

# **Safeguarding Children and Young People**

**Policies and Procedures for safeguarding children, young people and adults in The Wigston Brass Band Organisation.  
(T.W.B.)**

**July 2018.**

**The Wigston Brass Band Organisation Safeguarding Policies and Procedures: July 2018.**

**Review due: July 2019.**

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## INTRODUCTION

These policies and procedures replace the previous Wigston Brass Band Organisations (TWB)'s Child Protection Policies and Procedures.

Our policies have been written to take account of the most recent Government guidance and local multi-agency procedures that inform the safeguarding of children, young people and adults. Government guidance includes; "Working Together to Safeguard Children: a guide to inter-agency working together to safeguard and promote the welfare of children 2015 and duties to safeguard adults, set out in The Care Act 2014. In addition they take account of changes to criminal record checks, now undertaken by Disclosure and Barring Service (DBS).

Our Policies are also informed by the NSPCC Safe Network core safeguarding standards, produced in 2011 and 2013 specifically for voluntary and community groups.

Safe Network describes Safeguarding as being about everything an organisation does to keep children and young people safe and the principles below also apply to safeguarding adults:

1. Minimising risk of harm and accidents.
2. Having safe recruitment and procedures.
3. Having a code of conduct for staff.
4. Having policies and procedures in place to deal with issues, if they occur.

This document sets out TWB position, role and responsibilities, and clarifies what is expected of everyone, whatever their role in the organisation, and their individual and collective responsibility for safeguarding the welfare and safety of children, young people and adults.

Importantly. It's clear that working together, listening to children, young to having effective safeguards.

**Remember it's not your responsibility to decide if abuse is taking place, but it is your responsibility to report any concerns.**

The procedures explain what you should do and to whom you should report any concerns you may have.

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## **Safeguarding Policy Statement.**

**TWB** acknowledges its responsibilities to safeguard the welfare of children, young people and adults. We believe that children, young people and adults should be able to participate in playing music in an enjoyable and safe environment and be protected from poor practice and abuse.

We recognise and fully endorse The Human Rights Act 1998 and the United Nations Convention on Rights of the Child, which protect the rights of adults and children and young people, including the right of everyone to live a life free from abuse and exploitation. Our policies recognise our duties and commitment to upholding that right.

Our policies also recognise the obligations and duties of care on organisations working with children, young people identified in The Children Act 1989 and 2004. These acts define children and young people as anyone up to the age of 18 years and extend our responsibilities for young people with learning disabilities until they are 25 years of age. We recognise that similar responsibilities cover our work with adults.

Our policies apply to all children, young people and adults, with whom we work, regardless of their gender, sexual orientation, race, nationality or country of origin. Our policies are designed to encourage and guide good practice so as to prevent the physical, emotional, Internet, sexual abuse and exploitation and neglect of children, young people and adults while they are in our care, including the financial abuse of adults.

We believe that it is the responsibility of all individuals to be alert to the signs of abuse and provide a prompt and effective reporting procedure should abuse be suspected, disclosed or discovered, regardless of the setting in which the abuse has taken place.

TWB is committed to raising awareness of safeguarding and we have the following policies and procedures to support that commitment:

- Child and Adult Protection.
- Health and Safety and Risk Assessment and Management.
- Safe Recruitment, Selection and Induction.
- Codes of Conduct.
- Whistleblowing.
- Discipline and Grievance Procedures.
- Management of Allegations against Adult Members of TWB.
- E-safety.

Our policies are also intended to protect those who work with children, young people and adults from behaving in ways which may well-intentioned but inadvisable, and from unfounded accusations. They enable us to fulfil our duty of care to all members of TWB.

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As a further commitment to carrying out our safeguarding responsibilities, TWB has set up a Safeguarding Committee whose key areas of responsibility will be to; manage safeguarding issues affecting the organisation; ensure information is shared and policies are implemented and reviewed annually. The committee will also ensure that there is a training strategy in place to provide information and training about child and adult protection for members of TWB.

Furthermore, our Management Committee has appointed, from within its membership, a Lead member for Safeguarding who will report six monthly to the Management committee on any safeguarding and/or child protection issues and/or any allegations which have arisen over the previous six months and how any lessons learned are being addressed. The Lead will also be a member of the Safeguarding Committee.

We are committed to reviewing our policies annually to ensure they remain consistent with government guidance and legislation, changes to local multi-agency procedures and lessons learned from our own experiences of applying them.

## **Child Protection Policy.**

This policy applies to all members of TWB, including players, parents/carers, Musical Directors, Tutors, Committee Members and Trustees.

### **The purpose of this policy:**

- To protect children and young people who are members of TWB. This includes the children of adult members.
- To provide members of TWB with the overarching principles that guide our approach to child protection.

TWB believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. Furthermore, we are committed to do everything we can to ensure we provide a safe and caring environment whilst they attend our activities.

### **Legal framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989 and 2004.
- United Nations Convention on the Rights of the Child 1991.
- Data Protection Act 1998.
- Sexual offences Act 2003.
- Protection of Freedoms Act 2012.
- Relevant Government Guidance on safeguarding children, including Working Together to Safeguard Children 2015

### **We recognise that:**

- The welfare of the child is paramount, as enshrined in the Children Act 1989.
- All children and young people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have a right to equal protection from all types of harm or abuse.
- Some children and young people are additionally vulnerable because of the impact of previous experience, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies in promoting young people's welfare

**We will seek to keep children and young people safe by:**

- Valuing them, listening to and respecting them
- Adopting child protection practices through procedures and a code of conduct for members of TWB.
- Ensuring that safe recruitment and selection practices are followed, including ensuring all necessary checks are made.
- Sharing information about child protection and good practice with children, young people, parents and members of TWB.
- Providing effective support, supervision and training for members of TWB.
- Sharing concerns with agencies who need to know, and involving children, young people and parents/carers appropriately.

**DBS Checks**

TWB requires all adults working in eligible roles i.e Musical Directors, anyone offering musical tuition to children or young people and committee members, to hold an enhanced check with the Disclosure and Barring Service (DBS). These checks are undertaken on our behalf by Brass Band England (BBE).

It is the responsibility of the TWB Deputy Treasurer to complete DBS checks for eligible members of TWB. Once the DBS form has been sent to BBE no information is shared with the Deputy Treasurer unless checks reveal that the person concerned is considered to be unsuitable to be working with children.

**TWB Welfare Officer:**

Alison Raggett.

**Band Welfare Officers:**

Junior Bands-Abi Harding, Pat Allsop, Jo Green.

**Senior Band Welfare Officer:**

Karen Edwards.

**Chair for Safeguarding:** Karen Edwards

For contact details-see Appendix 1

## **Procedure for responding to Concerns about Children or Young People at Possible Risk of Abuse.**

This procedure applies to everyone within The Wigston Band Organisation who may be concerned about the safety and protection of a child or young person.

### **Purpose and aim of this procedure**

We aim to ensure those children/young people who are members of TWB and any other children/young who come to the attention of TWB receive the protection and support they need if they are experiencing or at risk of abuse.

This procedure provides a clear direction to members of TWB if they have concerns that a child/young person is in need of protection.

### **Ways that abuse might be brought to your attention:**

- A child/young person might make a direct disclosure about him or herself
- A child/young person might make a direct disclosure about another child
- A child/young person might offer information that is worrying but not a direct disclosure
- A member of TWB might be concerned about a child/young person's appearance or behaviour or about the behaviour of a parent or carer towards a child
- A parent or carer might make a disclosure about abuse that a child/young person is suffering or at risk of suffering
- A parent might offer information about a child/young person that is worrying but not a direct disclosure
- An anonymous contact e.g. via letter, telephone, email, or via TWB website etc. expressing concerns about the welfare of a named child/young person

### **Talking to a child or young person who has told you that he/she or another child or young person is being abused**

- Reassure the child that telling someone about it was the right thing to do
- Tell them that you might need to talk to someone else to help you to work out how best to help them
- Don't try to anticipate what the child might say e.g. by putting words into their mouth. Let them tell you in their own time and in their own words.
- Don't try to investigate, ask leading questions or quiz the child, but try to make sure that you are clear as to what he/she is saying.
- Let the child know what you are going to do next and who else needs to know about it.
- Ask the child what he/she would like to happen as a result of what he/she has said, but don't make or infer promises you can't keep.
- Give the child the Childline phone number: 0800 1111
- Make a written record as soon as possible.

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### **Helping a child or young person in immediate danger or in need of emergency medical attention**

- If the child/young person is in immediate danger and is with you, remain with him/her and call the police.
- If the child/young person is elsewhere, contact the police and explain the situation to them.
- If he/she 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 child/young person.
- You also need to contact one of TWB Welfare Officers or Band Welfare Representative to let them know what is happening.

A decision will need to be made, in consultation with TWB Welfare Officer or Band Welfare Representative about who should inform the child or young person's parents/carers and the local authority children's services and when they should be informed. If you have involved the police and/or health services, they should be part of this decision. Consider the welfare of the child/young person in your decision making as the highest priority.

#### **Issues that will need to be taken into account are:**

- The child's wishes and feelings
- 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/carer
- The current assessment of the risk to the child 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 flow chart below.

#### **Keeping a record of your concerns**

Use the proforma reporting form (appendix 2) to record the concern and how it is dealt with. The relevant sections of the form should be completed and signed at each stage of the procedure. It can be used to forward information to the statutory child protection authorities if a referral to them is needed.

The form should be signed and dated by all those involved in its completion and kept in a confidential file.

The name of the person making the notes should be written alongside each entry.

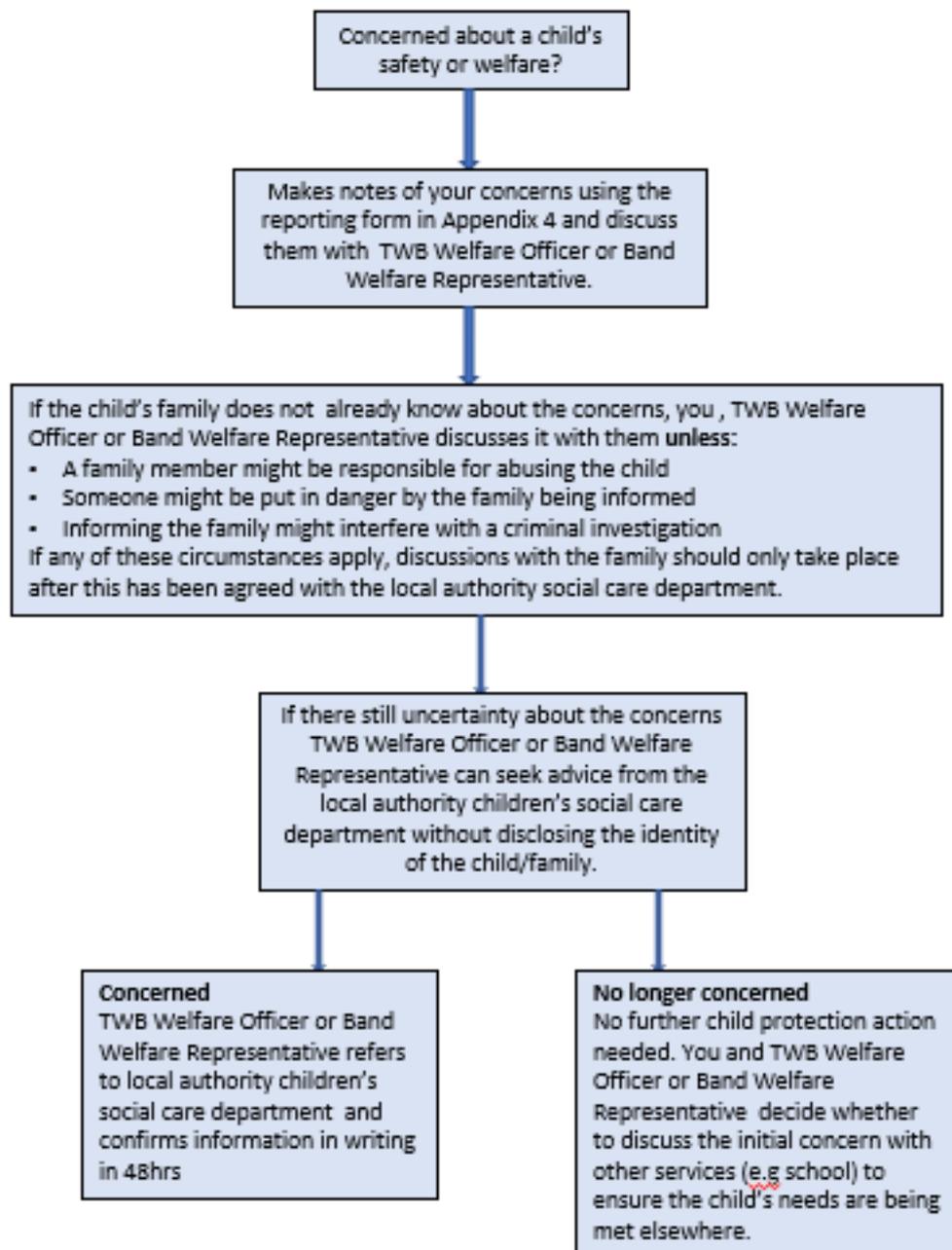
### **Reporting child protection concerns**

If a child is in need of emergency medical attention or in immediate danger, follow the procedure set out in the section “Helping a child in immediate danger or in need of emergency medical attention”

You should then take the steps set out on the flow chart on page 11 to ensure the concern is dealt with.

