

# SAFEGUARDING POLICY

Issue 3

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## 1. Introduction

This is the Safeguarding Policy Statement of Amersham Band, in accordance with the relevant legislation relating to children and vulnerable adults. The aim of the policy is to raise awareness of abuse, reduce the risks of abuse occurring and provide a framework for action when abuse is suspected.

## 2. Policy Statement

Our statement of general policy is that the welfare of our members is paramount. In particular, the band will:

- ensure that there are opportunities for all people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity to participate in brass banding in an enjoyable and safe environment;
- take all reasonable steps to protect young people and vulnerable adults from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings;
- take action swiftly and appropriately to all suspicions and allegations of poor practice or abuse;
- create a culture where individuals feel safe to voice concerns

- follow the guidance provided by Brass Bands England (BBE), through compliance with the BBE BandSafe programme; and,
- review and revise this policy as necessary at regular intervals.

### 3. Responsibilities

The overall and final responsibility for safeguarding is that of the Trustees of Amersham Band.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Amersham Band Committee Members and the Safeguarding Officers

The Committee shall appoint a Lead Safeguarding Officer and sufficient Safeguarding Officers to cover each of the different bands within the organisation. The role descriptions for the Lead Safeguarding Officer and the Safeguarding Officers can be found in Appendix 4

The Committee and the Safeguarding Officer(s) have a responsibility to report on safeguarding issues to the Trustees on a regular basis.

The Band Chairman, Band Managers, Musical Directors and Safeguarding Officer(s) have a responsibility to:

- Provide band members with the best possible care;
- Refrain from any abusive or harmful action;
- Record and report anything they witness which is or might be abusive or harmful;
- Co-operate in any investigation into alleged abuse;
- Participate in training activities relating to abuse, neglect, and safeguarding.

To ensure safeguarding standards are maintained all band members have a responsibility to:

- comply with the band's policies on Safeguarding, Anti-bullying, Data Protection, Health and Safety and the Use of Social Media;
- co-operate with Band Managers, the Safeguarding Officers, Supervisors and the band's Musical Directors;
- be alert to the signs of potential abuses and harms; and
- report all safeguarding concerns, in confidence, to an appropriate person.

A poster with contact information for the Safeguarding Officers and Musical Directors is clearly displayed in the foyer of the bandroom.

### 4. Policy Scope

The policy is applicable to all of the activities of the band and specifically at band rehearsals, before and after band rehearsals whilst waiting for parents to collect young people, and at events and concerts in which the band participates.

The policy does not cover activities by members of the band which are not part of the band's organised events. Transport to and from rehearsals and events is not within the

responsibility of the band; parents and/or responsible adults in charge of children should arrange for safe travel arrangements.

## **5. Safe Procedures and Practices**

The band uses the Brass Band England's BandSafe programme to ensure that safe procedures and practices are in place. The BandSafe programme is implemented as follows.

- The band as an organisation will register with BBE and carry out the BBE BandSafe check.
- DBS checks will be carried out for the Band Chairman, Band Managers, Welfare Officer, Musical Directors and designated responsible adults. These checks will be updated on a 2-year cycle.
- The Band Chairman, BandManagers, Safeguarding Officers and the Musical Directors will undertake the BandSafe training programme, updated on a 2-year cycle.
- At performance events, the band will follow the requirements for child performance licencing, using the BBE BOPA registration arrangements.

The band will develop and maintain policies on health and safety, data protection, anti-bullying and use of social media.

## **6. Categories of Abuse**

See Appendix 1 at the end of this policy for a guidance on all categories of abuse.

## **7. Recognising Signs of Abuse**

Guidance on signs of abuse can be found in Appendix 2 to this policy.

Band Managers, Safeguarding Officers and Musical Directors have a responsibility to be aware of and raise a concern in relation to signs that a child or an adult at risk may be experiencing abuse.

Band Managers, Musical Directors and band members are NOT responsible for diagnosing, investigating, or providing a response to abuse. The primary responsibility is to pass on their concerns to the Welfare Officer or Band Chairman. However, if the issue relates to behaviour of the Welfare Officer or Chairman, then the concern should be referred to one of the Trustees.

## **8. Disclosure of Abuse**

Action must be taken immediately if an actual or suspected abuse is disclosed. The level of action should be appropriate to the level of risk: if there is an immediate danger and clear signs of abuse, the Police should be called. In all cases, either the Welfare Officer, Band Chairman, or another Trustee should be informed and they may decide to seek outside expert advice from the Local Authority Designated Officer on 01296 382070 or email [secure-LADO@buckinghamshire.gov.uk](mailto:secure-LADO@buckinghamshire.gov.uk).

## **9. Action on Disclosure of Abuse**

There should always be the opportunity to discuss welfare concerns with, and seek advice from Band Managers, Committee Members, Musical Directors and the Welfare Officer. It is important to reassure any band member or person disclosing a concern that no negative repercussions will come from their disclosure. However, they should be made aware that information may be passed in confidence to the band management team or the authorities.

## **10. Recording and Reporting**

In the event of a safeguarding disclosure, a record should be made of any concerns about a child or vulnerable adult at risk, and who will be taking what action, or that no further action is needed.

A report on any safeguarding concerns or disclosures should be made to the trustees.

## **11. Confidentiality**

Information about a suspected or disclosed abuse shall be kept confidential and all personal information regarding a vulnerable person shall be kept confidential. In some cases, if it is an agreed action following disclosure, sharing of information may be necessary with the appropriate authorities.

