



unite **BRASS**
the **UNION BAND**

Safeguarding Policy

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Safeguarding Policy

This policy applies to all members, volunteers or anyone working on behalf of Unite the Union Brass Band.

Purpose of this Policy

1. To protect children, young people and adults with care and support needs who are both members and volunteers of the band or who are deputising for the band.
2. To provide members and volunteers with the overarching principles that guide our approach to child protection

Unite the Union Brass Band believes that a child, young person or adult with care and support needs should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and adults at risk and to keep them safe. We are committed to practice in a way that protects them.

Legal Framework

This policy has been drawn up based on law and guidance that seeks to protect children and adults at risk, namely:

- Children Act (1989)
- United Convention of the Rights of the Child (1991)
- Data Protection Act (2018) and subsequent data protection guidance
- Sexual Offences Act (2003)
- Children Act (2004)
- Protection of Freedoms Act (2012)
- Working together to safeguarding children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government (2015)
- The Safeguarding Vulnerable Groups Act (2006)
- The Human Rights Act (1998)
- The Children and Families Act (2014)
- Special educational needs and disability (SEND) code of practice: 0 to 25 years - Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government (2014)
- General Data Protection Regulation (European Union) (2016)
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government (2015)
- The Care Act (2014)
- The Care Act (2014) Care and Support Statutory Guidance (specifically the safeguarding section of this)
- The Mental Capacity Act (2005)

Unite the Union Brass Band recognise that:

- the welfare of the child is paramount, as enshrined in the Children Act (1989);
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse;
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues; and
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

In addition, Unite the Union Band are aware that they also have safeguarding responsibilities towards adult members, some of whom may be vulnerable at different times in their lives. The principles outlined above in relation to children, also apply to our work with adults. In terms of a legal framework, the arrangements for those over 18 are governed by the Care Act 2014. This Act stipulates that statutory safeguarding duties apply to an adult who:

- has care and support needs, and
- is experiencing, or at risk of, abuse or neglect, and,
- as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

We will seek to keep children, young people and adults safe by:

- valuing them, listening to and respecting them, ensuring that, in the case of adults, we work with their consent;
- adopting child and adult safeguarding practices through procedures and a code of conduct for all members and volunteers;
- developing and implementing an effective e-safety policy and related procedures;
- providing effective support and training for volunteers with responsibility;
- recruiting members and volunteers safely, ensuring all necessary checks are made, and where checks are not made, that effective measures are put into place in order to minimise the risk of harm;
- sharing information about child and adult safeguarding with children, parents, volunteers and members;
- sharing concerns with agencies who need to know, and involving parents and children appropriately

Useful contact details

Band Safeguarding Officer: Amber Lewis-Roberts

Band Deputy Safeguarding Officer: Melissa Maddison

South Yorkshire Police Headquarters: **0114 219 6905**

Local Authority: Sheffield Safeguarding Hub, inc. out of hours contact: **0114 273 4855** (children)

Local Authority: Sheffield Adult Safeguarding Partnership **0114 273 6870**

NSPCC Helpline: **0808 800 5000** or help@nspcc.org.uk

ChildLine: **0800 1111** (text phone **0800 400 222**) or www.childline.org.uk

Brass Bands England Welfare Officer: **01226 771 015**

We are committed to reviewing our policy and good practice annually.



This policy was last reviewed on: (Date)

Signed: (Safeguarding Officer)

Types of Abuse

Safeguarding children and vulnerable adults is a personal responsibility and liability which cannot be passed to the band or band committee. All committee members, band members and volunteers should be aware of the different forms abuse can take. In general terms, abuse and neglect are forms of maltreatment of a child/vulnerable person. If any member of the band or band committee suspects abuse of any kind, they have a duty to act. Commonly accepted definitions of the main types of abuse are outlined below. These definitions may help, but any member of the band or member of the committee suspecting a child is at risk of abuse should consult with the safeguarding, especially where there is uncertainty. The safeguarding officer will inform the appropriate authorities where necessary.

Abuse of Children

In terms of safeguarding guidelines, a child is “anyone who has not yet reached their 18th birthday”. Children may be abused in a family or in an institutional or community setting: by those known to them or, more rarely, a stranger. They may be abused by an adult, or adults, another child or other children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in

sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care givers); or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Bullying

This may be bullying of a child by an adult or another child. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It may be physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name-calling, graffiti, abusive text messages transmitted by phone or on the internet), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments). (See the Anti-Bullying Section below).