## Flowchart: Responding to concerns about the safety and welfare of a child/young person

(ref: Procedures pages 8-10)



## **Adult Protection Policy (Draft)**

The policy applies to all Members of TWB, including players, Musical Directors, Tutors, Committee Members and Trustees.

### **The purpose of this policy:**

- To protect adults who maybe “Adults at risk” of abuse and who are members of TWB. This includes the adult relatives of members of TWB.
- To provide members of TWB with the overarching principles that guide our approach to adult protection.

### **Definitions of adult and adult abuse**

Defined as any person aged 18years and over who has needs for care and support (whether or not the authority is meeting any of those needs) who is experiencing or at risk of abuse or neglect, and as a result of those needs is unable to protect himself or herself against the abuse or neglect or risk of it.

*Ref: Safeguarding Adults Procedures, Leicester, Leicestershire and Rutland*

The adult experiencing, or at risk of abuse or neglect will be referred to as “the adult”

### **Our Commitment**

TWB believes that no adult should experience abuse of any kind. Furthermore, we recognise we have a duty of care to individuals within our organisation and are committed to do everything we can to ensure we provide a safe and caring environment for everyone whilst they attend our activities.

### **Legal framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect adults, namely:

- The Care Act 2014.
- The Human Rights Act 1998.
- Data Protection Act 1998.
- Sexual offences Act 2003.
- Protection of Freedoms Act 2012.

### **We recognise that:**

- All adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have a right to equal protection from all types of harm or abuse
- Some adults are additionally vulnerable because of the impact of previous experience, their level of dependency, communication needs or other issues
- Working in partnership with adults, their relatives, carers, advocates and other agencies is essential in safeguarding and promoting their well-being

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### **We will seek to keep adults safe by:**

- Valuing them, listening to and respecting them
- Adopting good adult protection practices through procedures and a code of conduct for members of TWB who are in positions of trust
- Ensuring that safe recruitment and selection practices are followed, including ensuring that necessary checks are made
- Sharing information about adult protection and good practice with members of TWB
- Providing effective support, supervision and training for members of TWB
- Sharing concerns with agencies who need to know, and involving adults, their relatives, carers, advocates appropriately

### **DBS Checks**

TWB requires all adults working in eligible roles i.e. Musical Directors, anyone offering musical tuition and committee members, to hold enhanced check with the Disclosure and Barring Service (DBS). The checks are undertaken on our behalf by Brass Band England (BBE).

It is the responsibility of the TWB Deputy Treasurer to complete DBS checks for eligible members of TWB. Once the DBS form has been sent to BBE no information is shared with the Deputy Treasurer unless checks reveal that the person concerned is considered to be unsuitable to be working with children.

### **TWB Welfare Officer:**

Alison Raggett.

### **Band Welfare Officers:**

Junior Bands-Abi Harding, Pat Allsop, Jo Green.

### **Senior Band Welfare Officer:**

Karen Edwards.

**Chair for Safeguarding:** Karen Edwards

(For contact details see appendix 1)

## **Procedure for Responding to Concerns about an Adult at Possible Risk of Abuse (Draft)**

This procedure applies to everyone within the Wigston Band Organisation (TWB) who may be concerned about the safety and protection of an adult.

### **Purpose and aim of this procedure**

We aim to ensure adults who are members of TWB and any other adults who come to the attention of TWB receive the protection and support they need if they are experiencing or at risk of abuse.

This procedure provides a clear direction to members of TWB if they have concerns that an adult is in need of protection.

### **Ways that abuse might be brought to your attention**

- The adult might make a direct disclosure about him or herself
- The adult might offer information that is worrying but not a direct disclosure
- A member of TWB might be concerned about the adult's appearance or behaviour or about the behaviour of another person towards the adult
- A relative, carer or friend might make a disclosure about abuse that the adult is suffering or at risk of suffering
- A relative, carer or friend might offer information about the adult that is worrying but not a direct disclosure
- An anonymous referral to TWB might be received via letter, email, social media etc.

### **Responding to an adult who is making a disclosure**

- Assure them that you are taking them seriously.
- Listen carefully to what they are telling you, stay calm, get as clear a picture as you can, but avoid asking too many questions at this stage.
- Do not give promises of complete confidentiality.
- Explain that you have a duty to tell the TWB Welfare Officer or Band Welfare Representative, and that the adult's concerns may be shared with others who could have a part to play in protecting them.
- Reassure them that they will be involved in decisions about what will happen.
- Explain that you will try to take steps to protect them from further abuse or neglect.
- If they have specific communication needs, provide support and information in a way that is most appropriate to them.
- Do not be judgemental or jump to conclusions.

## **Helping an adult in immediate danger or in need of emergency medical attention**

- Make an immediate evaluation of the risk and take steps to ensure that the adult is in no immediate danger. Are there any other adults who need safeguarding? Evaluate the risk to them and the need for a protection plan. Where appropriate, dial 999 for an ambulance if there is need for emergency medical treatment.
- Consider supporting and encouraging the adult to contact the police if a crime has been or may have been committed. If the adult is unable or unwilling to contact the police, immediate consideration must be given as to whether this needs to be done on their behalf, in their best interest or in the interest of others who may be at risk.
- Do not disturb or move article that could be used in evidence, and secure the scene (for example, by locking the door to a room).
- Contact the Local Authority Children’s Social Care if a child is also at risk.
- Any possible steps should be taken to ensure that others are not at risk.

## **Who should I report my concerns to in TWB?**

You have a duty to report concerns that an adult is in need of protection to TWB Welfare Officer or Band Welfare Representative. If you are unable to contact/do not wish to speak to the Welfare Officer or Band Welfare Representative you should speak to another member of TWB Safeguarding Committee.

Once any immediate risks and/or emergency medical needs have been attended to, you should, if you haven’t done so already, speak to TWB Welfare Officer or band Welfare Representative as a priority.

If you suspect a member of TWB has abused an adult you have a duty to report your concerns immediately to TWB Welfare Officer, Band Representative or a member of the Safeguarding Committee.

See separate procedures: “Responding to Allegations against an Adult Member of TWB” and Whistleblowing.

Once you have reported your concerns to TWB Welfare Officer, Band Welfare Representative or member of the Safeguarding Committee, they must decide, without delay, on the most appropriate course of action.

## **Alerting and sharing information with the local authority adult social care (lead agency)**

If a decision is made to raise an alert with the lead agency, this will be undertaken by TWB Welfare Officer, Band Welfare Representative or Safeguarding Committee member, within 24 hours of receiving the information.

An alert must always be made when the person is an adult and there is a concern that they are being, or are at risk of being abused or neglected, and are at risk of, or have experienced harm.

Anyone, can make an alert to the lead agency and it may be appropriate for the person raising the concern to do so in situations, for example, where discussions with TWB Welfare Officer, Band Welfare Representative or Safeguarding Committee member will involve delay in a high risk situation or where the person has already raised concerns with the appropriate persons within TWB but no action has been taken.

