



# **SEDBERGH TOWN BAND**

**Excellence through endeavour**



## **Safeguarding Policy**

### **Safeguarding Policy and Procedures**

Review Date: April 2024





# SED BERGH TOWN BAND

## Excellence through endeavour

### Safeguarding Policy

#### 1. Safeguarding Policy statement: -

“It is the policy of Sedbergh Town Band to safeguard the welfare of all children and vulnerable people by taking all reasonable steps to protect them from physical, sexual and emotional harm”.

#### 2. Good Practice Code of Conduct for Band Members Behaviour

All band members to be aware of and uphold these guidelines;

- Treat everyone with respect, regardless of age, race, gender or sexual orientation
- Provide an example you wish others to follow.
- Ensure that another adult is present when you are in the company of young or vulnerable people.
- Respect a person’s right to privacy.
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes and behaviour they do not like.
- Recognise that caution is required particularly in sensitive moments, such as when dealing with sadness, bullying, bereavement, grief, or abuse.
- Be aware of the possible implications of physical contact with young people.
- If members are unsure of circumstances or context surrounding and incident that makes you feel uncomfortable, then seek advice from the designated Safeguarding Lead.
- Confront or report abusive peer activities (e.g. ridiculing, bullying, and racism) as soon as possible.
- Avoid being drawn into any inappropriate attention seeking behaviour by others (e.g. tantrums, crushes, etc).
- Be objective so as not to exaggerate or trivialise child abuse issues.
- Avoid making suggestive, inappropriate remarks or gestures.

#### What to do if one to-one contact is unavoidable

- Make sure it is for as short a time as possible.
- Ensure you are accessible to others.
- Tell someone else where you are going, what you are doing and why.
- Try to move with the young person to areas where there are other people.
- Try to avoid unnecessary physical contact especially if it may be misconstrued by the young person or other people.
- If you do have to touch the young person, ensure that you get their permission beforehand and explain what you are doing.





# SEDBERGH TOWN BAND

## Excellence through endeavour

### 3. Safeguarding Procedures

- For further information, the guidance from which this policy has been written then please refer to the following Government document directly relating to safeguarding:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/934858/SD8-Office\\_of-the-Public-Guardian-safeguarding-policy.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/934858/SD8-Office_of-the-Public-Guardian-safeguarding-policy.pdf)
- Town Band Members are invited confidentially to disclose details of any convictions for criminal convictions against children, including “spent” convictions under the Rehabilitation of Offenders Act 1974.
- Designated members, as directed be the committee, hold a current DBS with enhanced disclosure. These are maintained on the Update Service and checked annually by the Safeguarding Officer
- The process of implementing the policy is the responsibility of the Designated Safeguarding Lead (who will be a full committee member) and Deputy Safeguarding Lead of the Town Band.

### 4. What Constitutes abuse?

#### Definition of abuse

The misuse of power by a person who is developmentally older and/or stronger than another, resulting in distress, harm or neglect of necessary attention for the victim.

Safeguarding is a term that seeks to prevent ways in which an individual’s (particularly but not exclusively young or vulnerable) development or health are damaged by the actions or interactions of others, usually adults. Although different terms are used to describe particular types of abuse, these often overlap and many people who suffer the effects of a range of destructive behaviours.

#### Categories of abuse

##### Neglect

Neglect is the persistent failure to meet a person’s basic physical, emotional and psychological needs, likely to result in the serious impairment of a person’s health development. It may involve a parent or carer failing to provide adequate food shelter and clothing, failing to protect a person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of a person’s emotional needs.

##### Physical Abuse

Physical abuse may involve poisoning, burning or scalding, drowning, suffocation, hitting, shaking, throwing or otherwise causing physical harm to a person. Feigned Illness may also constitute physical abuse, whereby a parent or carer feigns the symptoms of, or deliberately causes ill health in a person in their care.

##### Sexual Abuse

Sexual abuse involves forcing or enticing a person to take part in sexual activities, whether or not the person is aware of what is happening. The activities may involve but not restricted to physical contact, such as penetrative and non-penetrative acts, touching, etc. It can also include non-





# SEDBERGH TOWN BAND

## Excellence through endeavour

contact activities such as involving someone in the watching or looking at pornographic material or watching sexual activities or encouraging a person to behave in sexually inappropriate ways. This form of abuse can also include the sending of sexual images to or of a person without their consent, specifically if the person is not of an age or capacity to give consent.