Emerging forms of abuse

As suggested under the 'Sexual Abuse' heading above, it should be noted that perpetrators are increasingly using online methods to access children and young people as well as to indulge in abuse by creating or downloading abusive images of them. Other forms of abuse that have come to public attention relatively recently have included the sexual exploitation of children and young people for commercial gain, forms of modern slavery, and abuse linked to cultural or religious belief (such as: Female genital mutilation (FGM), honour violence, forced marriage, radicalisation or abuse associated with a belief in spiritual possession).

Abuse of a position of trust

This is a legal concept within The Sexual Offences Act 2003. It involves an adult of 18 or over engaging in sexual activity with or in the presence of a child or young person under 18, where the older person is in a position of responsibility towards the child or young person in one of a variety of settings, including a 'workplace setting'. The concept also covers 'causing or inciting a child' to engage in sexual activity, and 'causing a child to watch a sexual act'.

Responsibilities under Working Together to Safeguard Children

It is the responsibility of all band members and volunteers who are working with young members to share information and work together with statutory partners (e.g. Brass Band England, Sheffield Council, Police) if they have concerns that a child or young person may be at risk of abuse or neglect. Referrals to the statutory partners will be made by the Safeguarding Officer. It is not the job of bands to take a view on whether abuse has taken place or is at risk of taking place, nor is it the job of bands to conduct an assessment on this matter; this is the role of the statutory agencies such as the local authority and police.

Abuse of adults

There are many different types of abuse affecting adults. They include:

Physical

This is 'the use of force which results in pain or injury or a change in a person's natural physical state' or 'the non-accidental infliction of physical force that results in bodily injury, pain or impairment'. It may include behaviours like the misuse of medication, inappropriate restraint or the use of inappropriate sanctions, as well as the actions more commonly associated with physical abuse (such as slapping, pushing etc.).

Sexual

Examples of sexual abuse include the direct or indirect involvement of the adult at risk in sexual activity or relationships which they do not want or have not consented to. Specific behaviours could include:

- rape
- indecent exposure
- sexual harassment
- inappropriate looking or touching
- sexual teasing or innuendo
- sexual photography
- subjection to pornography or witnessing sexual acts
- indecent exposure
- sexual assault
- putting pressure on the young adult to consent to sexual acts

Emotional and Psychological

This is behaviour that has a harmful effect on the person's emotional health and development, or any form of mental cruelty that results in mental distress, the denial of basic human and civil rights such as self-expression, privacy and dignity. Specific behaviours might include:

- threats of harm or abandonment
- deprivation of contact
- humiliation
- blaming
- controlling
- intimidation
- coercion
- harassment
- verbal abuse
- cyberbullying
- isolation
- unreasonable and unjustified withdrawal of services or supportive networks

Institutional abuse is the mistreatment or neglect of an adult at risk by a regime, or individuals within settings and services, that adults at risk live in or use. It may include care or support provided in the person's own home. Such abuse violates the person's dignity, resulting in lack of respect for their human rights. It may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Discrimination

This type of abuse may include:

- discrimination based on gender, race, colour, language, culture, religion, politics or sexual orientation
- discrimination based on a person's disability or age
- harassment and slurs which are degrading
- hate crime

Financial and material

This is the use of a person's property, assets, income, funds or any other resources without their informed consent or authorisation. It may include:

- theft
- fraud
- internet scamming
- exploitation or coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions
- the misuse or misappropriation of property, possessions or benefits

Neglect and acts of omission

Examples of this might include:

- ignoring medical, emotional or physical care needs
- failure to provide access to appropriate health, care and support or educational services
- the withholding of the necessities of life, such as medication, adequate nutrition and heating

Self-neglect

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour like hoarding.

It should be noted that the legislation and guidance makes it clear that this list is not exhaustive and that those working with adults at risk should be open to the possibility of other forms of abuse.

Bullying

Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It may be physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name-calling, graffiti, abusive text messages transmitted by phone or on the internet), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments). (See the Anti-Bullying Section below).

Consent and Capacity: Responsibilities under Legislation and Guidance affecting the Safeguarding of Adults

When statutory agencies consider whether a safeguarding response to an adult is needed under the Care Act 2014, they are required to examine three critical components: the person's need of care and support; their risk of, or experience of neglect or abuse; and their ability or inability to protect themselves.

These are not questions to which brass bands are expected to supply an answer. Rather, bands will seek advice from the local authority adult safeguarding team and will make a referral if necessary. It is also important to note that, even if the three critical components are not fully met, the person may still welcome and benefit from a preventative approach.

Managing issues of consent to the sharing of information is a critical difference between safeguarding children and young people under 18, and safeguarding those who are legally adults.

