**Safeguarding Policy – Whittonstall Community Band – overview**

**Commitment to safeguarding:** Whittonstall Community Band believes that a child, young person or adult at risk should never experience abuse of any kind (for definitions of this see Appendix). 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 we come into contact with and to protecting them from harm.

**About this policy**

* This policy applies to; all members, staff (whether employees or freelances), volunteers and anyone working on behalf of Whittonstall Community Band or taking part in Whittonstall Community Band 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 risk is determined by the activity an adult is taking part in 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, Whittonstall Community Band.
  + Ensure members, staff and volunteers working with children, young people and adults at risk 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 adults at risk is a primary consideration when Whittonstall Community Band undertakes any activity, event or project.

**How Whittonstall Community Band might work with vulnerable people:** membership is open to anyone of any age. We run regular rehearsals for members, put on concerts for the general public and run a residential activity year. As such our involvement with vulnerable people might include, but is not limited to:

* Members of the group who attend rehearsals and concerts
* Relatives and friends of members who attend rehearsals and concerts in a volunteering capacity
* Audience members at public concerts

**Named safeguarding person:** Claire Spencer contactable on **07790302536 or** [**candaspencer@btinternet.com**](mailto:candaspencer@btinternet.com)has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to Claire Spencer in the first instance or, if she is not present, to Jo Holmes 07970655071 or Andrew Spencer 07929581412.

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

**Procedures and ground rules:** A further document – ‘Ground rules, ways of working and procedures’ is available and forms part of this policy.

**Policy review:** This policy will be reviewed and amended (if necessary) on an annual basis by the Board of Trustees. 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 – Whittonstall Community Band - Ground rules, ways of working and procedures**

This document forms part of the Whittonstall Community Band Safeguarding policy

* The policy applies to; all members, staff (whether employees or freelances), volunteers and anyone working on behalf of Whittonstall Community Band or taking part in Whittonstall Community Band activities.
* The policies purpose of this policy is to provide 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 at risk including those 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 incident 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 Whittonstall Community Band activities the appropriate level of DBS will 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 Whittonstall Community Band equal opportunities policy.

**Ground rules and ways for working regarding safeguarding of vulnerable people**

**When** Whittonstall Community Band 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.
* The event is attended by an appropriate number of DBS checked adults – this will be a minimum of one but more when practically possible.
* Where practically possible the total number of adults in attendance (not necessarily DBS checked) compared with the total number of children will be in line with the ratio table below - as per Ofsted recommendations.
* 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 details and other relevant details (e.g. information about picking up arrangements for vulnerable people).
* That if vulnerable people of different gender will be taking part in activities adults of different gender will be in attendance too.
* A vulnerable person is not be left alone with an adult, unless that adult is DBS checked and carrying out regulated activity.
* Two adults (one DBS checked) should be the last to leave a venue once the activity has finished and will be responsible for ensuring vulnerable people get home safely.
* This policy will be reviewed annually. During the review a check will take place to ensure that relevant training by trustees is up to date and has taken place. This will be facilitated by contact with the Social Care Training Team at County Hall 01670 629041 and by evidence of relevant training in child safeguarding. Presently Child Safeguarding is completed through the employers of trustees, as they are employed in schools but will be reviewed should trustee positions change. For 2019 two places have been booked on a level 1 Adult Awareness and Alerting course on 21st November 2019 and one place has been booked on a level 2 Referral and Decision Making course in 11th February 2020.
* The committee of trustees will ensure that all members are aware of procedures by providing a leaflet explaining the steps needed to be taken, to be on display at rehearsals (see ‘Procedures for raising safeguarding concerns and incidents of abuse’ below) which will also be available on the website. The designated person will also make members aware of procedures at the start of each year (or immediately if urgent developments occur) and when new members join.

**Online activities:**

* Where members of the band are meeting online for official rehearsal or practice, any children who attend must do so with the knowledge of their parent/carer; they must be in a ‘public’ area of the house e.g. dining room/kitchen and NOT in their bedroom for example.
* A parent/carer must be present at all times.
* A member of the committee will host the event and be conversant with the functionality of the online platform so that people can be admitted by the host and can be muted or removed if required.
* At the start and end of the session the host will make sure there is one other adult present if there are children or vulnerable people taking part (children/vulnerable people will not be admitted to the event unless there are at least 2 adults present one of whom has DBS clearance).
* Any 1:1 will be set up using the band Zoom account and set up by a member of the committee.

Child to adult ratio table

|  |  |  |
| --- | --- | --- |
| Childs age | Number of adults | Number of children |
| 0-2 | 1 | 3 |
| 2-3 | 1 | 4 |
| 4-8 | 1 | 6 |
| 9-12 | 1 | 8 |
| 12-18 | 1 | 10 |

**Working with parents/guardians:** If a vulnerable person wishes to take part in Whittonstall Community Band activities written permission (email is fine) should be obtained 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 Whittonstall Community Band witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding officer; Claire Spencer 07790302536 or [candaspencer@btinternet.com](mailto:candaspencer@btinternet.com).
* If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the group chair Andrew Spencer 07929581412 or a DBS checked adult: Jo Holmes 07970655071, John Bradford 07714206165 or Catherine Theobald 07947139284.
* If an individual wishes to report an incident of abuse against themselves they should report it to the named safeguarding officer or an individual they trust.

**Procedures for dealing with concerns and incidents of abuse**

Claire Spencer (or person reported in their absence) will first make a decision based on the immediacy of the concern and the following factors and follow these steps:

1. If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service on 101 or 999 in an emergency immediately.
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.
3. When the Designated Person receives a safeguarding alert they will review the information to make sure they have sufficient and accurate details and contact One Call on (01670) 536400 to share factual details about the allegation within 24 hours.
4. Refer the incident to LADO (Local Authority Designated Person) Adam Hall on (01670) 623979, or via email LADO@northumberland.gov.uk or Adam.hall01@northumberland.gov.uk or with the police – for serious or possible criminal offences.
5. A decision will then be made by the Safeguarding Decision Maker (SDM) of the Local Authority with whom the Designated Person (Claire Spencer) will liaise.

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:
  + 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 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 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 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 and the best interests of Whittonstall Community Band.
* Any disciplinary action will be taken in line with the Whittonstall Community Band constitution.

**Appendix:**

**Definitions:** A safeguarding concern can centre on a single act or repeated acts of suspected, disclosed or witnessed abuse or neglect. It may be:

• physical abuse, including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions;

• sexual abuse, including rape and sexual assault or sexual exploitation or acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting;

• psychological abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks

• financial or material abuse, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;

• neglect and acts of omission, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating;

• discriminatory abuse, including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion;

• organisational abuse, including everything from individual acts of very poor professional practice to pervasive ill treatment, gross misconduct and systemic failure across a service;

• domestic abuse, including psychological, physical, sexual, financial, emotional abuse and “honour” based violence;

• modern day slavery, encompasses slavery, human trafficking, forced labour and domestic servitude.

• self-neglect, this covers a wide range of behaviours, including neglecting to care for one’s personal hygiene, health or surroundings and includes behaviours such as hoarding;

• radicalisation, the abusive process whereby adults with care and support needs are radicalised.