### **Emotional Abuse**

Emotional abuse is the persistent ill treatment of a person such as to cause severe and persistent adverse effects to the person's emotional welfare and development. It may involve conveying to someone is worthless or unloved, inadequate or valued only so far as they meet the needs of another person. It may involve causing someone to frequently feel frightened or in danger or the exploitation or corruption of a person. It may also be as simple as persistently leaving someone out of a group activity, whether organised or socially. Some level of emotional abuse is involved in all types of ill treatment to a child, through it may occur alone.

### **5. Dealing with Disclosures – How to act**

#### **Receive**

Listen to the person; if you are shocked by what they tell you, try not to show it. Take what they say seriously as people who suffer abuse rarely lie about abuse and it has taken a lot of emotional strength to choose to disclose event to you. To disbelieve adds to the traumatic nature of disclosure. People may retract what they have said if they are met with revulsion and disbelief; this may discourage further disclosure in the future and can result in the perpetuation of the abuse. Accept what the young person says. Be careful not to burden them with guilt by asking things like "Why didn't you tell me before?"

#### **Reassure**

Stay calm and reassure them that they have done the right thing in talking to you. It is essential to be honest, so don't make promises you may not be able to keep, like "I'll stay with you," or "Everything will be alright now." You cannot promise confidentiality, you have a duty of care to refer any abuse when a person is at risk, try to alleviate any feelings of guilt that they display. For example you could say: "You're not alone – you're not the only one this sort of thing has happened to." It can be very helpful to acknowledge how hard it must have been for them to tell you what has happened as it can build up trust between you. Empathise with the person making the disclosure – don't tell them what they should be feeling.

#### **React**

React to them only as far as is necessary for you to establish whether or not you need to refer the matter. Do not interrogate them for the full details, but encourage them to talk for as long as they feel comfortable. Take care as sometimes people just need/want to talk, but this is not necessary the same as making a disclosure. If in doubt, speak with the designated Safeguarding Lead. Try not to ask leading questions such as "What did they do next?" or "Did they touch your private parts?" Such direct questioning can invalidate your evidence in any later prosecution instead ask open questions such as, "Is there anything else you want to tell me?" or prompt them by using words





# SED BERGH TOWN BAND

## Excellence through endeavour

like 'yes' or 'and?' take care not to keep asking them to repeat what they have said. Try not to criticise the perpetrator: the victim may still love him/her which could bring extra pressure to the discussion. It is very empowering for the victim if you ask them what they would like you to do next, however they may not know what their options are. Before the conversation finishes you **must** tell them what you are going to do with the information, reassure them that it will be as confidential as possible, but make no promises.

At the earliest opportunity, it is your responsibility to inform the Safeguarding Lead and present them with any verbatim notes you have made. If a subsequent interview is necessary with outside authorities, ensure that the person has a support person present if they wish, preferably of their choosing, this could even be you; but make no promises as their choice may not be willing or not be able.

### 6 Dealing with Disclosures - What to do

#### Record

Make brief notes at the time of the disclosure. This does not need a specific form or to be in a specific style. It is important to write them up as soon as practicable after the disclosure so the detail is fresh. Do not destroy your original notes in case they are required at a later date by a court. Record the date, time and place the disclosure was made, along with the words used by the person involved. Ensure that the precise words the victim uses are recorded and not amended for 'proper' language especially if they use 'family' phrases or words. Also make notes of nonverbal communication / behaviours displayed while the disclosure is given. If necessary draw a diagram to indicate the position of any bruising or injuries, including the size and shape of any bruising. It may be difficult to remain objective in your recording, but include statements and other observational things, rather than your personal interpretations assumptions and opinions.

#### Support

Make sure that you continue to support the person involved providing time and space throughout the process and time after they have finished. It is a very emotionally draining process and can leave them very down, sad or even angry. It is your responsibility to help them through this; it is you they trusted. You too may well need some support afterwards and you can seek this from other adults or band members including the Safeguarding Leads but it is imperative that you do **not** reveal any details regarding the disclosure to anyone other than the Safeguarding Leads.

### 7. ROLES AND RESPONSIBILITIES

#### Designated person

The Safeguarding Lead for Sedbergh Town Band will be a full committee member and will complete training as provided by Brass Band England or other suitable agency such as NSPCC, Deputy Safeguarding Leads will be encouraged to partake in this training, however the Safeguarding Lead can disseminate training as they deem appropriate with suitable 'out of pocket' expenses being recovered from Sedbergh Town Band Any queries with regard to this document should initially be discussed with them.