In its work with adults, bands can draw on set of national principles that reflects their approach to information sharing including consent, capacity and confidentiality, they are:

- Empowerment – supporting the adult to make their own decisions and informed consent
- Protection – support and representation for those in greatest need
- Prevention – it is better to take action before harm occurs, including signposting to agencies that can help

- Proportionality – proportionate and least intrusive response appropriate to the risk presented
- Partnership – local solutions through services working with their communities
- Accountability – accountability and transparency in delivering safeguarding

If someone gives consent to safeguarding information being shared, this should, where possible, take the form of something explicit such as signing a consent form.

Where someone who is capable of giving consent to information being passed on to a statutory safeguarding authority, declines to do so, bands should consider whether 'vital interests' are at stake under the terms of the Data Protection Act. For example, this may include situations where the adult is in imminent or serious danger, or another person is in danger (including a child of the person or any other child or adult) or a crime has been or is about to be committed. If a brass band feels that any of these circumstances may apply, a referral to the local authority should be made even without the consent of the person.

The Mental Capacity Act 2005 provides a statutory framework to empower and protect people who may lack capacity to make decisions for themselves. The principles of the Act state that an adult at risk:

- has the right to make their own decisions and be assumed to have capacity unless proved otherwise;
- must receive all appropriate help and support to make decisions;
- has the right to make eccentric or unwise decisions (in the opinion of others); and that
- decisions made on behalf of a person who lacks mental capacity must be done in their best interests and be the least restrictive of their basic rights and freedoms.

In addition, decisions are time and circumstance-specific. This means that a person may be able to make a certain decision, but not others, at a particular point in time. Decision-making ability may fluctuate over time.

Therefore, bands will also pass on information where it appears that the adult at risk may lack mental capacity to consent to this, or may be being coerced to withhold consent. The local authority will then consider who can obtain a 'best interests' decision and how it can be made.

Procedures advise that the local authority will do this after full consideration of the Mental Capacity Act Code of Practice and also of the extent of appropriate involvement from the family and/or carers of the adult at risk.

An assessment of their capacity should be made by a professional person qualified to do so. In making this assessment, consideration will be given by the local authority to seeking the support of an Independent Mental Capacity Advocate to support the individual who lacks capacity.

Any decision made on behalf of an adult at risk should weigh up and balance both the Mental Capacity Act and the Human Rights Act, to protect their best interests whilst respecting their rights.

A summary of the key elements can be found on:

www.scie.org.uk/publications/adultsafeguardinglondon/files/protecting-adults-at-risk-in-london.pdf

Signs and Indicators of Abuse of Children and Adults

There may be many signs and indicators that a child or adult is being abused or is at risk. Equally, most of the signs are not themselves diagnostic of abuse (although some physical signs may lead to a positive diagnosis of abuse by a medical professional). Equally, some children and adults who suffer abuse show no outward signs of what is happening to them.

At least as important as specific physical or behavioural signs are the way in which different signs and indicators may be clustered together or perhaps a change in a child's or adult's behaviour or appearance that cannot be easily explained in any other way. It is important to remember that a single agency or person is unlikely to pick up on all the signs that may be present in an abusive situation, and that concerns need to be shared to enable a referring agency to build up a clearer picture of what may be going on for a child or adult at risk.

For more information about signs and indicators of abuse of children and young people, go to the NSPCC website:

<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>

For more information about adult abuse, go to the SCIE website:

<http://www.scie.org.uk/publications/ataglance/69-adults-safeguarding-types-and-indicators-of-abuse.asp>

Dealing with Safeguarding Concerns

Ways That Abuse May Be Brought To Your Attention

- an individual may make a direct disclosure about him or herself;
- an individual may make a direct disclosure about another child;
- an individual may offer information that is worrying but not a direct disclosure;
- a member of the band or volunteer might be concerned about an individual's appearance or behaviour or about the behaviour of one individual towards another;
- a parent or carer might make a disclosure about abuse that an individual is suffering or at risk of suffering from; or
- a parent or carer may offer information about an individual that is worrying but not a direct disclosure.

Talking to an Individual Who Makes A Direct Disclosure or About Whom A Disclosure is Made

- Reassure them that telling someone about it was the right thing to do.
- Tell them that you now must do what you can to keep them (or the individual who is the subject of the allegation) safe.
- Let them know what you are going to do next and who else needs to know about it.
- Let them tell their whole story. Do not try to investigate or quiz the individual, but make sure that you are clear as to what they are saying.
- Ask them what they would like to happen because of what they have said, but do not make or infer promises you cannot keep.
- In the event that the individual is a child, give the child the Child Line phone number: 0800 1111.
- In the case of an adult, check whether they have anyone they can talk to about the matter; if not, tell them that they should talk to the Safeguarding Officer. (This applies to the individual who made the disclosure, and the individual who the disclosure was made to).

Helping Someone in Immediate Danger or in Need of Emergency Medical Attention:

- If someone is in immediate danger and is with you, remain with them and call the police.
- If the person is elsewhere, contact the police and explain the situation to them.
- If the person needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.
- If the first aider is not available, use any first aid knowledge that you may have yourself to help the person.
- You also need to contact the band's named Welfare Officer responsible for child protection/adult safeguarding to let them know what is happening.

A decision will need to be made about informing the person's family and the local authority social care department, and when they should be informed. If you have involved the police and/or the health services, they should be part of this decision. Consider the welfare of the child or adult in your decision making as the highest priority. Issues that will need to be considered are:

- the person's wishes and feelings;
- in the case of an adult, their consent or the withholding of their consent, and whether there are 'vital interests' or mental capacity issues to consider;

- in the case of a child, the parent’s right to know (unless this would place the child or someone else in danger, or would interfere with a criminal investigation);
- the impact of telling or not telling the parent or family;
- the current assessment of the risk to the person and the source of that risk;
- any risk management plans that currently exist.

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the flowchart at the end of this section.

Keeping a Record of Your Concerns

It is important to keep a clear detailed record of events and communication in relation to the concern. It can be used to forward information to the statutory child protection or adult safeguarding authorities if a referral to them is needed. The form/log should be signed and dated by all those involved in its completion and kept confidentially. The name of the person making the notes should be written alongside each entry.

Procedure for Helping Someone Not in Immediate Danger

We aim to ensure that everyone within the band and any other children or adults at risk who may come to the attention of the band receive the protection and support they need if they are at risk of abuse.

Monitoring and review

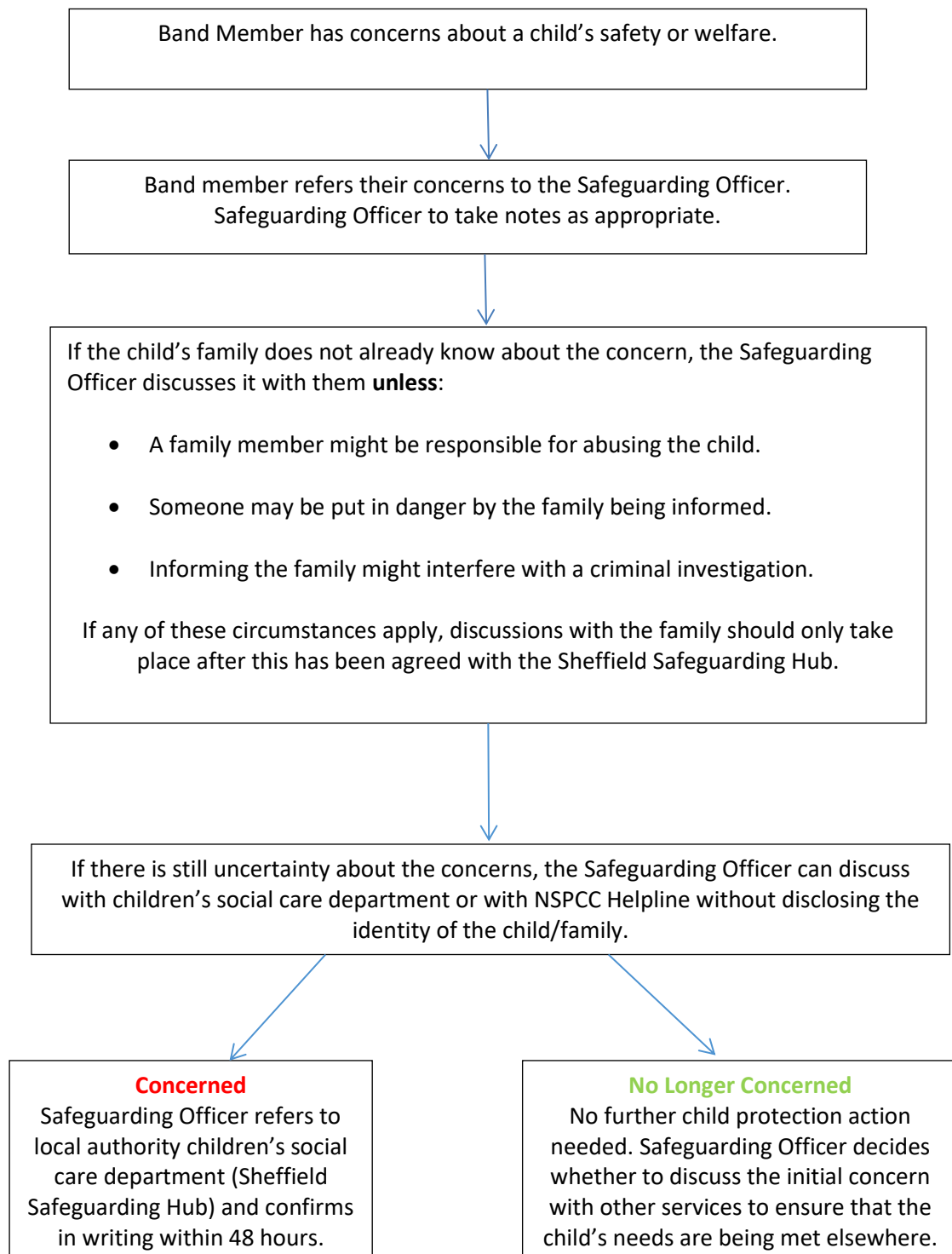
The Safeguarding Officer is responsible for monitoring the effectiveness of this policy.

This policy will be reviewed annually.

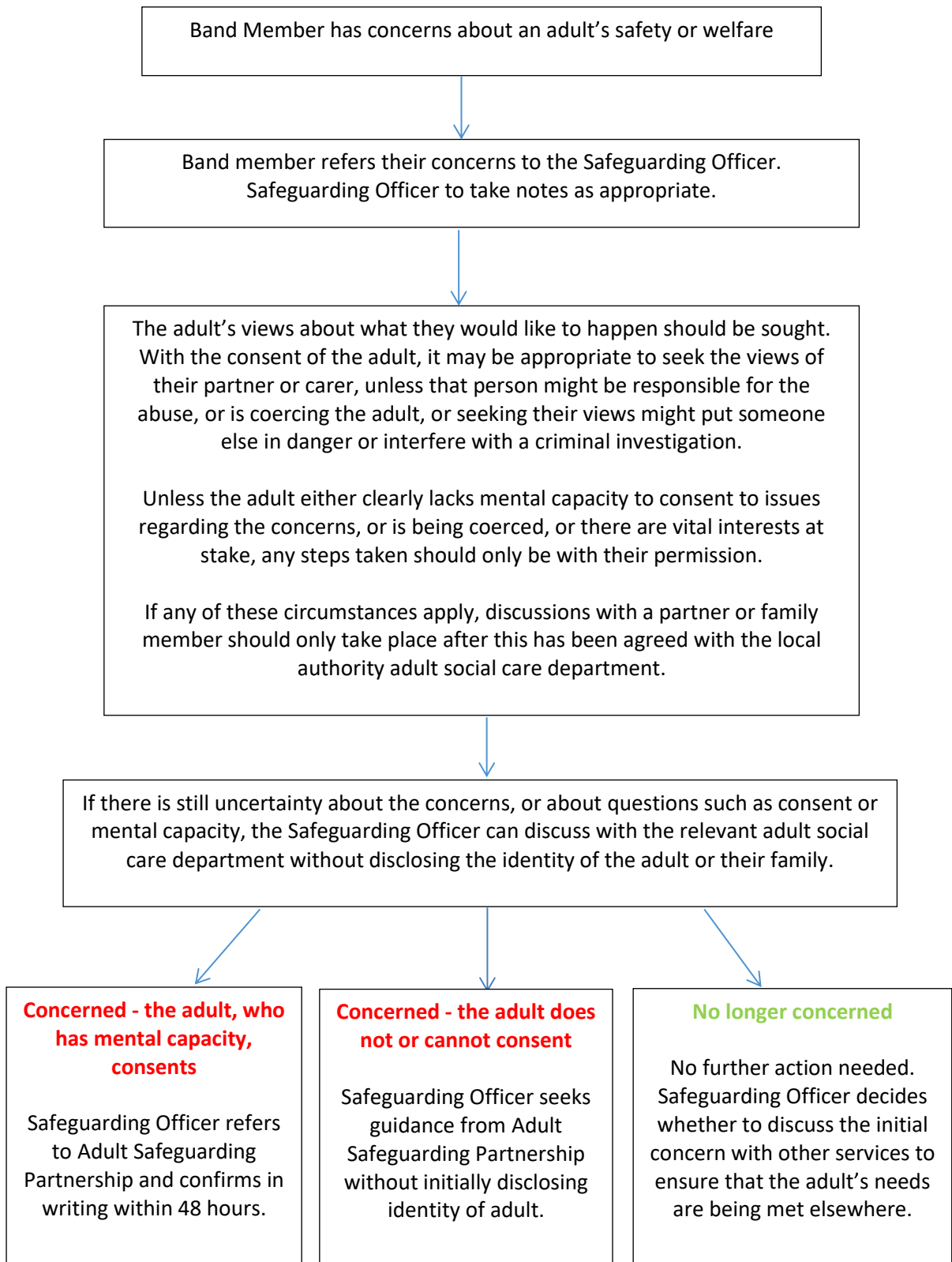
The next review is due on: (date)

Signed: (Safeguarding Officer)

Procedure for Members and Volunteers where there are Concerns for the Welfare of a Child



Procedure for Members and Volunteers where there are Concerns for the Welfare of an Adult



Anti-Bullying Policy

Bullying is behaviour, 'usually repeated over time that intentionally hurts another individual or group of individuals, physically or emotionally'.

