other than publicity and news reporting. Do not use any device with filming capability anywhere except in the rehearsal room, performance or organised social event. Avoid giving any information that could identify or help locate individuals. The Committee will monitor all web-based materials and activities for inappropriate use. Parents and any other audience members intending to photograph or video an event must be made aware of the band's policy.  
**See appendix 6.**
- Ensure that all images and documents are kept confidential, kept only for the minimum time required, kept within the requirements of all appropriate laws and are disposed of in a secure manner.

## 2.3 Poor practice

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

- Spending excessive amounts of time alone with children and/or adults at risk.
- Taking children and/or adults at risk alone in a car on journeys, however short. If it is absolutely necessary to do so, the consent of the vulnerable person and their parent should be verifiably obtained. You must also inform the SO.
- Taking children and/or adults at risk to your home where they will be alone with you
- Sharing a room with a child and/or adults at risk.
- Engaging in rough, physical or sexually provocative games, including horseplay
- Allowing or engaging in inappropriate touching of any form
- Allowing children and/or adults at risk to use inappropriate language unchallenged
- Making sexually suggestive comments to a child and/or adult at risk, even in fun
- Reducing a child or adult at risk to tears as a form of control
- Letting disclosures a child and/or adult makes go unchallenged, unrecorded, or not acted upon
- Doing things of a personal nature that a child and/or adult at risk can do for themselves
- Having a vulnerable person stay at your home with you, unsupervised

If during your care of a child or adult at risk you accidentally hurt them, they seem distressed in any manner, or misunderstands or misinterprets something you have done, report this as soon as possible to the safeguarding officer and make a brief written note of it. Parents should also be informed of the incident by the safeguarding officer. In the absence of the safeguarding officer, this should be taken to the band secretary.

## 2.4 Abuse

Abuse in all its forms can affect a child or adult at risk at any age. The effects can be so damaging that if not treated, they may follow an individual for life. Children or adults at risk with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation, and a powerlessness to protect themselves, or adequately to communicate that abuse has occurred. Children or adults at risk from ethnic minorities, who may also be experiencing racial discrimination, may be, or feel, doubly powerless in these respects.

Abuse may take a number of forms, and may be classified under the following headings:

### Neglect

Neglect is the persistent failure to meet a person's basic physical and/or psychological needs and is likely to result in the serious impairment of the vulnerable person's health or development. Examples of neglect include: failing to provide adequate food, clothing and shelter; failing to protect a vulnerable person from physical and emotional harm or danger; failing to ensure adequate supervision; failing to ensure access to appropriate medical care or treatment; disregard or unresponsiveness to a person's basic emotional needs.

Neglect in a banding situation could include a conductor or band manager not keeping children and adults at risk safe, or exposing them to unnecessary risk of injury.

### Physical Abuse

May involve, hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in, a child or adult at risk. Giving children or adults at risk alcohol or inappropriate substances would also constitute physical abuse.



## **Sexual Abuse**

Children and adults at risk can be sexually abused by adults or peers, including other children and adults at risk. There are two different types of sexual abuse. These are contact abuse and non-contact abuse.

Contact abuse involves touching activities where an abuser makes physical contact with a vperson, including penetration. It includes:

- Sexual touching of any part of the body whether the person is wearing clothes or not
- Rape or penetration by putting an object or body part inside a person's mouth, vagina or anus
- Forcing or encouraging a person to take part in sexual activity
- Making a person take their clothes off, touch someone else's genitals or masturbate

Non-contact abuse involves non-touching activities, such as grooming, exploitation, persuading children or adults at risk to perform sexual acts over the internet and flashing. It includes:

- Encouraging a person to watch or hear sexual acts
- Not taking proper measures to prevent a person being exposed to sexual activities by others
- Meeting a person following sexual grooming with the intent of abusing them
- Online abuse including making, viewing or distributing abusive images
- Allowing someone else to make, view or distribute abusive images
- Showing pornography to a child or adult at risk.
- Sexually exploiting a person for money, power or status.

In banding, activities which might involve physical contact with children and adults at risk could potentially create situations where sexual abuse may go unnoticed. Also the power of the teacher over students, if misused, may lead to abusive situations developing.

## **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child or adult at risk, causing severe and adverse effects on the person's emotional development. It may involve conveying to a child or adult at risk that they are worthless or unloved, inadequate, or valued only because they meet the needs of another person; not giving the child/adult at risk opportunities to express their views; making fun of what they say or how they communicate; age or developmentally inappropriate expectations being imposed on children/adults at risk; interactions beyond a person's developmental capability; overprotection and limitation of exploration and learning, or preventing the person participating in normal social interactions; seeing or hearing the ill treatment of another; serious bullying (including cyber bullying), causing people to feel frightened or in danger; the exploitation or corruption of children or adults at risk.

Emotional abuse in banding might include situations where children or adults at risk are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure in order to perform to high expectations.

## **Bullying and Cyberbullying**

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It may be verbal, physical, sexual or emotional. Bullying is usually repeated over a long period of time and can hurt a child or adult at risk physically and emotionally.

Bullying includes:

- verbal abuse, such as name calling and gossiping
- non-verbal abuse, such as hand signs or text messages
- emotional abuse, such as threatening, intimidating or humiliating someone
- exclusion, such as ignoring or isolating someone
- undermining, by constant criticism or spreading rumours
- controlling or manipulating someone
- racial, sexual or homophobic bullying
- physical assaults, such as hitting and pushing
- making silent, hoax or abusive calls
- Online or cyberbullying.

Cyberbullying is an increasingly common form of bullying behaviour which happens on social networks, games and mobile phones. Cyberbullying can include spreading rumours about someone or posting nasty or embarrassing messages, images or videos. Children and adults at risk may know who's bullying them online, it may be an extension of offline peer bullying – or they may be targeted by someone using a fake or anonymous account.

Cyberbullying includes:

- Sending threatening or abusive text messages
- Creating and sharing embarrassing images or videos
- 'Trolling' – the sending of menacing or upsetting messages on social networks, chat rooms or online games
- Excluding vulnerable people from online games, activities or friendship groups
- Setting up hate sites or groups about a particular person
- Encouraging vulnerable people to self-harm
- Voting for or against someone in an abusive poll
- Creating fake accounts, hijacking or stealing online identities to embarrass a vulnerable person or cause trouble using their name
- Sending explicit messages, also known as sexting
- Pressuring children or adults at risk into sending sexual images or engaging in sexual conversations

In banding, bullying may arise when a parent or band member pushes a vulnerable person too hard to succeed, adopting a win-at-all-costs philosophy; or an official at a contest/festival uses bullying behaviour.

## **2.5 Indicators of abuse**

Even for those experienced in working with Safeguarding, it is not always easy to recognise a situation where abuse may occur or has already taken place. LGB Brass acknowledges that most people involved in brass banding are not experts in such recognition. Indicators that a child or adults at risk is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which an explanation seems inconsistent
- The child/adult at risk describes what appears to be an abusive act involving him/her.
- Someone else – a child or adult, expresses concern about the welfare of a child/adult at risk.
- Unexplained changes in a child/adult at risks behaviour – e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper - or behaviour changing over time
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour in games



- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- Being prevented from socialising
- Displaying variations in eating patterns including overeating or loss of appetite
- Losing weight for no apparent reason
- Becoming increasingly dirty or unkempt.

It must be recognised that the above list is not exhaustive, and also that the presence of one or more of the indicators is not proof that abuse is actually taking place. It is not the responsibility of those in the band to decide that abuse is occurring, but it is their responsibility to act on any concerns.

Signs of bullying may include:

- Behavioural changes such as reduced concentration or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to band rehearsals or to competitions.
- An unexplained drop-off in standard of performance.
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing on food, cigarettes or alcohol.
- A shortage of money or frequent loss of possessions.

### 3. Recruiting and selecting personnel

#### 3.1 Introduction

Anyone may have the potential to abuse another person in some way, and it is important that all reasonable steps are taken to prevent unsuitable people from working with children and adults at risk. This applies equally to members and volunteers, as well as paid staff. The procedures set out below apply to both. The particular circumstances of individual cases need to be taken into account, but the fundamental principle is that those in charge of activities involving children and adults at risk must take all reasonable steps to satisfy themselves as to the suitability of those who are given access to children and adults at risk. Should recruitment for a specific role be required, the Band will follow the process detailed by Brass Bands England. Vacancies will be advertised. **See Appendix 1&2.**

The trustees require that the Committee Chairman, Secretary, Treasurer, Safeguarding Officer, First Aider, Musical Director and BrassSparks director as a minimum, have current DBS certificates, dated within the last 3 years.

The Safeguarding Officer (SO) will maintain an active database that documents the DBS clearances and training of relevant band personnel.

#### 3.2 Controlling access to vulnerable people

Applicants for positions that involve significant access to children and/or adults at risk (for example BrassSparks conductor.) should first complete procedures designed to elicit information about their past career (including any gaps), and to disclose any criminal record or other matter that has a bearing on their suitability to work with children and/or adults at risk e.g. previous investigations with police or Social Services or disciplinary investigations in relation to work with vulnerable people. Failure to disclose relevant information will result in disciplinary action, including possible dismissal or exclusion from the Band.

Consent should be obtained from applicants for checks to be conducted to determine whether the Disclosure and Barring Service holds any relevant information on them. Any new applicant with a significant role working with children and/or adults at risk must have a DBS disclosure completed through the band via BBE. In the interim period whilst a DBS disclosure is being applied for, if appropriate, the SO may take record of any existing DBS disclosures from current employment. All information will be treated in strict confidence. DBS disclosures should be renewed at least every three years by the SO. The procedure for obtaining DBS certificates can be found in **Appendix 2.**

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 adults at risk, 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.

### **3.3 The Safeguarding Officer within the band**

The Safeguarding Officer should keep up to date with and advise the band on compliance with all the procedures described in this policy, and act as a focal point for any concerns. They have the primary responsibility to check that anyone with significant access to children and adults at risk associated with the band is suitable for the role. The Safeguarding Officer must be identifiable to all band members and parents but should have a degree of independence from their activities – they should not actively work with any children and/or adults at risk within the band, for example as BrassSparks conductor, nor should they be the person to whom membership applications are made. The Safeguarding Officer must have a DBS disclosure. **See Appendix 4.**

### **3.4 Training**

The effectiveness of the policies described will depend on everyone who is involved being aware of what is good practice. This applies particularly to those working directly with children and adults at risk, but an awareness of Safeguarding issues is also needed by others who may be involved more indirectly, such as committee members, parent volunteers and trustees.

Training courses on Safeguarding are available through the NSPCC and BBE, and are recommended for those groups identified above. Some personnel may have received appropriate training through their workplace. The SO will review this on an annual basis. The SO will identify any persons for whom training is advisable and will keep records of such. This will help people to:

- Compare their own practice against what is regarded as good practice in brass banding and check that their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or abuse.
- Deal with the vetting procedures described in 3.2 above.
- Work safely and effectively with children and/or adults at risk.

## **4. Responding to suspicions and allegations**

### **4.1 Introduction**

Many cases of abuse take place within the family setting. However, abuse can and does occur in other situations as well, which may include brass banding or other social activities, and is rarely a one-off event when it occurs. It is crucial that those involved in banding are aware of this possibility and that all allegations are taken seriously and appropriate action taken. It is important to maintain an attitude of 'it could happen here'.

It is not the responsibility of anyone in the band, whether in a paid or a voluntary capacity, to decide whether or not abuse is taking place. However, there is a responsibility to inform appropriate agencies of possible abuse, so that they can then make inquiries and take any necessary action to protect the child/adult at risk. This applies both to suspicions of abuse occurring within the context of banding activities and to allegations that abuse is taking place elsewhere. This section explains how you should respond to such concerns.

**See Appendix 7.**

### **4.2 Receiving evidence of possible abuse**

We may become aware of possible abuse in various ways. We may see it happening ourselves; we may suspect that it is occurring because of signs such as those listed in 2.5 above; it may be reported to us by someone else, or disclosed directly by the child/adults at risk themselves.

In the last case, it is particularly important to respond appropriately. If a child/adult at risk says or indicates that he or she is being abused, or information is obtained which gives you concern that a child/adult at risk is being abused, you should:

- Listen to what is being said without displaying shock or disbelief
- Only ask questions when necessary to clarify
- Accept what is being said
- Allow the person to talk freely – do not put words in their mouth
- Reassure the person that what has happened is not his or her fault
- Do not make promises that you may not be able to keep
- Do not promise confidentiality – it may be necessary to refer to Social Services or the Police.
- Stress that it was the right thing to tell
- Do not criticise the alleged perpetrator
- Explain what has to be done next and who has to be told
- Inform the Safeguarding Officer without delay

#### 4.3 Recording information

As with other forms of information arising in relation to Safeguarding, information of this kind is highly sensitive and confidential. Accordingly, it should be held under secure conditions and only made available to those who have a definite and appropriate need for it.

You should make a note as soon as possible of whatever information you obtain, both for your own future reference and possibly for passing on to others, appropriate agencies such as the Social Services department or the police. In writing such a note, you should confine yourself to the facts, and distinguish between what is your own personal knowledge and what you have been told by other people. You should not include your own opinions on the matter, to avoid the possibility of libel. Information should include the following:

- The nature of the allegation, in as much detail as possible, including times, dates, locations and other relevant information
- Details of the person involved, including name, age, address and other contact details, and identifying if anyone has parental responsibility in the case of a child.
- Details of the person against whom the allegation is made, including name, relationship with the child / adult at risk, age and contact details (if known)
- The identity and contact details of any informants or other witnesses
- The child / adult at risk account, if he or she can give one, of what has happened
- A description of any visible bruising or other injuries
- Details of who else has been informed of the alleged incident
- Any other relevant information
- An incident report form for recording such information is set out in **Appendix 3**.

