

Hook Norton Brass Band (HNBB) Safeguarding Policy



Date Policy Agreed by Committee: 22/02/24

Date for Policy Review: March 2026

Introduction

Hook Norton Brass Band (HNBB) has adapted this policy from policies originally created by Brass Bands England (BBE) and other organisations, drawn up based on law and guidance that seeks to protect children and adults at risk, to make it relevant to our Band. HNBB believes everyone who participates in brass banding is entitled to do so in an enjoyable and safe environment. We recognise that we all have a responsibility to safeguard each other, particularly children and vulnerable adults, and have developed this policy for all of HNBB's members, volunteers and employees to ensure the safeguarding of all of our members.

Terms and Abbreviations

The following are used in this document:

- HNBB: Hook Norton Brass Band
- BBE: Brass Bands England
- BOPA: Body Of Persons Approval
- LADO: Local Authority Designated Officer
- MASH: Multi-Agency Safeguarding Hub
- DBS: Disclosure and Barring Service
- DOB: Date Of Birth
- Parent: anyone who has parental responsibility for a child, including parents, carers and guardians
- Child: anyone who has not yet reached their 18th birthday
- Vulnerable adult: a person on or after their 18th birthday who is unable to take care of themselves or is unable to protect themselves against significant harm or exploitation

Please note, this document will refer specifically to children, however the same policies and procedures may be applied to vulnerable adults or anyone else linked to HNBB who is at risk or suffering harm.

Useful Names and Contacts

Chairman: **Katie Gardner**

Welfare Officers: **Jo Meara - 07864980877** and **Leonore Boelee - 07891488034**

Oxfordshire LADO: **Jo Lloyd - lado.safeguardingchildren@oxfordshire.gov.uk** or call **01865 810603**

Oxfordshire MASH: **0345 050 7666**

BBE Safeguarding Office: **Sam Fisher - 01226 771015**

Hook Norton Brass Band Protection Policy Statement

The HNBB Committee, HNBB members, volunteers and employees will work together to ensure that we:

- Safeguard, to the best of our ability, the welfare and well-being of the children linked to HNBB.
- Provide a safe environment for all members, regardless of age, disability, gender, racial heritage, sexual orientation, mental or physical health conditions or political views.
- Provide a safe environment for the activities of HNBB where children are always protected, listened to and encouraged to talk about their experiences or any concerns without judgement.
- Recognise that children may suffer abuse in many forms, including but not limited to: physical, sexual, emotional and/or neglect (please see the NSPCC website for further information).
- Refer to and follow HNBB's Safeguarding Policy, including the Safeguarding Flow Chart.
- If an allegation is made, or concerns are raised, the person in receipt of the allegation or concern will ensure that a record is made by completing a HNBB Safeguarding Incident Report Form and immediately reporting to a Welfare Officer (Jo Meara and Leonore Boelee), or in their absence to the Chairman of the Committee (Katie Gardner). These forms will be stored confidentially in a digital format by the Welfare Officers.
- If a disclosure is made, the child will be listened to and reassured, without being asked leading questions. The disclosure will be passed on to a Welfare Officer (Jo Meara and Leonore Boelee), or in their absence to the Chairman of the Committee (Katie Gardner).
- If necessary, seek advice from specialist services, such as MASH, the Oxfordshire LADO, BBE or the Police.

Best Practice

Hook Norton Brass Band will always:

- Treat all its members, including children, with respect and tolerance, remembering their individual rights and opinions, including their 'right to privacy'.
- Treat all children equally, including encouraging the achievements of all band members, regardless of their musical ability.
- Avoid unnecessary physical contact with children. Where physical contact is needed, this should be with the child's consent and a with a third party present.
- Ensure reasonable precautions are taken to protect children from members of the public, in particular when attending venues for events or performances.
- Always be publicly open when working with children. Be aware of teaching sessions or meetings where a teacher and an individual student are completely unobserved.
- Be aware of any medical conditions, allergies, existing injuries and medicines being taken by children in HNBB. Keep a written record of any injury or accident that occurs, together with any details of treatment given, by recording any accidents or injuries on an HNBB Accident Report Form and informing the child's parents of the incident.
- Not try to solve problems alone or wait to seek advice from appropriate and specialist services such as MASH or the LADO when dealing with sensitive or complex issues.

Keeping Children Safe while Performing

As a busy and active Band, we acknowledge that there are times when children will be performing, waiting to perform/rehearsing at a performance venue or travelling to and from performances in the community and presence of members of the public. We are committed to keeping children and vulnerable adults safe during these times by:

- Ensuring that all training and policies are up to date and regularly updated. In order to use the BBE's BOPA, at least two adult members must have attended BandSafe training in the past two years and at least one must be present at the event (this does not include regular rehearsals). For performances, ensuring that a BOPA is obtained and sent to the relevant LA; relevant risk assessments are in place; a first aider is present and all other BOPA Terms and Conditions are met (please see BBE website for more details - BOPA terms and conditions | Brass Bands England (bbe.org.uk)).
- Ensuring that children are not alone in a vehicle with one adult. There should be at least two adults or a group of children travelling together in a vehicle and we advise that, wherever possible, children sit in the back seats.
- Gaining verbal consent from parents when organising lifts to/from engagements and communicating with children and parents about the logistics such as pick up times and behavior expectations.
- Ensuring that the BBE held BOPA is in place for all necessary engagements and that at least one of the named Welfare Officers (Jo Meara and Leonore Boelee) or BandSafe trained adult (Katie Gardner), are present as supervising adults. The Band will be following the BBE's BOPA Terms and Conditions, which state that supervising adults must have sight and sound contact with children they are supervising at all times, including while performing. This means that as a Band we need to plan carefully for each event, taking into account which children will need supervising and who is suitable to do this whilst performing (for example, a front row member cannot supervise a back row member whilst performing). We will also ensure that children and their parents know who their supervising adult is and are aware of the need to be closely supervised at all times for their own safety.
- Prior to engagements where the Band will have some 'free time' in the community or presence of members of the public, making a verbal agreement between the children, their parents and the adult who will be supervising the children to set ground rules which are appropriate, depending on the nature of the venue and event, and follow the BBE's BOPA Terms and Conditions.

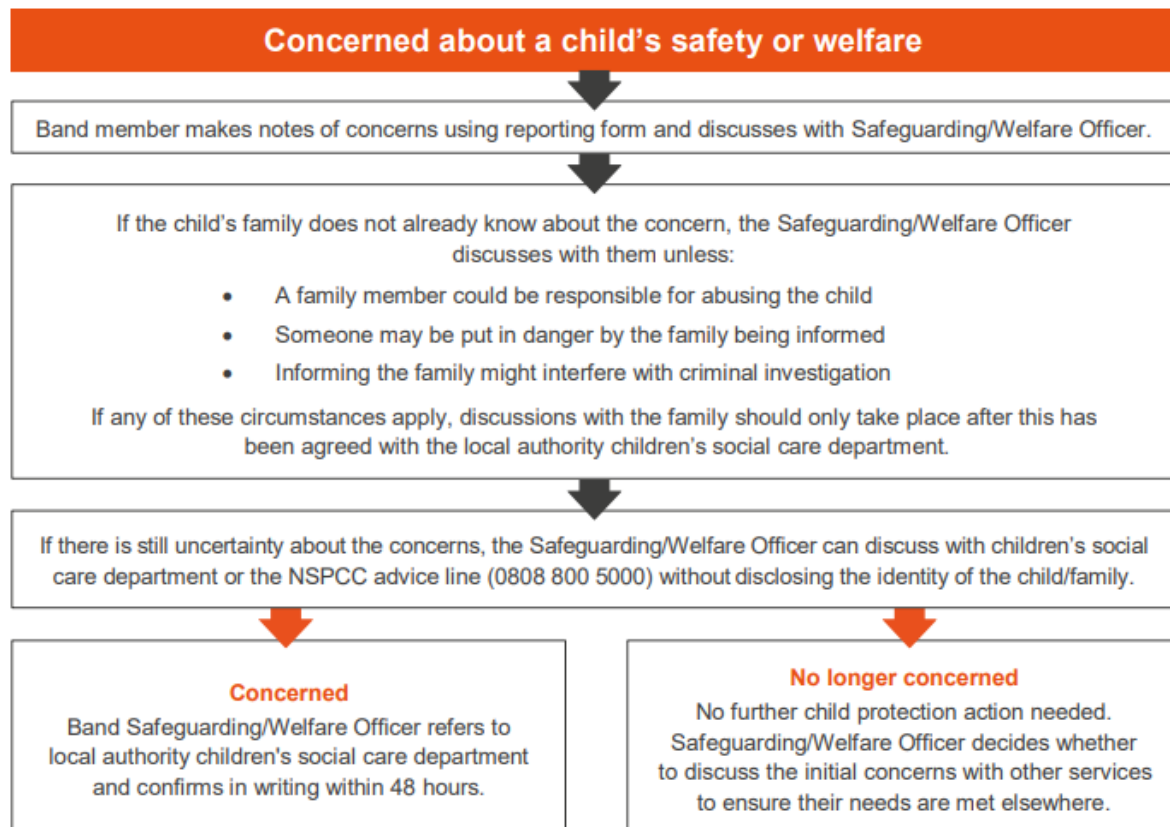
Safer Recruitment

HNBB understands it is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to volunteers as well as paid employees. Applicants for positions that involve significant access to children (for example the Band's Musical Director and those teaching beginners) are required to complete procedures designed to elicit information about their past career, and to disclose any criminal record or other matter that has a bearing on their suitability to work with children, by completing a DBS (enhanced with child barred list) check. This will be managed by Senior Officers of the Committee in accordance with the latest BBE guidelines. Any musicians deputising for a HNBB member (including Musical Director) must not be left alone with children, unless they have followed the same safer recruitment procedures as HNBB members holding roles of responsibility with children.

Child Safeguarding Flow Chart

If you are concerned about a child's safety or welfare, please use this flow chart to help you decide the best course of action to take.

Please note, this flow chart has been taken from the BBE's Safeguarding guidance.



Adult Safeguarding Flow Chart

If you are concerned about an adult's safety or welfare, please use this flow chart to help you decide the best course of action to take. Please note, this flow chart has been taken from the BBE's Safeguarding guidance.



HNBB Safeguarding Incident Report Form

Individual's Name:

Individual's Age and DOB:

Individual's Address:

Parent's Name, if applicable:

Date and Time of Incident/Concern:

What has happened to make you concerned?

What, if anything, has the alleged victim said you? (report in direct quotes if possible)

What action has been taken by the Welfare Officers or Band?

Signed:

Date:

HNBB Accident Report Form

Individual's Name:

Individual's Age and DOB:

Individual's Address:

Parent's Name, if applicable:

Date and Time of Accident:

Location of Accident:

Details of Accident (nature and extent of injuries)

What action has been taken?

Signed (HNBB member):

Signed (parent, if applicable):

Date: