



Wirral Symphonic Wind Band Safeguarding Policy

The Wirral Symphonic Wind Band (WSWB) is a charitable organisation (unincorporated association).

The aims of the association are to promote and foster the enjoyment of playing music with friends; promote musical proficiency and excellence; encourage social awareness and responsibility within the Band and local community.

In the pursuit of our aims we interact with members, supporters, volunteers and other organisations. We are committed to the safeguarding and wellbeing of our members, supporters, volunteers and others who may interact with us. This policy describes our commitment to safeguarding, how we manage any concerns, and our code of conduct.

This policy consists of two documents based on the Making Music templates

1. Safeguarding policy – an overview document setting out the Wirral Symphonic Wind Bands's commitment to safeguarding
2. Ground rules, ways of working and procedures document – this covers the practical aspect of the policy in more detail.

Appendix

WSWB Safeguarding Code of Behaviour

Named members of the Wirral Symphonic Wind Band

- Chairperson: Ali McGinity
- CWA Safeguarding Officer: Gemma Sapp
- CWA Deputy Safeguarding Officer: Ali McGinity
- CWA Safeguarding Verifier: Victoria Mercer

Terminology

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Safeguarding – the process of protecting children, young people and vulnerable adults from harm, whether the harm is caused by accidents, deliberate abuse (physical, emotional, sexual), neglect, bullying, discrimination or prejudice or failure to help children take part in activities that are open to most of their peers.

Safeguards – measures put in place to help reduce the risk of children, young people and vulnerable adults being harmed.

Member – a playing member of WSWB who pays an annual subscription (includes Committee members)

Staff – a volunteer member of WSWB, such as Music Director, Coordinator, supporters and extras at concerts

Volunteers – e.g. front of house staff, committee members



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Safeguarding Policy - Overview

1. Commitment to safeguarding

The Wirral Symphonic Wind Band, hereafter referred to as WSWB, 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.

2. About this policy

- This policy applies to: all members, staff, volunteers and anyone working on behalf of the WSWB or taking part in WSWB 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 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 members of, receive services from, or volunteer for WSWB.
 - Ensure 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 WSWB undertakes any activity, event or project.



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3. How WSWB might work with vulnerable people

- Membership is open to children and adults. We run term time practices for members, put on concerts for the general public, and perform at community events. As such our involvement with vulnerable people is regarded as “low level” and might include, but is not limited to
 - Members of the WSWB who attend practices, events and concerts
 - Relatives and friends of members who attend practices and concerts in a volunteering capacity
 - Audience members at public concerts
 - Children (4+) and young people welcomed to take part in organised sessions

4. Named WSWB Safeguarding Officer and Deputy

A named member of WSWB has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to the WSWB Safeguarding Officer in the first instance or, if not available, to the Deputy Safeguarding Officer. Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of the CWA Safeguarding Officer and Deputy and in line with established procedures and ground rules (see below).

5. Procedures and ground rules

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

6. Policy review

This policy will be reviewed and amended (if necessary) in September annually by the WSWB 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.



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Safeguarding Policy - Ground rules, ways of working and procedures

This document forms part of the WSWB Safeguarding policy.

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- The 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 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:

1. Recruitment practices around safeguarding
2. Ground rules and ways for working regarding safeguarding of vulnerable people
3. Procedures for raising safeguarding concerns and incidents of abuse
4. Procedures for dealing with concerns and incident of abuse

1) 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 WSWB activities, the appropriate level of DBS will be requested before that work is undertaken. Most members of WSWB will not require a DBS check.

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.

New members to WSWB will be expected to sign and agree to the Safeguarding Policy and Code of Conduct.

2) a) Ground rules and ways for working regarding safeguarding of vulnerable people

All members and staff members of the WSWB will be required to read the WSWB Safeguarding Policy each year.



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When the WSWB organises an activity or event where it will be responsible for children, young people and vulnerable adults it will ensure:

Planning is carried out in line with this policy and procedures.

- The event is attended by an appropriate number of WSWB 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 WSWB maintains a list, checked annually, of DBS members.)
- The main contact has access to emergency contact details and other relevant details (e.g. information about dropping off and picking up arrangements for vulnerable people).
- A vulnerable person is not to 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 leave the event according to its safeguarding plan and risk assessment.
- There is an appropriate Safeguarding Code of Behaviour which is available to all adults. It will set out how CWA members, children, young people and vulnerable adults will treat each other and work together. This will be made available to CWA members and parents/guardians/carers, as appropriate, at the time of the event.

Child to adult ratio

- 8:1 children to adults

2) b) Working with parents/guardians

If a vulnerable person wishes to take part in WSWB 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, any relevant drop off and pick-up arrangements, including permission for another adult to pick up the vulnerable person after the activity has finished. Letters should only be sent after prior checking from the Safeguarding Officer or Deputy Safeguarding Officer.



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3) Procedures for raising safeguarding concerns and incidents of abuse

- If any member, staff or volunteer of WSWB witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named WSWB Safeguarding Officer or their Deputy
- If neither named person is available or is involved in, or connected to, the abuse, it should be reported to the WSWB Chairperson, in the first instance, or a DBS checked adult from the list held by the WSWB Safeguarding Verifier.
- If a vulnerable WSWB member wishes to report an incident of abuse against themselves they should report it to the named Safeguarding Officer or an individual they trust.