#### 4.4 Reporting the concern

The child / adult at risk flow-chart should be consulted and followed to ascertain action to be taken and appropriate local agencies to contact.

LGB Brass expects its members to discuss any concern they may have about the welfare of a child/adult at risk person immediately with the Safeguarding Officer, and subsequently to check that appropriate action has been taken. If you are working away from home, for example on overseas trips or at contests, then you should inform the Safeguarding Officer and the band Secretary. Circumstances in which other people might then need to be informed are discussed below:

## **Parents or carers**

There is always a commitment to work in partnership with parents or carers where there are concerns about children and/or adults at risk. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child and/or adult at risk seems withdrawn, they may have experienced bereavement in the family. However, there are circumstances in which a child/adult at risk might be placed at even greater risk were such concerns to be shared, e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately. In these situations, or where concerns still exist, any suspicion, allegation, or incident of abuse must be reported to appropriate agencies as soon as possible.

Try to get consent from parents (or the adult at risk, if they have sufficient understanding) to share information, if possible. However, you do not need consent if you have serious concerns about a child/adult at risk safety and well-being. If you decide to share information without consent, you should record this with a full explanation of your decision.

Consent should not be sought from parents or carers (or the adult at risk person, if they have sufficient understanding), if,

- It would place a child/adult at risk at increased risk of harm; or
- It would place an adult at risk of serious harm; or
- It would prejudice a criminal investigation; or
- It would lead to unjustified delay in making enquiries about allegations of significant harm to a child/adult at risk person; or
- Required by law or a court order to share information

## **The NSPCC and other agencies**

The first consideration at this point is to minimise the danger of further abuse to the child/adult at risk or to other people. If the SO cannot be contacted, you should seek advice from the local police or Social Services department or, in the case of a child, the NSPCC. (You can obtain advice by telephoning the NSPCC Freephone helpline – the number is 0808 800 5000 and is a 24 hour service. You do not have to give your name but it is helpful if you can.)

The allegation should be referred to the police and Social Services department in any case involving physical or sexual abuse or where the vulnerable person's safety is otherwise at risk. Reporting the matter to the police or Social Services department should not be delayed by attempts to obtain more information.

## **Social Services**

Wherever possible, referrals telephoned to the Social Services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the Social Services member of staff to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

## **Police**

Where the apparent abuse is of a criminal nature; it will be appropriate to inform the police. A record should be made of the crime reference number provided by the police, together with the time and date of the call, in case any follow-up is needed. The police and Social Services department may also carry out a joint enquiry.

You may be unsure about whether the allegation constitutes abuse or not, and unclear about what action to take. There may be circumstances where allegations are about poor practice (which need not be referred to the Social Services or police) rather than abuse, and you should consult with the band's Safeguarding Officer who will obtain further advice where there is any doubt. Notifying the Safeguarding Officer is also important because this matter may be just one of a series of other instances which together cause concern.

**See Appendix 8.**

#### **4.5 Disciplinary procedures**

The discovery that a member may be abusing a child and/or adult at risk will raise feelings and concerns among other members, and it can be inherently difficult to report such matters. However, it is important that any concerns for the welfare of the child/adult at risk arising from abuse or harassment by a member should be reported immediately. As indicated above, an allegation of abuse may give rise to a safeguarding investigation by the Social Services department and/or a criminal investigation involving the police. However, for both members and paid staff, if the abuse is alleged to have occurred within the context of brass banding, it may also require disciplinary action by the band.

If the matter is being investigated by the police and/or Social Services, the band may decide to await the outcome of these investigations, which may well influence a disciplinary investigation, although not necessarily so. In appropriate cases, the band will suspend the individual concerned while an investigation is taking place. This is not intended to prejudge the outcome of the investigation, but simply to remove the individual from contact with vulnerable people until the investigation is concluded. The disciplinary sanctions available include the following:

- Suspension or exclusion from membership of the individual concerned, and such other sanctions which are provided for within the band's constitution

Every effort will be made to maintain confidentiality for all concerned, and consideration will be given to what support may be appropriate to all involved.

#### **4.6 Allegations of historic abuse**

Allegations of abuse are sometimes made some time after the event, for example, by an adult who was abused as a child by a member of staff who is still working with children/adults at risk. Where such an allegation is made, the procedures given above should be followed and the matter reported to the police and/or Social Services department. This is because other children/adults at risk, either within banding or outside it, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with vulnerable people.

### **5. Conclusion**

LGB Brass, by implementing this policy document, has indicated its determination to ensure that children and adults at risk can participate in all forms of brass banding activity, and can do so with their safety being of paramount importance.