



The Council of West of England Brass Band Associations

Version History and Control Sheet

Document Title	Safeguarding - Policy and Procedures
Version	1.0
Date of original creation	Nov 18
Date of last Issue	Jan 23
Author/s	John Woods
File name	Safeguarding - Policy and Procedures

Document History			
Version Number	Purpose/Change Details	Author	Date
1.0	Original document/draft	JWW	12/18
2.0	Updated	JWW	1/23

Document Sign Off	Approved by the Council of West of England Brass Band Associations, 19 th January 2019
	Approved by the Council of West of England Brass Band Associations, 21st January 2023

Safeguarding Policy – West of England Brass Band Associations

WEBBA– overview

Commitment to safeguarding:

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

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 band and Association members, staff and volunteers with the overarching principles that guide our approach to the protection of 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 defined as vulnerable 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 aims to:
 - Protect children, young people and vulnerable adults who are: band members of, receive services from, or volunteer for, **WEBBA**.
 - Ensure band & Association members, staff and volunteers working with children, young people and vulnerable adults are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.
 - Ensure that safeguarding of children, young people and vulnerable adults is a primary consideration when **WEBBA** undertakes any activity, event or project.

How **WEBBA might work with vulnerable people:** membership of bands is open and **WEBBA** organises one contest per year, but is not limited to:

- Members of the bands attending and competing
- Relatives and friends of members who attend in a volunteering capacity.
- Audience members at a public event

The annual competition is NOT a regulated event.

Conditions of band entry requires entering bands to adopt full responsibility for any members of their group (whether playing member or not) who fall into the categories described above and advise in writing in advance any concerns they may have. Bands are responsible for ensuring appropriate control ratios, parental permissions and DBS qualified persons are applied for their group,

Named safeguarding person: for each event has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to the **named safeguarding person or WEBBA secretary** in the first instance. Refer to event programme posters and band joining instructions as update will be in at least one format.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of **named person** and in line with established procedures and ground rules (see below).

Policy review: This policy will be reviewed and amended (if necessary) on a regular basis by the **WEBBA** committee. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

Safeguarding policy – WEBBA- Ground rules, ways of working and procedures

This document forms part of the **WEBBA** Safeguarding policy:

- The 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 band and Association members' staff and volunteers with the overarching principles that guide our approach to the protection of 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 defined as vulnerable 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 document includes:

- Recruitment practices around safeguarding.
- Ground rules and ways for working regarding safeguarding of vulnerable people.
- Procedures for raising safeguarding concerns and incidents of abuse.
- Procedures for dealing with concerns and incidents of abuse.

Recruitment practices around safeguarding

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

The level of DBS check required will be decided by the committee and in line with DBS rules regarding regulated activity. The results of any check to inform a decision will be used confidentially and in line with the **WEBBA** equal opportunities policy.

Ground rules and ways for working regarding safeguarding of vulnerable people

When **WEBBA** organises an activity or event where they will be responsible for vulnerable people they will ensure:

- Planning is carried out in line with this policy and procedures.
- Responsibility for vulnerable people remains with bands who must appoint suitably qualified persons on behalf of their group
- There is a main contact for safeguarding on the day - this will be an individual who has been DBS checked.
- The main contact has access to emergency contact
- A vulnerable person is not left alone with an adult, unless that adult is DBS checked and carrying out regulated activity.

Working with parents/guardians: If a vulnerable person wishes to take part in **WEBBA** activities written permission (email is fine) should be obtained by competing bands from parents/guardians where appropriate, and before the activity takes place. Written permission should include emergency contact details of any relevant pick-up arrangements – including permission for another adult to pick up the vulnerable person after the activity has finished.

Procedures for raising safeguarding concerns and incidents of abuse

- If any member, staff or volunteer in **WEBBA** witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named Safeguarding Officer.
- If the named person is not available, or is involved in or connected to, the abuse, it should be reported to a DBS checked adult:
- If an individual wishes to report an incident of abuse against them they should report it to the named safeguarding officer or an individual, they trust.

Procedures for dealing with concerns and incidents of abuse

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.
 - Inform the band/family/guardians of the person reported as being/having 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 chance to bring a friend or representative to the meeting.
 - Meetings will be attended by the named safeguarding officer and at least one other committee member.
 - All parties will also be invited to submit a written statement in advance of the meeting.

- Once meetings have taken place the committee 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 in the best interest of the person who has suffered the abuse.
- Any disciplinary action will be taken in line with the **WEBBA** or relevant constitution.