If the incident occurs outside normal working hours and cannot wait for a response until the next working day, it should be reported to the Emergency Duty Team

**(Contact details in Appendix 1)**

### **Recording**

It is important to make an accurate record as soon as possible after the event, including:

- Date and time of the incident;
- The appearance and behaviour of the adult;
- Any injuries observed;
- Exactly what the adult said, using their own words (that is, their account) about the abuse and how it occurred. Alternatively, this may take the form of exactly what was reported to you;
- The views and wishes of the adult;
- Any actions and decisions taken at this point
- Exactly what you saw if you witnessed the incident;
- A record of what any witnessed said;
- The name and signature of the person making the record.

Notes should be kept safe by TWB Welfare Officer as it may be necessary to make records available as evidence and disclose them to a court.

## **Dealing with Allegations against an Adult member of TWB.**

### **Introduction**

This procedure outlines what members of TWB, including parents or carers should do if they have concerns about the behaviour of another adult member of TWB.

This procedure sets out the roles and responsibilities of TWB officers, including; TWB Welfare Officer; Band Welfare Representatives; the Chairs of Committees and lead Trustee for Safeguarding in dealing with allegations and managing investigations that may result from them.

### **The scope of the procedure**

The procedure should be applied in all situations where it is alleged that an adult member of TWB has:

- Behaved in a way which has harmed or may have harmed a child, young person or adult;
- Possibly committed a criminal offence against or related to a child, young person or adult;
- Behaved towards a child, young person or adult in a way that indicates they may pose a risk of harm to children, young people or adults;

This includes allegations where it might indicate that the person is unsuitable to continue to work with children, young people and adults in their current position.

This also includes where there are indications that the person has employed behaviour which could constitute grooming.

Allegations of historical abuse should be responded to in the same way as contemporary concerns.

### **The aims of this procedure are:**

- To ensure that children, young people or adults who participate in banding with TWB, and any other children, young people or adults who come to our attention, are protected and supported following an allegation that they may have been abused by an adult involved with TWB.
- To ensure there is a fair and robust response to any allegations made, so that the risk posed to other children, young people or adults by an abusive individual is managed effectively
- To make sure there is an appropriate level of investigation into allegations, whether they are said to have taken place recently, at any time the person concerned has been associated the TWB or prior to the person's involvement with TWB
- To ensure that TWB continues to fulfil its duty of care towards members of TWB who may be subject to such investigations
- To ensure that individuals are able to continue their role if they have been at the centre of allegations that are unfounded or deemed to be malicious in origin

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## **How you might find out about a possible case of abuse**

### **Ways that allegations might be made against an adult involved with TWB include:**

- A child, young person, adult or parent/carer making a direct allegation about an adult member of TWB;
- A child, young person, adult, parent/carer expressing discomfort with the behaviour of an adult member of TWB that falls short of a specific allegation
- Another member of TWB directly observing behaviour that is a cause for concern
- TWB being informed by the police or another statutory agency that an adult member of TWB is the subject of an investigation
- Information emerging from the renewal or updating of a DBS check that suggests an adult member of TWB may have committed an offence or been involved in an activity that could compromise the safety of children, young people or adults in TWB
- A member of TWB disclosing that they have been the subject of allegations, have actually harmed or committed an offence against (or related to) a child, young person or adult.

### **Responding to a Child, Young Person or adult who is making a disclosure**

- Reassure her/him that telling someone was the right thing to do and that you are taking them seriously;
- Stay calm and listen carefully to what she/he is telling you;
- Let her/ him tell you their story in their own words. Don't try to investigate, and avoid leading questions and quizzing them, but make sure you are clear as to what they are saying;
- Do not make promises that you can't keep e.g. do not make promises that what she/he is saying can remain confidential;
- Let her/him know what you are going to do next. Explain that you have a duty to tell TWB Welfare Officer or Band Welfare Representative and explain that her/his concerns may also be shared with others who could have a part to play in protecting her/him;
- Ask her/him what they would like to happen as a result of what they have said but don't make or infer promises you can't keep;
- If she/he is an adult, reassure them that they will be involved in decisions about what will happen to them;
- If she/he has specific communication needs, provide support and information in a way that is most appropriate to them.
- Do not be judgemental or jump to conclusions. Give her/him the contact numbers for relevant helplines (see appendix) e.g. children/young people can be given Childline phone number 0800 1111.
- Make a written record as soon as possible, using the proforma in the appendix.

## **Who should allegations or concerns be reported to within TWB?**

If an allegation is made by a child, young person, adult or family member to a member of TWB or a member of TWB observes concerning behaviour by a colleague at first hand, this should be reported immediately to TWB Welfare Officer or Band Welfare Representative.

If they are not able to contact either of the above, the person receiving the allegation can report the concern to the Chair of The Wigston Band Organisation. **(See contact details: appendix 1)**

### **Taking immediate action to identify and address the risk**

There are potentially two issues that have to be dealt with as a matter of urgency:

#### **1. Is the child, young person or adult in immediate danger or do they need emergency medical attention?**

- If a child, young person or adult is in immediate danger and is with you, remain with them and call the police;
- If they are elsewhere, contact the police and explain the situation to them;
- If they need emergency medical attention, call an ambulance and while you are waiting for it to arrive, get help from a first aider;
- If a first aider is not available, use any first aid knowledge you have to help the child, young person or adult.
- You also need to contact TWB Welfare Officer or Band Welfare Representative to let them know what is happening

You will need to make sure parent(s) or carer(s) of the child/young person or person(s) identified by the adult are contacted and made aware of what has happened and what steps have been taken to get help.

#### **2. Is the person at the centre of allegations working with children, young people or vulnerable adults now?**

If this is the case, the concern needs to be discussed immediately with TWB Welfare Officer or the Band Welfare Representative, or if they are not immediately available with a committee member who should then, in a sensitive manner, remove the person involved in the allegation, from contact with children, young people or any adults who may be at risk.

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It should then be explained to the person, in private, that:

- A complaint has been made against them- although details of the complaint should not be given to them at this stage, and
- Further information will be provided as soon as possible but that, until consultation has taken place with relevant agencies and within TWB, they should not be working with children, young people or vulnerable adults.

It may be best, under the circumstances, for the person to return home on the understanding that a Band Welfare Representative or TWB Welfare Officer will contact them later the same day or the following day.

The information provided to him/her at this stage will need to be very limited. This is because discussions need to take place first with other agencies who may need to be involved, such as local authority children and/or adult's social care services, police or local authority designated officer (LADO).

If the person concerned is a member of a trade union or professional organisation, they should be advised to make contact with that organisation. TWB will also arrange for a member of TWB to provide on-going support in line with TWB's responsibilities towards his/her welfare.