4) a) Procedures for dealing with concerns and incidents of abuse

i) If the disclosure of abuse is reported to a WSWB member or staff member, in the first instance do not agree or disagree with what is disclosed but:

1. Allow them to speak without interruption, and accept what they say
2. Be understanding and reassuring – do not give your opinion
3. Tell them you will try to help but must pass the information on
4. Take them to the Safeguarding Officer, the Deputy Safeguarding Officer or the CWA Chairperson as quickly as possible

ii) The Safeguarding Officer 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 Safeguarding Officer, together with one other DBS checked CWA member, will:

- Sit with the vulnerable person who is making a disclosure and make a note of the concerns reported to them on the WSWB pro forma
- Speak with the Chairperson, or other committee members if the allegation is against the Chairperson, to decide how to handle the reported abuse, excluding any committee members who are involved in the incident.



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- 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;
 - Conducting 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 having been 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. The next steps 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.

4) b) 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 the WSWB.



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- Membership of the WSWB may be terminated at the discretion of the Committee.

Safeguarding Policy - Code of Behaviour

When the WSWB is involved in an activity where there are children, young people and/or vulnerable adults:

A) Each member, staff member and volunteer should:

1. remember that they are a role model
2. remember that they are in a position of trust
3. follow the adult-to-young person ratios at all times
4. treat everyone with dignity and respect
5. treat all young people equally – do not show favouritism
6. act within appropriate boundaries, even in difficult circumstances
7. ensure physical contact with children and young people is kept to a minimum and is appropriate and relevant to the work of the particular activity
8. encourage an open and transparent culture, where people can challenge inappropriate attitudes or behaviours
9. create an environment where young people feel safe to voice their concerns
10. report immediately all allegations, suspicions and concerns related to abuse
11. respect a young person's right to personal privacy as far as possible, recognising that in some cases it may be necessary to break confidentiality in order to follow child protection procedures; if this is the case it is important to explain this to the child or young person at the earliest opportunity.
12. remember that someone may misinterpret their actions

and should:

1. not plan to be alone with a young person
2. not smoke or drink alcohol when they are directly responsible for young people
3. not trivialise abuse or let it go unreported
4. not overstep the boundaries between themselves and young people by engaging in friendships or sexual relationships
5. not allow activities that encourage bullying behaviour
6. not use inappropriate, suggestive or threatening language, whether verbal, written or online
7. not rely on their reputation or position to protect them



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B) Each child, young person and/or vulnerable adult should:

1. be able to rely on the appropriate behaviour of everyone at the WSWB and behave appropriately themselves
2. know who to go to if the behaviour of anyone at the WSWB causes them anxiety
3. feel confident that they will be listened to and supported in accordance with the WSWB Safeguarding Policy

Social Media Policy - Use of electronic communication with children, young people and adults at risk

Communication by electronic means or by texting will not be used with individual children (i.e. Under 18-year-olds). All communication in these forms will be via their parents/carers. The rest of the principles relate to group communication or to individual communication with adults at risk and young adults aged 18 and over. The key point is that communication should be in a context of transparency and accountability.

- Leaders, staff and volunteers should not share their personal phone numbers with anyone under 18; communication that needs to be made electronically should be via email and parents should be copied in
- Electronic communication should only be used for reasons relating to band business and not for general socialising purposes
- Other members of the band leadership team should be aware of the situations in which these means of communication are being used
- Leaders, staff and volunteers should not invite young adults and adults at risk to their personal social networking page and should politely decline requests from any young person under the age of 18, explaining that this is band policy
- Where possible, group pages should be used on social media for communicating
- Care should be exercised in posting to Facebook, Twitter etc as comments made on the spur of the moment may not always come out as intended and can be passed on extremely quickly around a large audience
- Communication by electronic means with young adults should never take place during school hours and should be kept within the hours of 9am – 9pm
- Where possible, email and messaging should take place to and within groups rather than individuals
- Webcams will not be used where an online platform is used for one-to-one conversations
- Records of communications will be kept just as they would be for written communication. If a staff member's or volunteer's mobile phone



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does not allow text messages to be saved, then a written record should be kept

- The principles for the use of social media will be communicated to children, young people and adults
- Any content which raises a safeguarding concern should be reported to the band's Safeguarding/Welfare Officer using the procedure outlined in the band's safeguarding procedures.

Bullying

We recognise that: Bullying is behaviour, 'usually repeated over time, that intentionally hurts another individual or group of individuals, physically or emotionally'. One person or a group can bully others; Bullying can occur either face-to-face between individuals or groups or online, using information technology, such as computers or mobile phones.

Bullying can include:

- 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;
- 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).

Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm. People are often targeted by bullies because they appear different from others. Bullying may be perpetrated either directly in person or online. We all have a role to play in preventing bullying and putting a stop to bullying.



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The purpose of this policy is:

- 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.

We will seek to prevent bullying by:

- Developing a code of behaviour 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.
- Advertise and promote the band in a way that will help to attract members from diverse groups.
- Provide welcome information to new members and help them to settle in.
- Hold discussions with members, volunteers, young people, adults at risk and families who are part of the band to ensure that they understand our anti-bullying policy. When bullying occurs, we will respond to it 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. Gemma Sapp is responsible for monitoring the effectiveness of this policy. This policy will be reviewed every two years.

Useful contact details

Band Safeguarding: Gemma Sapp - gemmasapp@gmail.com - 07595874120

Band Deputy Safeguarding/Welfare Officer: Ali McGinity - ali@wswb.co.uk - 07974562053

Local police: 0151 709 6010

Local authority children's social care department, including out of hours contact: 0151 606 2008 Monday to Friday, 9 AM to 5 PM. Outside of these hours, the number to call is 0151 677 6557

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

ChildLine: 0800 1111 (textphone 0800 400 222) or www.childline.org.uk

The Samaritans: <https://www.samaritans.org/>

National Domestic Abuse Helpline: <https://www.nationaldahelpline.org.uk/>

Brass Bands England Safeguarding Officer: 01226 771015