Unite the Union Brass Band respects and promotes freedom of expression and open communication. The band recognise the rights of all band members to be treated as individuals and will not condone or allow any form of unlawful discrimination to go unchallenged. The band will not tolerate discriminatory behaviour, harassment or victimization of any kind. To ensure this, we expect all members to follow our Code of Conduct in order to foster a well-organised, respectful and collaborative environment where every individual has the opportunity to enjoy brass banding.

As a band, we recognise that bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm. One person or a group can bully others, and it can occur either face to face between individuals, groups or online through the use of technology (computers or mobile phones). People are often targeted by bullies because they appear to be different from others.

We all have a role to play in preventing bullying and putting a stop to bullying.

Purpose of this Policy

- to prevent bullying from happening in our brass band, as much as possible;
- when bullying does happen, to make sure it is stopped as soon as possible and that those involved receive the support they need;
- to provide information to all members, volunteers, young people, adults at risk, and their families about what we should all do to prevent and deal with bullying.

Types of Bullying

Bullying can take many different forms, including but not limited to:

- verbal teasing or making fun of someone;
- excluding members from activities and conversations;
- pressurising other members not to be friends with the person who is being bullied;
- spreading hurtful rumours or passing round inappropriate photographs/images/drawings;
- shouting at, or verbally abusing someone;
- stealing or damaging someone's belongings;
- making threats;
- forcing someone to do something embarrassing, harmful or dangerous;
- harassment based on race, gender, sexuality or disability; and
- physical or sexual assault (although all sexual incidents and all but very minor physical incidents constitute abuse and must be dealt with in accordance with child protection and adult safeguarding procedures).

Preventing Bullying

Unite the Union Brass Band will seek to prevent bullying in any form by doing the following:

- Developing a Code of Conduct that sets out the ‘dos and don’ts’ in terms of how everyone involved in the Band is expected to behave, both in face-to-face contact and online. The Code of Conduct will also include redress guidance in the event of a breach by anyone involved with the band.
- Advertise and promote the band in a way that will help to attract members from diverse groups.
- Hold discussions with members, volunteers, young people, at risk adults and families who are part of the Band, to ensure that they understand our anti-bullying policy.

Responding to Bullying

Unite the Union Brass Band will respond to any instances of bullying by:

- Having a clear anti-bullying procedure in place;
- Providing support and training for all Officers and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying;
- Addressing the issue from the point of view of the person being bullied, the bully, any bystanders and the band as a whole;
- Reviewing the plan developed to address the bullying, to ensure that the problem has been resolved;
- Avoiding any punishments that make the individuals concerned seem small, or look or feel foolish in front of others.

Monitoring and review

The Safeguarding Officer is responsible for monitoring the effectiveness of this policy.

This policy will be reviewed annually.

The next review is due on: (Date)

Signed: (Safeguarding Officer)

E-Safety and Social Media

Unite the Union Brass Band recognises that the internet provides unique opportunities to promote the band including vacancies and performances using a wide variety of social media, such as Facebook, Twitter and You Tube.

Purpose of this Policy

These guidelines aim to protect individuals within the band and to encourage them to take responsibility for what they write, exercise good judgment and common sense. Inappropriate use of social media can pose risks to the bands reputation, and can jeopardise compliance with legal obligations.

Unite the Union Brass Band aims to:

- 1) Protect all children, young people and vulnerable adults within our organisation who make use of technology as members of the band;
- 2) to provide members and volunteers within the band with policy and procedure information regarding online safety and inform them how to respond to incidents; and
- 3) to ensure Unite the Union Brass Band is operating in line with our values and within the law regarding how we behave online.

Band Websites and Social Media Pages

As part of using the internet and social media, Unite the Union Brass Band will:

- password protect all social media accounts, ensuring that at least 2 members of the committee will have access to each account and password;
- appoint a member of the Committee to monitor the social media accounts, including removing any inappropriate content and ensuring any posts will be consistent with Unite the Union Band's aims;
- ensure that parents or carers are asked for their permission for photos or videos of their child to be posted on social media;
- use a non-personal email address as a contact point for individuals or organisations outside the Band to use to avoid personal details being posted on the internet;
- where a contact number is required, personal details will not be posted without the prior permission of the individual;
- consider the age range of band members when posting images, and comments on pages and ensure that these are appropriate and in keeping with the band ethos;
- be aware that it doesn't matter what device is being used for digital interaction but that the same safety aspects apply;
- regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated including;
 1. making sure concerns of abuse or disclosures that take place online are written into our reporting procedures;
 2. incorporating online bullying ("cyberbullying") in our anti-bullying policy
- Social media sites have different levels of security in relation to openness to the public and setting restrictions that do not allow posts to be shown without approval. It would be useful to discuss this as a committee and agree the most appropriate method for managing the site.

Expectations within the Band

Unite the Union Brass Band expect that individual members and volunteers are to behave in a manner consistent with the Code of Conduct and to observe the following guidelines:

- All members (including children) should be aware of this policy and behave in accordance with it;
- Adult members should not 'follow' or 'friend' children or vulnerable adults who are members of the band from personal accounts on social media;
- Ensure any content posted on the Band's social media pages is accurate and appropriate;
- Should not communicate with children or vulnerable adults via personal accounts or private messages. *Members can still communicate with each other through social media in a group seeing such as the band's social media page or website;*
- Use a formal means of communication with a parent or guardian, such as email, face to face, in writing or use an organisational account, profile or website;
- Ensure at that least one other member of the committee is copied in to any emails sent to children or vulnerable adults;
- Any communications with children or vulnerable adults should be signed off in a professional manner, avoiding the use of emoji's or symbols such as 'kisses' (X's);
- Any disclosures of abuse reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our reporting procedures;
- Smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy;
- All members and volunteers must not engage in 'sexting' or sending pictures to anyone that are obscene, indecent or menacing.

Any content which raises a safeguarding concern should be reported to the Safeguarding Officer using the procedure outlined in the band's safeguarding policy.

Using Mobile Phones or Other Digital Technology to Communicate

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging), Unite the Union Brass Band will use the following best practice precautions to ensure children and vulnerable adult's safety;

- Adult members will avoid having children's or vulnerable adult's personal mobile numbers and will instead seek contact through a parent or guardian;
- Seek parental or guardian permission on each occasion we need to contact children or vulnerable adults directly - the purpose for each contact will be clearly identified and agreed upon;
- Texts will be used for communicating information, such as reminders for upcoming events, timings and uniform – not to engage in conversation;
- If a child or vulnerable adult misinterprets such communication and tries to engage an adult member in conversation, the adult member should take the following steps:
 - 1) End the conversation or stop replying
 - 2) Suggest discussing the subject further at the next practice or event
 - 3) If concerned about the child or vulnerable adult, provide contact details for the Safeguarding Officer or appropriate agencies

Monitoring and review

The Safeguarding Officer is responsible for monitoring the effectiveness of this policy.

This policy will be reviewed annually.

The next review is due on: (Date)

Signed: (Safeguarding Officer)

Whistle-Blowing Policy and Procedure

Aims of the Policy

The aim of this policy is to provide a clear and transparent procedure for all members of the band to raise genuine concerns about acts of wrongdoing or malpractice within the organisation. It also aims to ensure that any concerns are dealt with effectively and in a timely fashion.

This policy also provides the Band Committee and specifically the Chair and Safeguarding Officer with procedural steps to deal with allegations, ensuring that members and volunteers are not penalised for raising genuine concerns, even if those concerns prove to be unfounded. It also includes the means for taking disciplinary action against anyone who is found to have raised false concerns with malicious intent.

The procedure does not apply to child protection concerns, adult safeguarding concerns, or allegations about a member of staff or volunteer. Concerns or allegations of this nature should be dealt with by following the Child Protection or Adult Safeguarding Policy and Procedures, or the Procedure for Managing Allegations against or Concerns about Risk Posed by an Adult.

Raising a Concern about Malpractice

Speak to the Chairperson or Safeguarding Officer. If your concern relates to one of these officers, then it may be necessary for another committee member to also be involved to support the officer you have spoken to.

The officer you have approached should arrange to meet with you as soon as possible to discuss your concern. This meeting can take place away from the band room if necessary.

You will be told at the meeting, or as soon as possible afterwards, what action will be taken to address your concern. It may not be possible to tell you the full details of the outcome, as this could relate to confidential third party information. If no action is to be taken in relation to your concern, you will also be informed of this fact and given the reasons why.

If you do not want the person you have concerns about to know your identity, you should make this clear to the officer dealing with your concern at the earliest opportunity. Every effort will be made to respect your wishes, but it cannot be guaranteed that your identity will not be disclosed. If this is the case, you will be informed and any issues you may have about this will be discussed with you.

If you need support in raising your concern, you may bring another member or volunteer with you, however consideration should be taken to respect the confidentiality of the concern.

What to do if Someone Raises a Concern with you about Malpractice

If someone tells you they are concerned about the actions of another member or volunteer, the Chair and Safeguarding Officer should:

- arrange to meet with them as soon as possible. If you are not the person responsible for dealing with these matters, you should establish why they have chosen to discuss the concern with you. You should then suggest that the person speaks to that officer and offer

to support them to do this. **You should not, however, refuse to hear what the person has to say.**

- You should approach the situation sensitively, recognising the discomfort that the individual may feel. Offer to meet them away from the band room if they wish, but ensure you are protected and not alone if this person is under 18. Tell them they can bring someone with them if they so choose. You should also remind the individual about other sources of support available to them. (Listed at the end of this document).
- If the person reporting the concern wants their identity to be kept confidential, you should explain that this will be done if possible, but that it may not be achievable.
- Make notes of your discussions with the individual, and check the accuracy of your notes with them.

Deciding What Action to Take

Once you have established the nature of the concern, it may be of a relatively minor nature and you may decide to resolve it informally.

If the concern appears more serious, you must consider first whether any immediate action is needed to protect a child or an adult at risk. If so, you should check the child or adult safeguarding procedures to consider what action to take.

You should also consider whether there is a need to involve the police and/or other statutory services e.g. health. If this is the case, you should contact the Safeguarding Officer to discuss the matter further.

If you are not the individual responsible for dealing with concerns i.e. Chair, Safeguarding Officer or other appointed committee member, you should refer the matter to the appropriate officer, who will decide what action to take.

Conducting an Investigation

Unless the matter is relatively minor and can be dealt with informally, the responsible officer should arrange for an investigation to be completed as swiftly as possible. The investigation should also be demonstrably thorough and impartial.

The scope of the investigation will be determined by the nature of the concern. Witnesses may need to be consulted and records may need to be scrutinised. It is also possible that advice may be needed from someone with specialist knowledge in the area of concern.

Once the investigation is completed, a report should be produced summarising the nature of the concern, the investigation process and the outcome, including specific recommendations. Take measures to preserve the anonymity of the individual who raised the concern, if this has been their wish.

If the concerns are not upheld, this should also be made clear. If the concern is upheld and the person at the centre of it is found to have been culpable or remiss in some way, the report's recommendations should be carried out using a clear plan of action. The plan may include the use of disciplinary action as described in the band's Code of Conduct, training, coaching, counselling, the implementation of new policies or procedures, or a referral to the Disclosure and Barring Service and/or Local Authority if required.

If it becomes apparent during the course of the investigation that a criminal offence may have been committed, the police should be informed. Your own investigation may have to be suspended on police advice, if they decide that they need to become involved.

The individual who raised the concern should be informed of the outcome, but not the details of any disciplinary action. It may be appropriate for the person who raised the concern to be offered support or counselling.

If the concern is unfounded and the individual who raised it is found, through the process of investigation, to have acted maliciously or out of a desire for personal gain, it may be appropriate to consider disciplinary action against them.

Recording the concerns

The responsible officer should make accurate notes of each stage of the process, including the discussions during meetings, regardless of whether the concern is dealt with formally or informally.

Copies of these notes should be given to the individual who is the subject of the concern. The individual who raised the concern should also be given copies of notes from their discussion.

Notes made during the investigation and the report of the investigation, together with any notes relating to the outcome, should be kept securely and in a manner that complies with data protection requirements. If they were to be requested by an investigating authority, these notes should not reveal the identity of the individual who reported the concerns.

Information and Support

Dealing with an issue such as this may require external support. This could be gained through Brass Bands England, the NSPCC, a Local Authority Designated Officer for safeguarding, or Citizens Advice.

Band Safeguarding Officer: Amber Lewis-Roberts
Band Deputy Safeguarding Officer: Melissa Maddison
South Yorkshire Police Headquarters: **0114 219 6905**
Sheffield Safeguarding Hub, including out of hours contact: **0114 273 4855**
NSPCC Helpline: **0808 800 5000** or help@nspcc.org.uk
ChildLine: **0800 1111** (text phone **0800 400 222**) or www.childline.org.uk
Brass Bands England Welfare Officer: **01226 771 015**
Citizens Advice Bureau: **0344 411 3111 / 0114 293 9730**

Monitoring and review

The Safeguarding Officer is responsible for monitoring the effectiveness of this policy.

This policy will be reviewed annually.

The next review is due on: (Date)

Signed: (Safeguarding Officer)