

Reviewed February 2025

Oxford Cherwell Brass

BandSafe 5 Safeguarding Policies and Procedures

Introduction

Safeguarding children, young people and adults with care and support needs within the Band is the responsibility of **ALL members** of the Band.

This document provides guidelines and information on the following sections:

Section 1: Types of abuse and relevant terms used in safeguarding

Section 2: Oxford Cherwell Brass Safeguarding Policy

Section 3: Dealing with a Safeguarding Concern

Section 4: Welfare Officer Role Description and Safer Recruitment

Section 5: An example of an Anti-Bullying Policy

Section 6: Guidelines for the use of Social Media and Online Technologies

**APPENDIX A: Oxford Cherwell Brass Procedure for Reporting a Concern
- for ALL band members, volunteers and employees.**

This document should be read in conjunction with the following:

Welcome, Membership form, Code of Conduct, Safer recruitment policy, Whistleblowing policy, Supporting your Members, GDPR Procedures, Health and Safety Plan and Risk Assessments.

Section 1: Types of abuse and relevant terms used in safeguarding

Abuse and Neglect of children

Abuse and neglect are forms of maltreatment of a child or young person. They may result in a child suffering or being likely to suffer significant harm. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult, or another child or children. Government guidance 'Working Together to Safeguard Children' (2015) defines various forms of abuse, including:

1. 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.

2. 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.

3. 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.

4. 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.

5. Other ways in which abuse may be perpetrated

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 include in which digital technology may often (but not always) play a part include:

- Child sexual exploitation: a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.
- Forms of modern slavery.
- Abuse linked to cultural or religious belief (such as: Female genital mutilation (FGM), honour violence, forced marriage or abuse associated with a belief in spiritual possession).
- Extremism – defined in Working Together 2018 as behaviour which includes targeting people who may be vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.
- Child criminal exploitation: where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology. County lines: a term used to



describe gangs and organised criminal networks involved in exporting illegal drugs into the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

- **Bullying and Cyberbullying:** Bullying is intentional behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally. Cyberbullying is bullying that takes place online. Unlike bullying offline, online bullying can follow the child wherever they go, via social networks, gaming and mobile phone. A person can be bullied online and offline at the same time.
- **Domestic abuse:** Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people who are or have been in a relationship. It can also happen between adults related to one another. It can seriously harm children and young people, and experiencing domestic abuse is child abuse.
- **Grooming:** Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Children and young people who are groomed can be sexually abused, exploited or trafficked. Anybody can be a groomer, no matter their age, gender or race. Grooming can take place over a short or long period of time – from weeks to years. Groomers may also build a relationship with the young person's family or friends to make them seem trustworthy or authoritative.

6. 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'.

7. Young Carers

A young carer is a person under 18 who provides or intends to provide care for another person (of any age, except generally where that care is provided for payment, pursuant to a contract or as voluntary work). Statutory safeguarding guidance recognises that young carers may have support needs, and stipulates the circumstances in which a local authority must carry out an assessment.

8. Contextual safeguarding

This is an approach to safeguarding where it is recognised that risk to children or young people exists in situations outside the family. The term and the methodology were developed by Dr Carlene Firmin and staff at the University of Bedfordshire. It advocates a multi-agency and multi-dimensional approach that targets the contexts where children and young people may be at risk rather than

individual young people themselves, although individual support may still have an important role to play. For further information see <https://contextualsafeguarding.org.uk/>

9. Responsibilities under Working Together to Safeguard Children

Under Chapter 1 of this statutory guidance it is the responsibility of band leaders and those working with young members to share information and work together with statutory partners if they have concerns that a child or young person may be at risk of abuse or neglect. Once a referral has been received by a local authority children's social care team, they should, within one working day, make a decision about the type of response that is required and acknowledge receipt to the referrer. Feedback should also be provided to the referrer on decisions taken by the local authority. For example, the local authority, may take the view that the child and family are in need of support services, or may decide that the child is in need of protection. If a band believes that the position taken by the local authority is inadequate to protect the child or young person, we will consider escalating the referral within the Local Authority. 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:

1. 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.).

2. 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 consenting to sexual acts

3. 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

4. Organisational

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.

5. 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

6. 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

7. 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

8. 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.

9. Domestic violence or abuse

This is abuse perpetrated in the context of relationships with family members, friends or carers, and can, in turn, be broken down into other types of abuse relating to: psychological

- physical
- sexual
- financial
- emotional

10. Modern Slavery

This may take various forms, such as:

- Human trafficking
- Forced labour
- Domestic servitude
- Sexual exploitation, such as escort work, prostitution and pornography
- Debt bondage – being forced to work to pay off debts that realistically they never will be able to

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.

