Hook Norton Brass Band (HNBB) Safeguarding Policy



Date Policy Agreed by Committee: 24/04/25

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 and BandSafe trained member: **Katie Gardner - 07762405930** Welfare Officer and BandSafe trained member: **Jo Meara - 07864980877**

BandSafe trained member: 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 the Welfare Officer (Jo Meara), or in her 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 the Welfare Officer (Jo Meara), or in her 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 in the Community

As a busy and active Band, we acknowledge that there are times when children will be playing, waiting or travelling 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 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, etc 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 BandSafe trained members (Jo Meara, Katie Gardner and Leonore Boelee) are present to supervise children and respond to any concerns.
- 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.

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.

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.

Concerned about a child's safety or welfare

Band member makes notes of concerns using reporting form and discusses with Safeguarding/Welfare Officer.

If the child's family does not already know about the concern, the Safeguarding/Welfare Officer discusses with them unless:

- . A family member could be responsible for abusing the child
- · Someone may be put in danger by the family being informed
- Informing the family might interfere with criminal investigation

If any of these circumstances apply, discussions with the family should only take place after this has been agreed with the local authority children's social care department.

If there is still uncertainty about the concerns, the Safeguarding/Welfare Officer can discuss with children's social care department or the NSPCC advice line (0808 800 5000) without disclosing the identity of the child/family.

Concerned

Band Safeguarding/Welfare Officer refers to local authority children's social care department and confirms in writing within 48 hours.

No longer concerned

No further child protection action needed. Safeguarding/Welfare Officer decides whether to discuss the initial concerns with other services to ensure their needs are met elsewhere.

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.

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Concerned about an adult's safety or welfare

Band member makes notes of concerns using reporting form and discusses with Safeguarding/Welfare Officer.

The adult's views about what they would like to happen should be sought. With the consent of the adult, it may be appropriate to seek the views of their partner or carer, unless that person might be responsible for the abuse, or is coercing the adult, or seeking their views might put someone else in danger or interfere with a criminal investigation.

Unless the adult either clearly lacks mental capacity to consent to issues regarding the concerns, or is being coerced, or there are vital interests at stake, any steps taken should only be with their permission.

If any of these circumstances apply, discussions with a partner or family member should only take place after this has been agreed with the local authority adult social care department.

If there is still uncertainty about the concerns, or about questions such as consent or mental capacity, the Safeguarding/Welfare Officer can discuss with the relevant adult social care department without disclosing the identity of the adult or their family.

Concerned (the adult, who has mental capacity, consents)

Band Safeguarding/Welfare
Officer refers to local authority
adult social care department
and confirms in writing within
48 hours.

Concerned (the adult does not, or cannot consent)

Band Safeguarding/Welfare Officer seeks guidance from local authority adult social care without initially disclosing identity or the adult.

No longer concerned

No further child protection action needed. Safeguarding/Welfare Officer decides whether to discuss the initial concerns with other services to ensure their needs are met elsewhere.

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?

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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:

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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: