



# The Council of West of England Brass Band Associations

## Version History and Control Sheet

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# **WEBBA Safeguarding Policy & Procedure**

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# 1. Version History and Control Sheet

**Document Title:** Safeguarding - Policy and Procedures

**Version:** 3.0

## 2. Safeguarding Policy – Overview

### 2.1 Commitment to Safeguarding

WEBBA believes that a child, young person, or vulnerable adult should never experience abuse of any kind. We recognise our responsibility to promote the welfare of all children, young people, and vulnerable adults. We are committed to safeguarding their well-being and protecting them from harm.

### 2.2 About This Policy

This policy applies to all band and Association members, staff (whether employees or freelancers), volunteers, and anyone working on behalf of WEBBA or taking part in WEBBA activities. The purpose of this policy is to provide overarching principles that guide our approach to the protection of vulnerable people.

### 2.3 Policy Aims

- Protect children and young people under the age of 18, and vulnerable adults who are band members of, receive services from, or volunteer for WEBBA.
- Ensure band & Association members, staff, and volunteers working with vulnerable individuals are carefully recruited and understand their safeguarding responsibilities.
- Ensure safeguarding is a primary consideration in all WEBBA activities, events, or projects.

### 2.4 How WEBBA Works with Vulnerable People

Membership of bands is open, and WEBBA organises one event per year. Conditions of band entry require bands to adopt full responsibility for their members who fall into the categories described above and advise in writing of any concerns. The annual competition is NOT a regulated event. Bands are responsible for ensuring appropriate control ratios, parental permissions and DBS qualified persons are applied for their group

### 2.5 Named Safeguarding Person

Each event will have a named safeguarding person responsible for safeguarding issues. All queries and concerns should be referred to this person or the WEBBA secretary.

### 2.6 Policy Review

This policy will be reviewed regularly by the WEBBA committee and in response to changes in legislation, good practice, or identified failings in its effectiveness.

### **3. Safeguarding Policy – Ground Rules, Ways of Working, and Procedures**

#### **3.1 Recruitment Practices**

Appropriate DBS checks may be requested for members, staff, or volunteers working with vulnerable people. The level of DBS check required **will normally be enhanced** in line with DBS rules.

#### **3.2 Ground Rules and Ways of Working**

When organising activities or events involving vulnerable people, WEBBA will ensure:

- Planning is in line with this policy and procedures.
- Responsibility for vulnerable people remains with bands.
- A Safeguarding Checklist is available for each band to complete for each event – this includes chaperone details per event
- A main contact for safeguarding is appointed and DBS checked.
- A vulnerable person is not left alone with an adult unless the adult is DBS checked.

#### **3.3 Procedures for Raising Safeguarding Concerns**

If any member, staff, or volunteer witnesses or suspects abuse, they should report it immediately to the named Safeguarding Officer or a DBS checked adult.

#### **3.4 Procedures for Dealing with Concerns and Incidents of Abuse**

The named Safeguarding Officer will assess the immediacy of the concern and take appropriate action, including contacting the police or local authority if necessary.

The named Safeguarding Officer (or person reported in their absence) will first make a decision based on the immediacy of the concern and 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 named person will:

- Make a note of the concerns reported to them.
- Speak with committee members to decide how to handle the reported abuse. Excluding any committee members who are involved in the incident.
- 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 cases are escalated the committee will cooperate with the police or local authority in dealing with the reported incident.
- Where an internal investigation takes place, the committee will:

Inform all parties involved of the reported abuse as soon as possible

### **3.5 Resolution and Disciplinary Action**

If abuse is found to have taken place, the committee will take action in the best interest of the person who suffered the abuse, following established procedures and timelines.

## **4. Legal References**

### **4.1 Update References to Legislation**

- Annually ensure all references to the Safeguarding Vulnerable Groups Act 2006 are up-to-date and include any amendments.
- Verify if there are any new regulations or guidelines from the Department for Education or other relevant bodies that should be included.

### **4.2 Rehabilitation of Offenders Act 1974**

- Rehabilitation of Offenders Act 1974 to be considered regarding the handling of DBS check results.

### **4.3 Data Protection**

- Compliance with the Data Protection Act 2018 and GDPR. All safeguarding records are to be stored securely, and only accessed, and shared with individuals and bodies as deemed absolutely necessary.

### **4.4 Reporting Procedures**

- The procedures for reporting concerns are known by the designated Safeguarding Officer and WEBBA Secretary i.e. to Torbay Council
- WEBBA aware of the duty to report under the Children Act 1989 and the Care Act 2014