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 that are enshrined within the legislative framework for safeguarding adults, and reflect 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 decision-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:

<https://www.scie.org.uk/mca/introduction/mental-capacity-act-2005-at-a-glance/>

Signs and indicators of abuse of both children and young adults

There may be many signs and indicators that a child is being abused or is at risk although these may be hard to spot. The signs of child abuse aren't always obvious, and a child might not feel able to tell anyone what's happening to them. Sometimes, children don't even realise that what's happening to them is abuse.

Some common signs that there may be something concerning happening in a child's life include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lacks social skills and has few friends, if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body.

These signs don't necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour – the NSPCC help you to assess the situation. You may also notice some concerning behaviour from adults who you know have children in their care, which makes you concerned for the child/children's safety and wellbeing. 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 abuse of adults, go to:

<https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse>

Section 2: Safeguarding Policy for Oxford Cherwell Brass

This policy applies to all members, volunteers or anyone working on behalf of Oxford Cherwell Brass.

The purpose of this policy:

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

Oxford Cherwell Brass 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 practise 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 (1998 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, updated 2018)
- 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 Regulations (European Union) (2017)
- 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)

The UK's four nations – England, Northern Ireland, Scotland and Wales – each have their own framework of child protection legislation, guidance and practice to:

- identify children who are at risk of harm
- take action to protect those children
- prevent further abuse occurring.

Although the child protection systems are different in each nation, they are all based on similar principles. A summary of the key legislation and guidance is available from: <https://learning.nspcc.org.uk/child-protection-system>

We believe that:

- children should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children to keep them safe and to practise in a way that protects them.
- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to 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. Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse

In addition, bands 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 is 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
- appointing a nominated child protection lead for children, a deputy and a lead trustee/board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and a code of conduct for members and volunteers;
- developing and implementing an effective online safety policy and related procedures;
- providing effective support and training for volunteers with responsibility for safeguarding;
- recruiting staff and volunteers safely, ensuring all necessary checks are made;



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- sharing information about safeguarding and good practice with children, parents, volunteers and members;
- making sure that children and their families know where to go for help if they have a concern
- sharing concerns with agencies who need to know, and involving parents and children appropriately.
- Using Oxford Cherwell Brass's procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we provide a safe physical environment for our children, members and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where members and volunteers, children and their families, treat each other with respect and are comfortable about sharing concerns
- sharing information about anyone found to be a risk to children with the appropriate bodies. For example: Disclosure and Barring Service, Services, Police, Local Authority/Social Services.

Section 3: Dealing with a safeguarding concern

See Appendix A for Oxford Cherwell Brass/Oxfordshire

summary procedure and contacts

Ways that abuse might be brought to your attention:

- A child or adult might make a direct disclosure about him or herself.
- A child or adult might make a direct disclosure about another person.
- A child or adult might offer information that is worrying but not a direct disclosure.
- A member of the band or volunteer might be concerned about the appearance or behaviour of a child or adult at risk, or about the behaviour of someone (e.g. a parent or carer) towards a child or adult at risk.
- A parent or carer might make a disclosure about abuse that a child or adult is suffering or at risk of suffering.
- A parent or carer might offer information about a child or adult that is worrying but not a direct disclosure.

Receiving a Disclosure

A 'disclosure' is when a child tells you something that has happened to them, or that they have seen or information they have been told that puts them or someone else at risk of harm, this can be current or historic. This could be part of a general conversation or an intentional disclosure.

There are lots of reasons why a child or young person might to tell someone they're being abused, including:

- realising the abuse is wrong
- not being able to cope any more
- the abuse getting worse
- wanting to protect other children
- wanting the abuser to be punished
- trusting someone enough to tell them
- someone asks them directly.



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- It can be very hard for them to open up about what's happened to them. They might be worried about the consequences or that nobody will believe them. They might've told someone before and nothing was done to help them. Sometimes they might not know what's happening to them is abuse and struggle to share what they're feeling. Some children don't reveal they're being abused for a long time, some never tell anyone.

Actions to take when a child makes a disclosure:

React calmly

Listen carefully to what they're saying. Be patient and focus on what you're being told. Try not to express your own views and feelings. If you appear shocked or as if you don't believe them it could make them stop talking and take back what they've said.

Tell them that they are not to blame and that they were right to tell or talk about it

Take what they say seriously, make sure they know they can trust you and you'll listen and support them.

Reassure them but do not make promises of confidentiality.

Let the person tell their whole story. Don't try to investigate or quiz them, but make sure that you are clear as to what they are saying. Questions should only be used to clarify if necessary and should be kept to the absolute minimum to ensure a clear and accurate understanding of what has been said.

Explain what you'll do next. For younger children, explain you're going to speak to someone who will be able to help (i.e. discuss the matter with the band Safeguarding/Welfare Officer). For older children, explain you'll need to report the abuse to someone who can help.

Don't confront the alleged abuser this could make the situation worse for the child.

Make a full written record of what has been said, heard, and or/seen as soon as possible. Do not do this in front of them.

You can find out more on the NSPCC's website [here](#) including what happens when you report abuse to them.

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 children's 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:

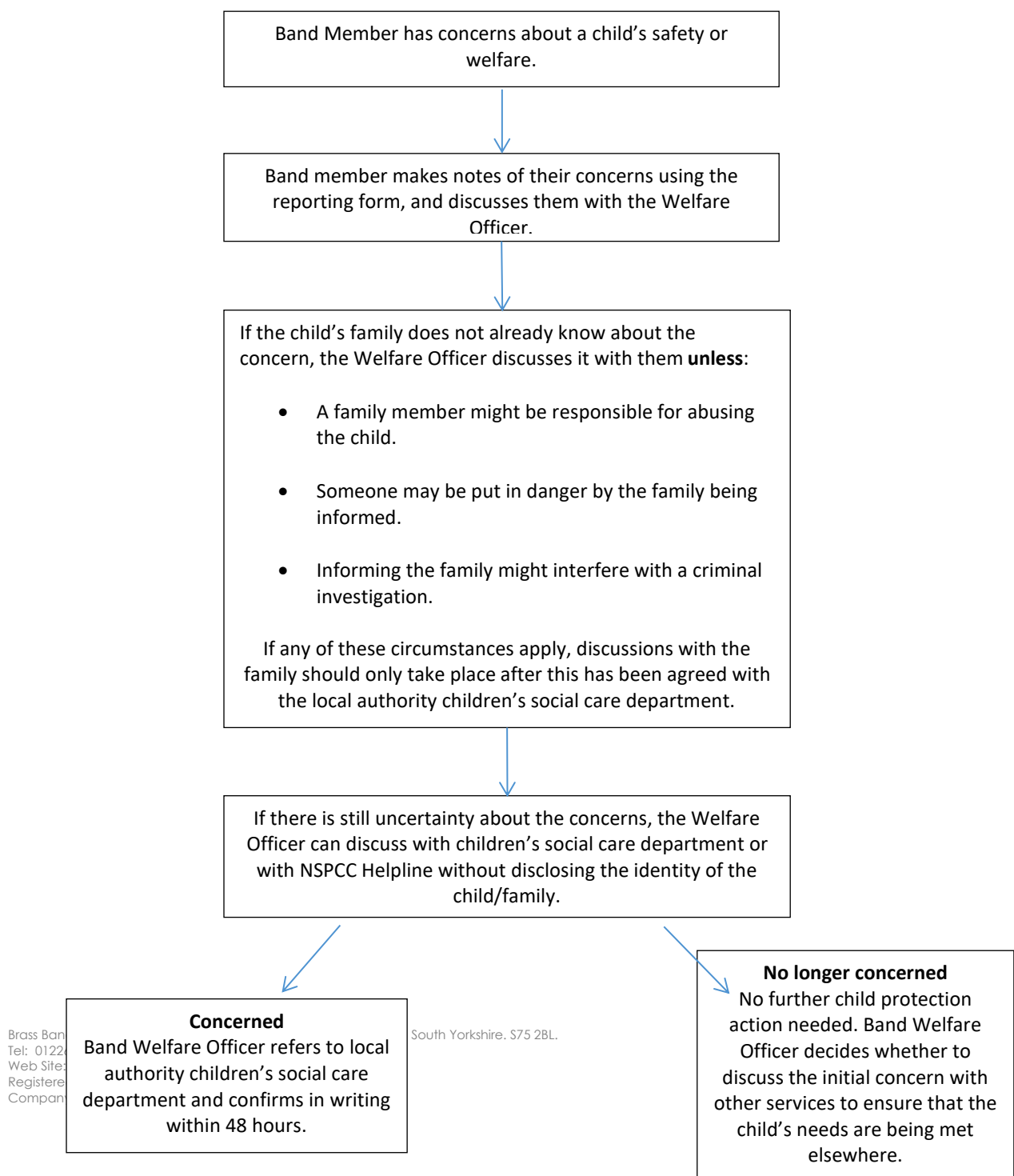
- the person's wishes and feelings;
- in the case of an adult, their consent or the withholding of their consent, and whether there are 'vital interests' or mental capacity issues to consider;
- in the case of a child, the parent's right to know (unless this would place the child or someone else in danger, 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.



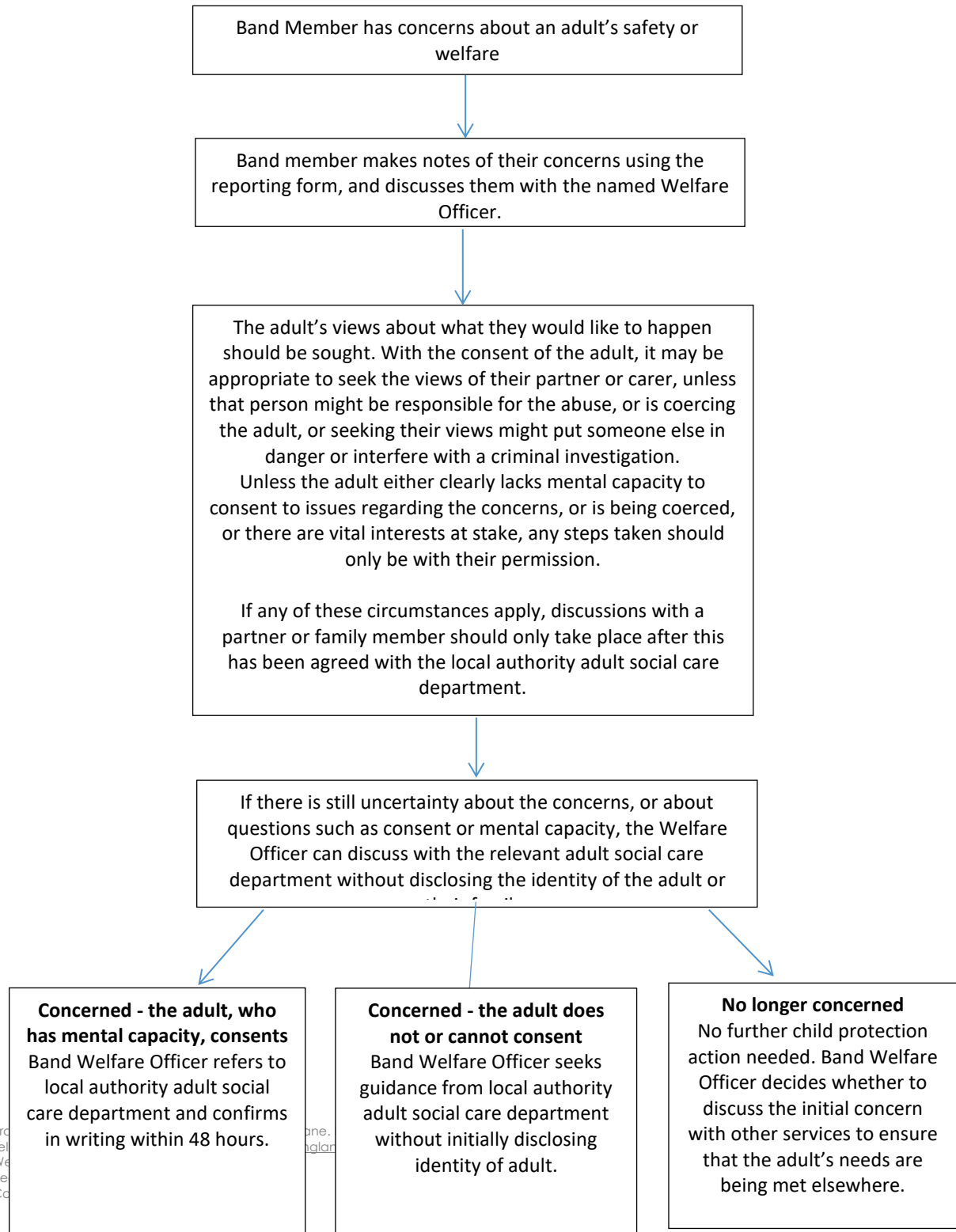
Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the flowchart at the end of this section.

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. This procedure provides clear direction to members and volunteers of the band if they have concerns that a child needs protection.



This procedure provides clear direction to members and volunteers of the band if they have concerns that an adult at risk needs protection.





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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 on the person's file. The name of the person making the notes should be written alongside each entry.

Section 4: Safeguarding/Welfare Officer's Role Description

Role Description: Safeguarding & Welfare Officer/Deputy

Organisation: Oxford Cherwell Brass

Reports to: Chair

Supported by and deputised for by: Deputy Safeguarding/Welfare Officer

Purpose of the role

To take the lead role in ensuring that appropriate arrangements are in place at the band for safeguarding children, young people and adults at risk.

To promote the safety and welfare of children, young people and adults at risk, that are members of the Band, and other children and adults at risk, with whom the Band may come into contact.

Duties and responsibilities

1. Make sure that all issues concerning the safety and welfare of children, young people and adults at risk, who are members of the band, are properly dealt with through policies, procedures and administrative systems, including safer recruitment into childcare/safeguarding roles.
2. Make sure that all players, volunteers, children/young people, adults at risk, parents/carers and the management committee are made aware of the procedures and what they should do if they have concerns about a child or adult at risk.
3. Receive and record information from anyone who has concerns about a child or adult at risk who is a member of the band.
4. Take the lead on dealing with information that may constitute a child protection or an adult safeguarding concern. This includes assessing and clarifying the information and taking decisions where necessary in consultation with the Musical Director and statutory child protection and adult safeguarding agencies.
5. Consult with, pass on information to and receive information from statutory child protection and adult safeguarding agencies, such as the local authority children's social care department, the adult social care department and the police. This includes making formal referrals to these agencies when necessary.



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6. Consult with the NSPCC Helpline and/or the Brass Band England Designated Safeguarding Officer or other local contacts when such support is needed.
7. Be familiar with and work within local inter-agency child protection and adult safeguarding procedures developed by the local safeguarding children board and local safeguarding adult board.
8. Be familiar with issues relating to child protection and abuse, and adult safeguarding and abuse, and keep up-to-date with new developments in this area.
9. Report regularly to the management committee.
10. Attend training in issues relevant to child protection and adult safeguarding from time to time and share knowledge from that training with other volunteers and Band representatives/group of delegates
11. Specifically the Welfare Officer and Deputy are required to attend BBE Safeguarding Training every 2 years and must have a DBS check, renewed every 3 years/checked on the Update Service.

Role Description: Chaperone – see “Best Practice in Supporting Children, Young People and Adults at Risk” document

Other roles with no responsibility for children, young people or adults at risk- see Welcome Leaflet.

Section 5: Anti-Bullying Policy

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;



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- 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.

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

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.

Section 6: Guidelines on the Use of Social Media

It is recognised 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 YouTube. It is also recognised that online platforms can provide the means to make teaching, webinars, rehearsals and events accessible when direct, face to face contact may be difficult for all or some participants. Nonetheless the use of social media and online technologies can also present safeguarding risks that need to be mitigated as far as possible. These guidelines aim to protect individuals within the band and to encourage them to take responsibility for what they write, exercise good judgement and common sense. Inappropriate use of social media can pose risks to the band's reputation, and can jeopardise compliance with legal obligations. The guidelines also aim to enable



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bands to take advantage of the many opportunities offered by online technologies whilst at the same time remaining committed to the safeguarding of members and others.

Band websites and social media pages

It is important that you have permission prior to posting images of band members on official websites and social media pages. This permission can be obtained through the membership form. Be clear on the consent form about what the images are to be used for, how long they will be kept, and the fact that they will be stored and, in due course, disposed of securely

Personal details such as phone numbers and email addresses should not be posted on the internet without the permission of the individual.

It is important to 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.

A note on social media groups

There is a difference between, on the one hand, informal social media groups set up and used by groups of friends who happen to be part of a band, and, on the other hand, official band social media groups, coordinated by someone in an official role, and used as part of the band's methods of promotion, networking and support. Informal social media friendship groups are not required to abide by this guidance, although their members should bear in mind the need to use the same personal standards of behaviour in their online communications as in their face to face contact. Informal groups should also avoid calling themselves by a name which could give the impression that they are official band groups. These official social media groups should:

Be agreed in advance by the committee, who should be made aware of the name and purpose of the group and outlining how it will be effectively risk managed.

Have a nominated individual who will be responsible for monitoring it and moderating its content.

Confirm in writing to the committee that it will operate in accordance with band safeguarding policy and procedures and will use safe settings and restrictions

The band should keep a list of all its social media groups, together with their moderating person. This list should be reviewed on an annual basis.

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



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Records of communications will be kept just as they would be for written communication. If a staff member's or volunteer's mobile phone 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.

Use of online platforms to run group and one-to-one sessions, and events

The following guidelines should be observed.

See also the following for further advice and guidance:

<https://learning.nspcc.org.uk/safeguarding-child-protection/social-media-and-online-safety>

<https://www.saferinternet.org.uk/>

Sessions and activities run on online platforms, e.g. Zoom

Only use approved band accounts for Zoom or other platforms, not personal accounts of committee members, staff or volunteers.

Meetings should be accessed from a parent's account not a child's.

Ensure privacy settings are adjusted to protect both leaders and participants

Ask participants to let you know in advance the names that they will be using to access the session. If someone enters the waiting room whose name you don't recognise, make sure that you check out who it is before admitting them; and report any unauthorised attempts to join a call to your band's Safeguarding/Welfare Officer

Ensure that the registration/consent form signed by participants and/or parents specifies that the sessions will be run online, and that those involved are aware of the risks involved and who to talk to if they need to do so. Any activities that are live streamed need to be done with cameras off if they involve children or adults at risk.

Ground rules need to be agreed.

Participants and leaders should not be in revealing clothing / nighttime attire.

Deliver sessions from a neutral area; if it is from a person's home, use the blurred background function if possible. If not possible, ensure that there is nothing inappropriate in the background and no identifying information, and ask that participants do the same.

Remember that the child or adult at risk may not have any privacy during the session.

Avoid using the person's bedroom as a place from which they participate in the session, unless a parent is also present in the room.

Ensure that there are at least two adults present as session leaders – more if using break-out rooms.

Be aware of additional family pressures and pressures upon children and young people in the aftermath of the pandemic; take account of this when preparing and running the sessions.



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APPENDIX A: Oxford Cherwell Brass Child/Adult Protection Procedure

ALL adult band members, volunteers and people working on behalf of Oxford Cherwell Brass are expected to be aware of and take responsibility for acting upon the Child/Adult Protection Procedure as follows:

In the event of any disclosure, other concern or suspicion:

1. If a child or adult is in immediate danger dial 999 for the police

2. Otherwise

- **Jot down notes at the time if possible:** date, time, facts, observations and the child's/adult's own words – do not ask leading questions:
 - **NEVER PROMISE** that you can keep what a child/adult has said a secret
 - **REASSURE** and stay calm, no judgements, empathise
 - **EXPLAIN** what you will do next – inform Welfare Officer, keep in contact
 - **REPORT** the incident to the welfare officer and do not tell any other adults or children what you have been told
 - **RECORD** details within 24 hours
- **Report your concerns to Peter Heim – Welfare Officer/Designated Safeguarding Lead**
If Peter is not available contact
Caroline Murray – Deputy Welfare Officer/Designated Safeguarding Lead
07904579570 cmur1567@gmail.com
- If you cannot contact Peter or Caroline and you have an **immediate concern about a child** contact the Oxfordshire multi-agency safeguarding hub (**MASH**) for advice
0345 050 7666 (or 0800 833 408 out of hours)
- If you cannot contact Peter or Caroline and you have an **immediate concern about a vulnerable adult** call the Oxfordshire adult safeguarding team on 0345 0507 666 (or 0800 833 408 out of hours) with as much information as you have. Note that you must get the consent of the adult to make this call unless their “vital interest” is at risk or they are mentally incapable. Online <https://service.oxfordshire.gov.uk/raiseconcernforadult>
- For a concern that is **not immediate** please report to the Welfare Officers who will contact the Locality Community Support Services 03452 412703
Lcss.north@oxfordshire.gov.uk
- **To report an allegation against a person in a position of trust** please contact the **Local Authority Designated Officer** or call **01865 815956**
lado.safeguardingchildren@oxfordshire.gov.uk



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You can also get advice and help from

- NSPCC helpline on 0808 800 5000 help@nspcc.org.uk
- Childline 0800 1111 or <https://www.childline.org.uk/>
- Brass Bands England Safeguarding Officer: 01226 771015
- The Samaritans <https://www.samaritans.org/>
- National Domestic Abuse Helpline: <https://www.nationaldahelpline.org.uk/>