#### **Undertaking a risk assessment and managing risk within TWB: Roles and responsibilities**

Once any urgent necessary steps have been taken, attention can be given to dealing with the full implications of the allegations

It is the responsibility of the Chair of The Wigston Band Organisation, working closely with TWB Welfare Officer, The Band Welfare Representative and the Lead Trustee for Safeguarding, to oversee an internal investigation and decision-making about whether disciplinary action should be taken against the person in question.

The Chair will also:

- Ensure appropriate plans are developed and put in place to safeguard the welfare of children, young people and adults in TWB
- Ensure that on-going support is provided to the person who is the subject of the allegations

TWB Welfare officer will take a lead role in liaising with statutory agencies, if involved, and will ensure relevant information is shared. TWB Welfare Officer has further responsibilities which are specified below.

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### **Possible lines of enquiry:**

There are a number of possible lines of enquiry when an allegation is made which may include:

- A police investigation of a possible criminal offence
- Investigation by the local authority designated officer (LADO) concerning the risk the person concerned poses to children and young people, and/or by the local authority adult social care services concerning risks to adults in need of protection
- Enquiries and assessment by the local authority children's social care service about whether a child is in need of protection
- Investigation by TWB and possible disciplinary action against the person in question. This includes implementing a plan to manage any risk posed by the individual to children, young people or adults in the organisation until the outcome of other investigations is known

### **When to involve the local authority designated person (LADO) or local authority adult social care services.**

TWB Welfare Officer should report allegations concerning a child or young person to the local authority designated officer (LADO) or if they concern an adult, to the local authority adult social care services. **(see contact details: appendix 1)**

Allegations should be reported within one working day, if the alleged behaviour suggests that the person in question:

- May have behaved in a way that has harmed or may have harmed a child, young person or adult
- Has possibly committed a criminal offence against or related to a child, young person or adult
- Has behaved towards a child, young person or vulnerable adult that suggests he/she may be unsuitable to work with children, young people or adults

This should also happen if the individual has volunteered the information him/herself

The LADO or local authority adult social care services may be told of the allegation from another source. If this is the case, then the first information received by TWB may be when the LADO or local authority adult social care services make contact in order to share this information.

Whoever initiates contact, there should be a discussion between the LADO/local authority adult social care services and TWB Welfare Officer to share information about the nature and circumstances of the allegation and to consider whether there is any evidence to suggest it may be false or unfounded.

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If there is any reason to suspect a child, young person or adult has suffered or is likely to suffer significant harm and there are no obvious indicators that the allegation is false, the LADO/local authority adult social care services, will arrange a strategy discussion.

The local authority children and/or adult social care services should be asked to share information with TWB if it has relevance to the involvement of the person concerned with TWB's activities.

### **Dealing with a criminal offence**

If there is reason to suspect that a criminal offence may have been committed the LADO/local authority adult social care will contact the police and involve them in a strategy discussion.

It is important that TWB Welfare Officer cooperates with requests for information and in turn should expect that agencies share relevant information to assist TWB to continue to assess and manage potential risks posed by the person concerned to children, young people and adults in the organisation.

Discussions with the police should also explore whether there are matters that can be acted on in a disciplinary process while the criminal investigation takes place or whether disciplinary action must wait until the criminal process is completed.

### **Talking to parents/carers about the allegation or concern**

If parents/carers do not already know about the allegation, TWB Welfare Officer and LADO/local authority adult social care will need to discuss how they will be informed and by whom.

### **Sharing information with the person who is the subject of the allegation**

The person at the centre of the allegation should be informed as soon as possible after the initial consultation with the LADO/local authority adult social care. However, if a strategy discussion with the local authority children and/or adult social care or the police is needed, this may have to take place before the person concerned can be spoken to in full.

Only limited information should be given to the person concerned, unless the investigation authorities have confirmed they are happy for all information to be disclosed or unless there is no need for continuing involvement from the statutory agencies.

TWB Welfare Officer will need to liaise closely with the LADO and/or local authority adult social care and other agencies involved about what information can be shared with the person concerned.

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## **Taking disciplinary action**

If the initial allegation does not involve a possible criminal offence, the Chair of the Management Committee, TWB Welfare Officer, Band Welfare Representatives and the lead Trustee for Safeguarding should consider whether formal disciplinary action is needed.

If the local authority children or adult social care services have undertaken any enquiries to determine whether a child/young person or adult are in need of protection, any relevant information will need to be taken into account from these enquiries when considering whether disciplinary action should be brought against the person at the centre of the allegations.

The following timings should be kept to wherever possible:

- If formal disciplinary action is not needed, other appropriate action should be taken within three working days
- If disciplinary action is required, and can be progressed without further investigation, this should take place within fifteen days
- IF TWB decides that further action is needed in order to make a decision about formal disciplinary action, TWB Welfare Officer should discuss with the LADO/Local authority adult social care the possibility of this investigation being undertaken by an independent person to ensure the process is objective. Whether or not the investigation is handled internally or independently, the report should be presented to the Chair of the Management Committee within ten working days.
- Having received the report of the disciplinary investigation, the Chair of the Management Committee should decide whether a disciplinary hearing is required
- If a hearing is needed it should be held within fifteen working days
- TWB Welfare Officer should continue to liaise with LADO/Local authority adult social care during the course of any investigation or disciplinary proceedings and should continue to use LADO/Local authority adult social care as a source of advice and support

If a criminal investigation is required, it may not be possible to make decisions about initiating disciplinary proceedings or about the person's future involvement with TWB until that is concluded.

The police are required to complete their work as soon as reasonably possible and to set review dates, so TWB Welfare Officer should liaise with the police directly or via the LADO/Local authority adult services to check on the progress of the investigation and criminal process

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The police are required to inform an employer\* straight away if the person is either convicted of an offence or acquitted or alternatively if a decision is made not to charge him/her with an offence or to administer a caution. In any event TWB Welfare Officer should contact the LADO/Local authority Adult services to discuss the issue of disciplinary proceedings.

*\*the term "employer" means the organisation that has a "working relationship with the person against whom the allegation has been made" Working together to safeguard Children 2015.*

If an allegation is substantiated and if, once the case is concluded, TWB dismisses or ceases to use their services, or the person ceases to provide his/her services, TWB Welfare should consult with the LADO/Local authority adult services about referral of the incident to the Disclosure and Barring service. This should take place within one month.

### **Managing risk and supporting the person at the centre of the allegation**

The first priority of TWB must always be the safety and welfare of children, young people and vulnerable adults. However, as a member of TWB, the person who is the subject of the allegation has a right to be treated in a fair, sensitive and non-judgemental manner and to have his/her privacy respected as far as this preserves the safety of the child/young person/vulnerable adult and other children, young people and vulnerable adults.

Information about the allegation must only be shared on a need to know basis and those directly responsible for overseeing the work of the person concerned. Any other information e.g. explanations to other WB members/players should be agreed and negotiated with the person concerned.

