

Slinfold Concert Band Safeguarding Policy



Policy Information

This policy was adopted on: 23rd February 2022

This policy will be reviewed: annually

The Designated Safeguarding Lead (DSL) at Slinfold Concert Band is: Hannah Johnston

The Deputy Safeguarding Lead is: Graham Timms (Chairman)

Key Contacts

West Sussex Multi-Agency Safeguarding Hub (MASH)

Referrals to MASH should be made on the following web-based forms which can be accessed here:

- Adults - <https://www.westsussex.gov.uk/raiseaconcernaboutanadult>
- Children - www.westsussex.gov.uk/Raiseaconcernaboutachild

Referrals can also be made by telephone to 01403 229900 (Out of Hours – 0330 222 6664)

MASH@westsussex.gov.uk

Local Authority Designated Officers (LADO)

The LADOs for West Sussex area:

- Miriam Williams
- Donna Tomlinson

Assistant LADO:

- Sally Arbuckle

LADO Contact Details:

- Email: LADO@westsussex.gov.uk
- Telephone: LADO Consultation Contact No. 0330 222 6450 (Mon – Fri 9.00am – 5.00pm)

Overview

Commitment to safeguarding

Slinfold Concert Band believes that a child, young person or adult at risk should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and adults at risk.

We are committed to safeguarding the well-being of all children, young people and adults at risk with whom we have contact and will do all that we practicably can to protect them from harm.

About this policy

- This policy applies to all members, paid staff, volunteers and anyone working on behalf of Slinfold Concert Band or taking part in its activities.
- The purpose of this policy is to provide members, staff and volunteers with the overarching principles that guide our approach to the protection of all vulnerable people .
- This policy recognises vulnerable people as:
 - Children up to the age of 16 or young people aged 16-18.
 - Adults aged over 18 at risk as defined by the Safeguarding Vulnerable Groups Act 2006. This might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity. This policy also recognises that risk is determined by the activity in which an adult is taking part and not solely on the personal characteristics or circumstances of the adult. As such, any adult can be at risk, and the risk can be temporary.
- This policy aims to:

- Protect children, young people and adults at risk who are members of, receive services from, or volunteer for Slinfold Concert Band.
- Ensure members, staff and volunteers working with vulnerable people are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals with whom they are interacting.
- Ensure that safeguarding of children, young people and adults at risk is a primary consideration when Slinfold Concert Band undertakes any activity, event or project.

Working with vulnerable people

Membership is open to those over 8 years of age. We run regular rehearsals for members, sectional rehearsals and put on concerts for the general public. As such, our involvement with vulnerable people might include, but is not limited to:

- Members of Slinfold Concert Band who attend rehearsals and concerts;
- Relatives and friends of members who attend rehearsals and concerts in a volunteering capacity;
- Audience members at public concerts.

We will seek to keep vulnerable people safe by:

- Ensuring their welfare is our top priority;
- Valuing, listening to and respecting them;
- Providing effective management of volunteers through supervision and support;
- Operating safe recruitment practices, ensuring all necessary checks are made;
- Sharing good practice throughout our members, volunteers and staff;
- Sharing concerns with agencies who need to know.

Designated Safeguarding Lead

Our Designated Safeguarding Lead (DSL) is Hannah Johnston who:

- Has responsibility – with support from the Board of Trustees - for the implementation of, and adherence to, this policy.
- Will be the primary point of contact for members, vulnerable people and their families regarding any queries or concerns about safeguarding issues.
- Will undertake appropriate safeguarding training at least every 3 years.
- Will understand the safeguarding referral pathways that exist within West Sussex County Council.


Procedures and ground rules

A further document, *Ground Rules, Ways of Working and Procedures*, is also available and forms part of this policy. Any projects, events or other activities that will involve vulnerable people must be planned in line with established procedures and ground rules (see below).

Policy review

This policy will be reviewed and, where necessary, amended on an annual basis by the Board of Trustees. This will normally be in advance of the Annual General Meeting where the policy will be confirmed for the following year. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

The signature of the Chairman of the Board of Trustees below, confirms this policy is now the active Safeguarding Policy of Slinfold Concert Band, replacing and superseding any and all previous versions.

Signed: 

Date: 23rd February 2022

Ground Rules, Ways of Working and Procedures

This document forms part of - and should be read in conjunction with - the Slinfold Concert Band Safeguarding Policy.

Disclosure and Barring Service

As the activities of Slinfold Concert Band are not classed as being a regulated activity, there is no requirement for members, volunteers or trustees to be DBS checked. However, and in recognition of our commitment to safeguarding:

- Where a DBS check is required, the level will be decided by the Board of Trustees and in line with DBS rules regarding regulated activity.
- DBS checks undertaken on behalf of Slinfold Concert Band will be processed through Making Music.
- The following roles will require a DBS check:
 - Musical Director
 - Deputy Musical Director
 - Designated Safeguarding Lead (DSL)
 - Any Trustee or member who undertakes safeguarding duties with, or in the absence of, the DSL.
- We accept DBS certificates from any organisation providing that they are in the name of the member or volunteer and were issued less than 36 months ago. Where available, and with the DBS holder's permission, we will use the DBS Update Service.
- The DSL will securely record and keep DBS certificate details for members and volunteers. Also included will be details of those with Child Protection and/or Safeguarding training. These may be shared with the Board of Trustees to ensure the safety of vulnerable people.

Recruitment practices around safeguarding

If an existing or potential staff member or volunteer will be working with vulnerable people as part of the Slinfold Concert Band activities, the appropriate level of DBS will be requested before that work is undertaken.

The results of any check to inform a decision will be used confidentially.

Ground rules and ways for working regarding safeguarding of vulnerable people

We will:

- Ensure that, whenever possible, carers take responsibility for their own vulnerable people.
- Operate an 'open door' policy and not allow any adult to be alone with a vulnerable person in a closed room.
- Avoid being alone with a vulnerable person on a car journey, however short, unless permission has been expressly given by a carer. If this is the case, the vulnerable person should sit in the rear of the vehicle.
- Not engage in, or allow, inappropriate physical contact of any kind.
- Avoid inappropriate use of electronic communication or social media.
- Ensure that photographs published by Slinfold Concert Band (in any form) do not expose any vulnerable people to risk. The photographs should not be published with more than 1 identifying factor, e.g. first name, age, town.
- Immediately remove ourselves from any situation which is, or may be seen to be, compromising. Similarly, we will highlight our concern to fellow members if we feel they are putting themselves at risk.
- Raise any concerns with the DSL.
- Include the carer - and not the vulnerable person - on the formal mailing lists for the Band. This includes all emails relating to any activity of Slinfold Concert Band. The carer can request that the vulnerable person receives emails relating to Band activities but the request must be made in writing to the DSL before it is acted upon. If the vulnerable person uses email or instant messaging to contact the Musical Director, the Trustees or any person who has a responsible role within Slinfold Concert Band then the vulnerable person's carer must be copied into any reply.

When Slinfold Concert Band organises an activity or event where they will be responsible for vulnerable people, they will ensure that:

- Planning is carried out in line with this policy and procedures.
- The event is attended by an appropriate number of DBS checked adults - this will be a minimum of one, but more when practically possible.
- There is a main contact for safeguarding present on the day (this will be an individual who has been DBS checked) and that the main contact has access to emergency contact details and other relevant details.
- That if vulnerable people of different genders will be taking part in activities, adults of different genders will be in attendance too.
- A vulnerable person is not to be left alone with an adult, unless that adult is DBS checked and carrying out a regulated activity.
- Where necessary and appropriate, a risk assessment is completed.

Carer permissions

Slinfold Concert Band will seek written consent from a carer for any vulnerable person to take part in Slinfold Concert Band activities.

This consent:

- Must be returned in advance of the vulnerable person participating.
- Will be kept securely by the DSL.
- May be shared with the Board of Trustees to ensure the safety of vulnerable people.
- Must be renewed at least every 12 months, or if any of the information on the form changes.
- Will remain in place until the DSL is informed otherwise by the carer.

Additionally, we will seek consent for vulnerable people to be included in any Slinfold Concert Band publicity.

Procedures for raising safeguarding concerns and incidents of abuse

- If any member, paid staff or volunteer in Slinfold Concert Band witnesses, suspects or is informed of a witnessed or suspected case of abuse, they should immediately report it to the DSL.
- If the DSL is not available, or is involved in or connected to the abuse, it should be reported to the Chairman.
- If an individual wishes to report an incident of abuse against themselves they should report it to the DSL or an individual they trust.

Procedures for dealing with concerns and incidents of abuse

The DSL (or person reported to in their absence) will first make a decision based on the immediacy of the concern using the following two factors:

1. If the vulnerable person is in immediate danger or needs emergency medical attention, call the police and/or ambulance service.
2. If the person at the centre of the allegation is working with vulnerable persons at the current time, remove them, in a sensitive manner, from direct contact with vulnerable people and follow the procedures below.

If none of the above applies the DSL will:

- Make a note of the concerns reported to them.
- Speak with the Board of Trustees to decide how to handle the reported abuse. Any Trustees who are involved in the incident will be excluded.
- Escalate the report by either:
 - Raising concerns with the police – for serious or possible criminal offences.
 - Requesting an assessment by the local authority social care department about whether a vulnerable person is in need of protection.

- An internal investigation – for less serious incidents where they feel internal mediation will be successful.
- Where cases are escalated the Board of Trustees will cooperate with the police or local authority in dealing with the reported incident.
- Where an internal investigation takes place the Board of Trustees will:
 - Inform all parties involved of the reported abuse as soon as possible.
 - Inform the family/guardians of the person reported as being abused of the incident.
 - Arrange separate meetings with both parties within 10 days of the reported incident. A joint meeting may be arranged if appropriate.
 - Both parties should be given the opportunity to bring a third party to the meeting for support.
 - Meetings will be attended by the DSL and at least one other Trustee.
 - All parties will also be invited to submit a written statement in advance of the meeting.
- Once meetings have taken place, the Board of Trustees will decide on next steps and communicate them to all parties in writing within 5 days. They will be either:
 - Escalate the incident to the relevant authority;
 - Further investigation – with established procedures and timelines to work towards a resolution;
 - A decision or resolution.

Resolution and disciplinary action

- If abuse is found to have taken place, any final resolution or decision will be taken by the Board of Trustees in the best interest of the person who has suffered the abuse and the best interests of Slinfold Concert Band.
- Any disciplinary action will be taken in line with the Slinfold Concert Band constitution.