# SEDBERGH TOWN BAND

## Excellence through endeavour

The Designated Safeguarding Lead (DSL) responsibilities:

- Sharing and implementing child protection procedures
- Receiving information from children and young people, parents and carers about child protection concerns and maintain records of this information
- Assessing this information promptly and take appropriate action
- Being familiar with social services and police procedures for investigating child abuse
- Knowing how to contact the Local Area Designated Officer (LADO) and the relevant people within social services and the police.
- 

Any Town Band Member who may have concerns about a child/young person or concerns about any individual's behaviour should initially contact the DSL

### Useful Contacts

- Cumbria Safeguarding Partnership: 03003 033892  
<https://cumbriasafeguardingchildren.co.uk/>  
<https://www.cumbriasafeguardingchildren.co.uk/professionals/lado.asp>
- Emergency Out of Hours for all areas: 0333 240 1727
- Child Line: 0800 1111  
<https://www.childline.org.uk/info-advice/>
- NSPCC: 0800 800 5000  
<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/report/>





# SED BERGH TOWN BAND

## Excellence through endeavour

### APPENDIX ONE

### GUEST TUTORS - REGISTRATION AND DECLARATION FORM

Sedbergh Town Band operates a Child Protection Policy to safeguard the welfare of all young people by taking all reasonable steps to protect them from physical, sexual and emotional harm. Because of this we ask all those who tutor the band to fill in this form and supply details of references as requested.

Tutors working with children and young people must declare all convictions, however old. All information given will be treated in the strictest confidence and will not be used to discriminate unfairly. Please note that the process could involve checks with Police Criminal Records—via the Criminal Records Bureau. By signing this form you give permission to undertake a Disclosure check through the Criminal Records Bureau.

Name \_\_\_\_\_ Any names previously known by \_\_\_\_\_

Tel \_\_\_\_\_ Date of Birth \_\_\_\_\_

Nationality \_\_\_\_\_ National Insurance No. \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ How long at this address \_\_\_\_\_

If less than 5 years please give previous address: \_\_\_\_\_

\_\_\_\_\_ Please give details of any experience of work with children or young people.

\_\_\_\_\_  
\_\_\_\_\_

Please give the names and addresses of two independent referees (not family members) we can contact to verify the information you have supplied, one of whom can comment on your experience of work with young people.

1. Name \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

DECLARATION: Have you ever been convicted of a criminal offence or been the subject of a caution or of a Bound Over Order? YES  
\_\_\_\_ NO \_\_\_\_ (please tick)

If yes please state the nature and date(s) of the offence(s):

\_\_\_\_\_

I HAVE READ A COPY OF THE SEDBERGH TOWN BAND SAFEGUARDING POLICY STATEMENT AND GOOD PRACTICE CODE OF CONDUCT AND AGREE TO COMPLY WITH THEM

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_





# SED BERGH TOWN BAND

## Excellence through endeavour

APPENDIX TWO

### SED BERGH TOWN BAND REFERENCE FORM

PRIVATE AND CONFIDENTIAL

|     |       |
|-----|-------|
| To: | From: |
|-----|-------|

The person named below has applied to be a guest tutor with young people for Sedbergh Town Band and has given permission to approach you for a reference. If appointed, the applicant will be in contact with young people under the age of 18 years. Please complete and return this form as quickly as possible. The details you give will be treated confidentially and not disclosed to the applicant.

|  |
|--|
| Name of applicant (including previous names) |
|--|

|  |     |
|--|-----|
| How long have you known the applicant? |     |
| From:                                  | To: |
| In what capacity?                      |     |

|   |
|---|
| Have you any reason to doubt the applicant's suitability to work, unsupervised, with young people? Yes / No (delete as appropriate) Please Comment: |
|   |

|  |
|--|
| Tutors can be placed in positions of trust and responsibility                        |
| Have you any reason to doubt the applicant's honesty, integrity, or trustworthiness? |
| Yes / No (delete as appropriate) Please Comment:                                     |
|  |

|                                   |          |
|-----------------------------------|----------|
| Are you related to the applicant? | Yes / No |
|-----------------------------------|----------|

I confirm that to the best of my knowledge the information I have given above is correct.

Signature.....Date.....  
 Occupation..... Daytime telephone  
 number.....

