

## The Shirley Band Safeguarding Policy 2022-2023

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### 1) Policy statements:

The Shirley Band believes in providing a safe and welcoming atmosphere to all, and to promote the welfare of all associated with the band, and to keep them safe. This policy applies to everyone associated with The Shirley Band. This includes, but is not limited to: The Musical Director, band members, volunteers, tutors, committee members, or any other person associated with, or on behalf of The Shirley Band. These people are hereafter known collectively as “members”.

The Shirley Band herein states that it is always unacceptable for a child, young person, or vulnerable adult to experience abuse of any kind. The Shirley Band (hereafter known as ‘the band’) recognises its responsibility to safeguard the welfare of all members, by commitment to practices which protect them.

Our policy aims to:

- Provide protection for all children, young people, or vulnerable adults who participate in, play with, associate with, or support the band’s activities.
- Provide all members with the necessary information to enable them to meet their safeguarding and child protection responsibilities.
- Ensure consistent good practice.
- Demonstrate the band’s commitment with regards to safeguarding and child protection to members, and other associated persons.

Our policy principles:

- The Welfare of the child, young person, or vulnerable adult is always paramount.
- All members, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All members have an equal responsibility to act on any suspicion or disclosure that may suggest a child, young person, or vulnerable adult, is at risk of harm at home, in the community or in school.
- Members involved in child protection issues will receive appropriate support.

### 2) Guidance for members:

To minimise the risk of harm, abuse, or an allegation of harm & abuse, the band and its members shall:

- Ensure that parents/carers take responsibility for their own children, young people, or vulnerable adults. (The band is not in loco parentis)

- Follow an 'open door' policy, and not create or allow situations where a member is alone with a child, young person, or vulnerable adult.
- Never be alone with a child, young person, or vulnerable adult on a car journey, regardless of length, unless a parent/carer has given expression permission, and the DSL has been notified in advance of the journey.

The only exception to the above is if there is immediate clear and present danger to the child, young person, or vulnerable adult; in which case the event should be reported to the parents/carer (where appropriate, and the police, DSL and deputy DSL where not appropriate, for example instances in where the allegation has been made against the parent/carer) and DSL as soon as is possible.

- If, at any point, the band member suspects immediate serious harm to a child, young person, or vulnerable adult- make a referral to Children's Social Care or the Police immediately. Anybody can make a referral.
- Not engage in or allow inappropriate physical contact of any kind.
- Not engage in contact via social media with members who are a child, young person, or vulnerable adult.
- Use age-appropriate language in the company of members who are children, young people, or vulnerable adults.
- Treat all members with courtesy and respect, and never use abusive language or behaviour.
- Only communicate with and disclose telephone numbers or email addresses to the parents/carers of members who are children, young people, or vulnerable adults, rather than the member themselves.
- Cc/Bcc in the following email address into communications with parents/carers: [DSL@shirleyband.org.uk](mailto:DSL@shirleyband.org.uk)
- Not engage in inappropriate use of electronic communication and social media of any kind
- Not encourage, condone or support the illegal acquisition or consumption of alcohol or any controlled substance by children, young people or vulnerable adults.
- Not photograph/film, capture or keep any image of a child, young person or vulnerable adult who is a member of, or associated with the band on personally owned equipment or storage devices.
- Always seek permission from parents/carers **before** taking, or using any images of children, young people, or vulnerable adults, who are members of, or associated with the band on designated band devices. In the event of any band member who finds themselves in a compromising situation, they should immediately withdraw from that situation, and speak to the DSL or named Band Trustee as soon as possible. Similarly, if a band member observes another member putting themselves at risk of an allegation, they should speak to the member concerned, or the DSL, with a view to discreetly avoiding embarrassment.
- Members who oversee band social media pages shall check with the DSL that the band has photo permissions to take or post photos with members who are children, young adults, or vulnerable adults, prior to taking a photo or video.
- In the event that a photo, or video has been taken of a member or associated member that is a child, young adult, or vulnerable adult before permissions have been checked, this must not, without exception, be deleted for the security of all members.

### 3) Roles and responsibilities:

The designated safeguarding lead (DSL) is: Mr Robert Green

Contact details are through the band safeguarding email address [dsl@shirleyband.org.uk](mailto:dsl@shirleyband.org.uk) or in person.

The deputy safeguarding lead is: Miss Sally Middleton

In the event of an urgent referral, other safeguarding-trained band members with DBS include:

Peter Huyton.

The named band trustee is: Mr. Richard Hart. Contact details: [r\\_hart@me.com](mailto:r_hart@me.com)

#### The Designated Safeguarding Lead (DSL):

- Holds a position in their employment that requires a regular DBS check.
- Has the status and authority within the band to carry out the duties of the post and acts as a source of support and expertise to the band community
- Keeps detailed records of all concerns, ensuring that such records are stored securely and flagged
- Ensures that the child protection policy is regularly reviewed and updated annually, prior to the band's annual general meeting
- Makes the child protection policy available publicly (e.g. the band's website)
- Ensures parents are aware of the band's role in safeguarding.
- Seeks photo, video and social media permissions from parents/carers of members or associated members who are children, young people, or vulnerable adults.
- Acts as case officer in the management of allegations, as directed by the Band Trustees.
- MUST NOT conduct investigations, but refer a complaint as soon as possible to the chairman, social services, and in the case of emergency, the Police.

The Deputy Designated Safeguarding Leads are appropriately trained and, in the absence of the DSL, carries out those functions necessary to ensure the ongoing safety and protection of members. In the event of the long-term absence of the DSL, the deputy will assume all the functions above.

The named Band Trustee ensures that the band's committee:

- Appoints a Designated Safeguarding Lead who is a staff member of an education establishment (or similar) and who has undertaken basic child protection training, as part of their employment.
- Ensure the DSL holds a position in their employment that requires a regular DBS check.
- Ensures that all members are made aware of the band's arrangements for child protection.
- Considers how members may be taught about safeguarding, including how to keep themselves safe at all times, including online.

The committee ensure the named Band Trustee is to be responsible for liaising with the agencies in the event of an allegation being made against the DSL, or acting deputy DSL.

#### 4) Complaints and incident referral procedure:

The band's complaints procedure will be followed where a member raises a concern about poor practice that initially does not reach the threshold for child protection action. These complaints are managed by the members of the band's committee. When an allegation is made against a member, set procedures must be followed. All allegations against members should be reported to the DSL. Allegations against the DSL, or acting deputy DSL, should be reported to the named Band Trustee. Members may also report their concerns directly to the Police or Children's Social Care if they believe direct reporting is necessary to secure action.

The band will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

For record keeping, the band will:

- Keep clear detailed written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to Children's Social Care immediately.
- Keep records in a folder in a meticulous chronological order
- Ensure all records are kept secure and in locked locations
- If required and where appropriate, share relevant records with other agencies.

This policy shall be reviewed by the committee and DSL prior to each AGM. All members will be made aware of the band's child protection policy at the AGM, and updates and amendments to the policy at subsequent AGMs. This policy and procedures were adopted by The Shirley Band on: Wednesday 26th April 2017.

Reviewed: Shirley Band AGM, Wednesday 15<sup>th</sup> June 2022

Date of next review: Shirley Band AGM – 2023