If the individual is a member of a trade union or professional organisation they should be advised to contact that body as soon as possible after they have been informed that he/she is the subject of an allegation. Arrangements should also be made for him/her to receive ongoing support and information. If the individual is a member of a trade union or professional organisation they should be kept informed about the progress of the investigation.

The possible risk of harm to children, young people and vulnerable adults presented by the person who is the centre of the allegation needs to be carefully managed during and after any conclusions to the investigation process following the allegation. This means that TWB may need to consider suspending the person if there is cause to suspect the child/young person/vulnerable adult may be at risk of significant harm, or if the allegation is serious enough to warrant investigation by the police, or if it is so serious that it could lead to the person being asked to leave the organisation. However, a decision to suspend should not be automatic, as there may be other ways of managing any risk presented by the person.

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The situation should be discussed fully between TWB Welfare Officer, Chair of Management Committee and LADO/Local authority adult services, who will seek the views of the police and the local authority children/adult social care service on the question of the person's continued involvement with TWB. The conclusions of the discussion should be carefully documented. If the decision is to suspend the individual concerned from membership of TWB the grounds for this decision should be clearly set out. If the decision is not to suspend them, then a clear plan should be made about how any possible risk posed by the individual is to be managed.

If at the conclusion of all the investigations it is concluded that the individual concerned is able to resume their involvement with TWB, TWB Welfare Officer, Chair of Management Committee and Band Welfare Representative from the relevant band should consider how best to support them in the process. A plan to facilitate a return should be drawn up in consultation with the person concerned. This should take account of how any remaining child/adult protection risks will be managed and how they can be supported after what will have been and will remain a very difficult experience.

If the decision is that the person cannot resume their involvement with TWB or they choose to leave, TWB Welfare Officer must discuss with the LADO/Local Authority adult services whether the matter should be shared with the Disclosure and Barring Service (DBS) and any professional body to which the person may belong. In taking this action TWB will ensure it carries out its statutory obligations to share information in the interests of protecting children, young people and vulnerable adults.

If an allegation is found to be unsubstantiated or fabricated TWB should consider referring the child, young person in question to the local authority children's social care services for them to assess if he/she are in need of services or whether she/he may have been abused by someone else. If it is felt that there has been malicious intent behind the allegations TWB should discuss with the police whether there are grounds to pursue any action against the person responsible.

### **Keeping a record of the investigation**

All those involved in dealing with the allegations should keep clear notes of the allegations made, how they were followed up, any actions and decisions taken, together with the reasons for these.

These notes should be compiled gradually as the situation unfolds, with each entry made as soon as possible after the event. The notes should be signed and dated by the person making them and the person's name should be printed alongside.

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## **Appendix 1**

### **Important Contacts.**

#### **Safeguarding Committee Members:**

**Chair-**

**TWB Welfare Officer-** Alison Raggett

#### **Band Welfare Representatives-**

Senior Band-Karen Edwards

Junior Bands- Pat Allsop

Abbie Harding.

Jo Green.

**Lead Trustee for Safeguarding-** Karen Edwards.

#### **Key Agencies:**

**Leicestershire Police:** Child Abuse Investigation Unit for Leicester, Leicestershire and Rutland

Tel: 0116 2485500 or 101 (999 in emergency)

**Leicestershire Children's Social Care:** Tel: 0116 305 0005 (24 hours) (Covers all Leicestershire and Rutland)

**Leicester City Council Children's Social Care:** Tel: 0116 454 1004 (24 hours)

**Warwickshire Children's Social Care:** Tel: 01926 414144 (Monday to Thursday 8.30am-5.30pm, Friday 8.30am-5pm) out of hours:01926 886922

#### **Local Authority Designated Officer (LADO):**

Leicestershire: 0116 305 7597 or 0116 305 4532

Leicester City: 0116 454 2440

Warwickshire: 01926 410410 or 07769165444

**Leicester City Council Adult Social Care:** 0116 454 1004

**Leicestershire County Council Adult Social Care:** 0116 305 0004

**Leicestershire County Council Safeguarding Team Duty:** 0116 305 4933

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**Leicester City, Leicestershire and Rutland: Emergency Duty Team/out of hours service:**  
0116 255 1606

**Warwickshire County Council Adult Social Care:** 01926 412080 (24 hours)

**More useful contacts:**

**NSPCC Helpline:** 0808 800 5000 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**Childline** 0800 1111 (textphone 0800 400 222) or [www.childline.org.uk](http://www.childline.org.uk)

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## Appendix 2

### Different types of abuse: Children and Young People

#### Significant harm

**Physical abuse** is violence causing injury or occurring regularly during childhood. It happens when:

- A child is hurt or injured by being hit, shaken, squeezed, thrown, burned, scalded, bitten or cut
- Someone tries to drown or suffocate a child
- Someone gives a child poison, alcohol or inappropriate drugs
- Someone fabricates the symptoms of, or deliberately induces, illness in a child

In some cases the injuries will be caused deliberately. In others they may be accidental but caused by the child being knowingly put at risk/

**Sexual abuse** occurs when someone uses power or control to involve a child in sexual activity to gratify the abuser's own sexual, emotional or financial needs or desires.

It may include:

- Forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening
- Encouraging a child to behave in sexually inappropriate ways
- Showing children pornographic material or involving them in production of such material
- Involving children in watching other people's sexual activity or in inappropriate discussions about sexual matters.

**Emotional abuse** is persistent or severe emotional ill-treatment of a child that is likely to cause serious harm to his/her development. It may include:

- Persistently denying the child love and affection
- Regularly making the child feel frightened by shouts, threats or any other means
- Hurting another person or a pet in order to distress a child
- Being so over-protective towards the child that he/she is unable to develop or lead a normal life
- Exploiting or corrupting a child, e.g. by involving him/her in illegal behaviour
- Conveying to a child the message that he/she is worthless, unlovable, inadequate, or his/her value is to meet the needs of another person. This may or may not include racist, homophobic or other forms of abuse.

**Neglect** involves persistently failing to meet a child's physical, psychological or emotional needs. It may include:

- Failing to ensure that a child's basic needs for food, shelter, clothing, health care, hygiene and education are met
- Failing to provide appropriate supervision to keep a child out of danger. This includes lack of supervision of particular activities or leaving a child alone in the house.

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## **Appendix 3**

### **Different types of abuse: Adults**

#### **Abuse**

Includes physical, sexual, emotional, psychological, financial, material, neglect, acts of omission, discriminatory and organisational abuse.

#### **Physical abuse:**

Physical abuse involves the non-accidental infliction of physical force that results in bodily injury, pain or impairment. Examples of such behaviour include: hitting, pushing, slapping, scalding, shaking, kicking, pinching, hair-pulling, the inappropriate application of techniques or treatments, involuntary isolation or confinement, misuse of medication. NB inadvertent physical abuse may also arise from poor practice, e.g. poor manual handling techniques.

#### **Sexual abuse:**

Direct or indirect involvement in sexual activity without valid consent. Consent to a particular activity may not be given because:

- A person has capacity to give consent and does not want to give it;
- A person lacks capacity to give consent and is therefore unable to give it;
- A person feels coerced into activity because the other person is in a position of trust, power or authority

#### **Emotional/Psychological abuse:**

Includes “emotional abuse” and takes the form of threats of harm or abandonment, deprivation of contact, humiliation, rejection, blaming, controlling, intimidation, coercion, indifference, harassment, verbal abuse (including shouting or swearing), and isolation or withdrawal from services or support networks.

Psychological abuse is the denial of a person’s human and civil rights including choice and opinion, privacy and dignity and being able to follow one’s own spiritual and cultural beliefs or sexual orientation.

It includes preventing the adult from using services that would otherwise support them and enhance their lives. It also includes the intentional and/or unintentional withholding of information (for example information not being available in different formats/ languages and so on).

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**Neglect:**

The repeated deprivation of assistance that the person needs for important activities of daily living, including failure to intervene in behaviour which is dangerous to them or to others, or of poor manual handling techniques.

Under the Mental Capacity Act 2005, wilful neglect and ill-treatment of a person lacking capacity becomes a criminal offence.

Self-neglect on the part of an adult will not usually lead to an initiation of Adult Protection Procedures unless the situation involves a significant act of commission or omission by someone with established responsibility for an adult's care. Other assessment and review procedures, including risk assessment procedures, may prove a more appropriate intervention.

## **Recruitment Selection and Induction Policy**

The policy applies to anyone who is responsible for recruiting, selecting and inducting new members of The Wigston Band Organisation (TWB) and all who participate in shortlisting and interview panels.

TWB is committed to promoting the welfare of children, young people and vulnerable adults and keeping them safe.

We are also committed to equality, valuing diversity and working inclusively across our activities.

We aim to have an organisation that represents a variety of backgrounds and cultures, with members of TWB that can provide the relevant knowledge, abilities and skills for our organisation.

### **The purpose of the policy:**

To provide guidance to enable TWB:

- To recruit, select and retain the best possible people to support the work of the organisation
- To take all reasonable steps to prevent unsuitable people from joining our organisation
- To recruit, select and manage people who work within TWB in a way that complies with legislation designed to combat inequality and discrimination
- To do all we can to achieve and maintain a diverse membership of TWB
- To ensure that our recruitment and selection processes are consistent and transparent
- To ensure candidates are judged to be competent before we appoint them
- To ensure all new members joining TWB are given a proper induction

### **We recognise that:**

- Our members are an important resource
- Unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children, young people and adults in order to harm them
- Children, young people and adults benefit from our efforts to recruit and select skilled and committed people from a diverse range of backgrounds
- New members cannot perform their roles effectively unless they are inducted properly and receive ongoing support and supervision

## **Recruiting and inducting new members of TWB**

### **1. Appointment of Musical Directors:**

- Advertising for Musical Director positions will be undertaken through appropriate media to ensure high quality applicants from diverse backgrounds are attracted
- We will provide anyone who expresses an interest with a comprehensive application pack
- Applicants will be required to complete an application form (see appendix)
- The chair of TWB and at least one other committee member and a member of the Safeguarding Committee will be involved in shortlisting applicants for interview
- The chair of TWB and at least one other member of the committee and a member of the Safeguarding Committee will conduct a face to face interview with anyone we may want to appoint
- We will incorporate the views and perspectives of band members, including the views of any children or young people who play in the band, into the recruitment and selection process
- Candidates will be expected to provide two references, two pieces of identification and original copies of any necessary qualifications
- We will require successful candidates to undergo an enhanced DBS check, which will be undertaken by the Deputy Treasurer
- We will provide an induction which will include ensuring the staff member is made aware of how to keep children, young people and adults safe in our organisation as set out in TWB Child and Adult Protection policies and procedures and Code of Conduct

### **2. Appointment of new volunteers, including those providing musical tuition:**

- We recognise that those who volunteer to work within our organisation are often players and/or parents of children/young people who play, or have played, in one of our bands and as such do not go through a formal recruitment process.
- However, we will require those who volunteer as committee members or who provide musical tuition to children, young people or adult players to have enhanced DBS checks.
- We will provide an induction into their volunteering role which will include ensuring they are aware of how to keep children, young people and adults safe in our organisation as set out in TWB Child and Adult Protection policies and procedures and Code of Conduct

- In circumstances where a person wishes to volunteer and has no previous connection with TWB, either as a player or parent, they will be interviewed by at least two people, including the Chair of TWB and a member of the Safeguarding Committee. They will also be required to provide two character references and two pieces of identification and to undergo an enhanced DBS check.

### **3. Roles and responsibilities for recruitment, selection and induction**

The chairperson of the relevant committee is responsible for:

- Setting up and chairing a Recruitment and Selection panel to appoint to the post of Musical Director, which will be responsible for advertising, shortlisting and interviewing candidates for the post.
- Overseeing the recruitment and interviewing of anyone who wishes to volunteer and has had no previous involvement with the organisation.
- Ensuring applicants for the Musical Director's post and anyone applying for a volunteering role, who has had no previous involvement with the organisation, have provided information as requested and that it is checked.
- Overseeing shortlisting and interviewing for the Musical Director's post, including ensuring the views and perspectives of players, including those of children, young people and vulnerable adults who play in the band are sought.
- Ensuring the successful candidate for Musical Director and all new members of TWB are provided with an appropriate induction into their volunteering role, which includes making sure they are aware of how to keep children, young people and vulnerable adults safe in our organisation as set out in TWB Child and Adult Protection policies and procedures and Code of Conduct.
- Ensuring the newly appointed Musical Director and anyone applying for a volunteering role, who is not previously known to the organisation, have an enhanced DBS check undertaken by TWB Deputy Treasurer.

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# **Whistleblowing**

## **Policy and Procedure Statement**

### **Introduction**

The Wigston Band Organisation (TWB) believes that its members provide their time and expertise in the best interests of TWB. However, it may be that a member of TWB may have concerns about a colleague's standards of practice. They may be worried that a child, young person or adult is not being cared for properly, being abused or at serious risk. It may be that they have concerns about fraud, financial irregularity or other issues.

Everybody within TWB has a responsibility to raise such concerns to ensure the organisation maintains high standards of practice, including high standards of care to children, young people and adults.

TWB acknowledges that raising concerns can be extremely difficult because the person who is concerned may feel that speaking up would be disloyal to their colleagues or to TWB. They may also fear bullying, harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may be a suspicion of malpractice.

TWB is committed to the highest possible standards of openness, professionalism and accountability. In line with that commitment we expect members of TWB, who have serious concerns about any aspects of TWB's work, to voice those concerns.

This document makes it clear that members of TWB should be able to do so without fear of victimisation, subsequent discrimination or disadvantage. This Whistleblowing Policy is intended to encourage and enable members of TWB to raise serious concerns within TWB rather than overlooking a problem or "blowing the whistle" outside. **Remember, a whistle-blower is a witness, not a complainant.**

### **Harassment or Victimisation**

TWB is committed to good practice and high standards and be supportive of any member who wishes to report concern. If a member of TWB believes that what he/she is saying is true, they should have nothing to fear as he/she will be doing their duty to the organisation.

Bullying, harassment or victimisation (including informal pressures) by other members of TWB towards someone who raises a concern will not be tolerated.

### **Confidentiality**

All concerns will be treated in confidence and every effort will be made not to reveal the identity of the person raising the concern, if they so wish. At the appropriate time, however, they may need to be a witness, for instance if the matter leads to a disciplinary

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hearing or a criminal prosecution. In some cases, confidentiality may not be possible, for example when reporting abuse or a criminal offence, as action may need to be taken. The person raising the concern will be consulted if it does become necessary to reveal their identity. If there is an unauthorised disclosure of someone's identity, disciplinary action may be taken against that individual.

### **Anonymous Allegations**

Whenever possible, the person raising the concern should be prepared to put their name to an allegation. Concerns expressed anonymously are much harder to investigate; but will be considered by the appropriate TWB officers. In exercising this discretion, the factors to be taken into account would include:

- The seriousness of the issues raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from the attributable sources.

### **Untrue Allegations**

If TWB member makes an allegation in good faith, but it is not confirmed by the investigation, no action should be taken against them. If, however, the member makes an allegation frivolously, maliciously or for personal gain, disciplinary action may result.

### **Support for the person raising concerns**

TWB through the chair of the Safeguarding Committee will ensure the person raising the concern is kept informed and supported.

### **If I have a concern who should I speak to?**

In the first instance you should speak to a Band Welfare Representative or TWB Welfare Officer. In most cases, the matter will be dealt with at that stage. The earlier you raise your concern, the easier it will be to take action. REMEMBER, IF IN DOUBT, RAISE IT.

If you feel unable to raise the issue with any of the above, or if they do not take appropriate action to resolve the issue, you should approach the Chair of the Safeguarding Committee or the Lead Trustee for Safeguarding.

If the concern is about abuse of a child or adult by a member of TWB you should report your concerns to the Band Welfare Representative or TWB Welfare officer. (See "Dealing with Allegations against an Adult Member of TWB" procedures)

**See contact details in Appendix 1**

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## **Role and responsibilities of the Chair of the Safeguarding Committee**

- To ensure concerns are taken seriously;
- To ensure an objective assessment of the concern is undertaken and fully investigated;
- To ensure the person raising the concern is advised of the progress;
- To ensure that action necessary to resolve a concern is taken;
- To ensure the person raising the concern is provided with support from a named person within TWB or if necessary by someone independent of TWB.

## **Other Related Procedures**

There may be an existing procedure for you to follow which is specifically intended to address your specific area of concern and unless, in good faith, you feel unable to, you should follow the appropriate procedure. For example:

- Dealing with allegations against an adult member of TWB
- Child or adult protection procedures

## **How TWB will Respond**

TWB will respond to any concern raised. Where appropriate, the matters raised may:

- Be investigated by the Chair of the Safeguarding Committee and/or management committee, internal audit, or through the disciplinary process;
- Be investigated under another procedure, e.g. child/adult protection;
- Be reported to TWB's Management Committee or Trustees;
- Be referred to the Police;
- Be referred to an external auditor;
- Form the subject of an independent inquiry.

Within ten working days, you should receive, in writing:

- An acknowledgement that the concern has been received;
- Indication how the matter will be dealt with;
- Where applicable, an estimate of how long it will take to provide a final response;
- Information on how you will be supported;
- Contact details of the person dealing with your concern

If, during the investigation, you are concerned about what progress is being made, require support or reassurance, or feel you may be being victimised or harassed as a result of making the disclosure, you should contact your named supporter.

The named supporter will write to you to inform you of the outcome of your concern. However, this will not include details of any disciplinary action, which will remain confidential to the individual/s concerned.

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### **What action can you take if you are unhappy with TWB's response?**

In most circumstances, the person wishing to raise the concerns should discuss the matter with the Chair of the Safeguarding Committee or the Lead Trustee for Safeguarding. If this is not possible, or the persons are thought to be involved or colluding in any way, the Local Authority Designated Officer (LADO) may be contacted. They will be responsible for ensuring the concerns are looked into or passed to the most appropriate person.

Depending on the circumstances the use of the Whistleblowing Procedure might overlap with another procedure for instance; Disciplinary Procedures, Child or Adult Protection Procedures or "Dealing with Allegations against an Adult Member or TWB" Procedures.

### **Monitoring**

TWB will monitor concerns raised by whistleblowing and take action accordingly. This includes reviewing these procedures annually.

## Appendix 4: Form for reporting concerns about a child/ young person

### Details of child/young person and parents/carers

Name of child/young person:		
Gender:	Age:	Date of birth:
Ethnicity:	Language:	Additional needs:
Name of parents/carers:		
Child/young person's address:		
Address of parents/carers (if different from the child/young person)		

### Your Details

Your name:	Position in TWB	Contact details:
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### Report

<p>Are you reporting your own concerns? Yes/ No If you are reporting concerns on behalf of someone else, please give their name, position in TWB and contact details.</p>
<p>Please give details of the incident or what has prompted concerns about the child/young person, including description of any behavioural/physical signs or injuries. Where possible give times and dates.</p>

Have you or anyone else spoken to the child/young person? If so, what have they said? And to whom did they say this?

Please give details of anyone alleged to have caused the incident or to be the source of any concerns.

Please give details of anyone who witnessed the incident or who shares the concerns.

Please note concerns should be discussed with the parents/carers **unless**:

- The view is that the family member might be responsible for abusing the child/young person
- Someone might be put in danger by the parents/carers being informed
- Informing the family might interfere with a criminal investigation

If any of these circumstances apply consult with the local authority children's social care to decide whether or not discussions with the family should take place.

Have you or anyone else spoken to the parents/carers? If so what was said? And to whom? If not, give your reasons for deciding not to speak to the parents/carers.

Are you aware of any previous incidents or concerns relating to this child/young person?

Has the situation been discussed with TWB welfare officer? Yes/No

If so, please summarise what was discussed and agreed.

Have the statutory child protection authorities been informed?

Police: Yes/No

Date and time:

Name and telephone number of the person spoken to:

Local Authority children's social care: Yes/No

Date and time:

Name and telephone number of the person spoken to:

Actions agreed with the child protection authorities:

Signature of person completing this report.....

Name.....Date and time.....

Signature of TWB Welfare Officer/ band welfare representative

.....

Name.....

Position in TWB.....

Date and time.....