## **12. Child Performance Licensing**

When one or more band members of compulsory school age take part in a public performance, then Child Performance Licensing regulations apply. These protect children from commercial exploitation and inappropriate working hours. For each event where children perform, child performance licences are required and these are issued by the local authority in which each child lives.

To simplify the process, the band uses the Brass Bands England 'Body of Persons Approval' (BOPA) licence which can cover multiple events and multiple children with the band.

**For each event the** Safeguarding Officer for the band or group taking part will apply for a BBE BOPA licence reporting the number of school aged children attending each event. Under the BOPA licence, the band is responsible for ensuring that the following conditions are met:

- There is a minimum ratio of 1:12 for supervising adults who have had a DBS check. In the case of a parent supervising their own child, a DBS check is not needed but they can only supervise their own child in this case.
- The supervising adult must supervise the child at all times including rehearsing for the performance during the performance period and taking part in the activity.
- One adult who has attended BandSafe training is present at the event
- No payment is made to children, or to anyone else, apart from defrayment expenses.
- The BOPA should be applied for (via BBE) at least 3 weeks prior to the event.

- The permission certificate to use the BBE-held BOPA must be emailed to the Local Authority Licensing Officer of where the activity is taking place of the event at least two weeks in advance of the event.
- A copy of the band's current Safeguarding policy must be sent to BBE in advance of the event for which a BOPA is required, although following the initial submission, only updated policies need to be sent to BBE.
- A child may not be absent from school.
- The event has a risk assessment in place
- The event has a first aider present who must be there when children start to arrive and an accident book to record any accidents.
- The band must have permission, photographic consent, emergency medical information and contact details available for all child performers at the place of performance
- Children must not be at the place of performance for longer, or earlier, or later than the restrictions on hours as laid out in the regulations. (See Appendix 3)
- Children must have the minimal intervals for meals and rest as laid out in the regulations. (See Appendix 3)
- Children must have a break in performances as laid out in the regulations. (See Appendix 3)
- Suitable arrangements must be in place for meals, changing/washing facilities, breakout room, etc.
- Children should be signed in on arrival and signed out on departure.
- Suitable travel arrangements must be in place for the child to get home.

For further information, please refer to the BBE website: <https://www.bbe.org.uk/bopa>

### **13. Policy Review**

The committee will review this policy every two years.

### **14. Document History**

29 January 2021	New policy drafted to align with BBE BandSafe programme
16 July 2025	Reviewed by Trustees. Aamendments made to clarify responsibilities. Updated to Issue 3

## Appendix 1 – Categories of Abuse for Guidance

- **Physical** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Sexual** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Domestic** – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.
- **Psychological** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material** – including theft, fraud, internet scamming, coercion, in relation to an adult’s financial affairs or arrangements, including about wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Neglect and acts of omission** – including 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.

## **Appendix 2 – Guidance on Signs of Abuse**

There are a number of possible indicators and signs of abuse as follows

### **Possible indicators of physical abuse**

- No explanation for injuries or inconsistency with the account of what happened
- Injuries are inconsistent with the person's lifestyle
- Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps
- Frequent injuries
- Unexplained falls
- Subdued or changed behaviour in the presence of a particular person
- Signs of malnutrition

### **Possible indicators of domestic violence or abuse**

- Low self-esteem
- Feeling that the abuse is their fault when it is not
- physical evidence of violence such as bruising, cuts, broken bones
- Verbal abuse and humiliation in front of others
- Fear of outside intervention
- Damage to home or property
- Isolation – not seeing friends and family
- Limited access to money

### **Possible indicators of sexual abuse**

- Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- Torn, stained or bloody underclothing
- Bleeding, pain or itching in the genital area
- Unusual difficulty in walking or sitting
- Foreign bodies in genital or rectal openings
- Infections, unexplained genital discharge, or sexually transmitted diseases
- Pregnancy in a woman who is unable to consent to sexual intercourse
- The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude
- Incontinence not related to any medical diagnosis
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Excessive fear/apprehension of, or withdrawal from, relationships. Fear of receiving help with personal care
- Reluctance to be alone with a person

### **Possible indicators of psychological or emotional abuse**

- Withdrawal or change in the psychological state of the person
- Insomnia
- Low self-esteem
- Uncooperative and aggressive behaviour
- A change of appetite, weight loss/gain

## Appendix 3 – Guidance on BBE BOPA Terms and Conditions

Topic	Age 0–4	Age 5–8	Age 9+
Maximum number of hours at place of performance or rehearsal (regulation 22)	5 hours	8 hours	9.5 hours
Earliest and latest permitted time at place of performance or rehearsal (regulation 21)	7am to 10pm	7am to 11pm	7am to 11pm
Maximum total hours of performance or rehearsal (regulation 22)	2 hours	3 hours	5 hours
Minimum intervals for meals and rest (regulation 23)	Any breaks must be for a minimum of 15 minutes. If at the place of performance for more than 4 hours, breaks must include at least one 45 minutes meal break.	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes.  If present at the place of performance for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes.  If present at the place of performance for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.
Minimum break between performances (regulation 23)	1 hour 30 minutes	1 hour 30 minutes	1 hour 30 minutes



## **Appendix 4**

### **Lead Safeguarding Officer – Role Description**

Amersham Band places the highest priority on ensuring that children and vulnerable adults are safe. The band complies with the Brass Bands England BandSafe policies and the relevant legislation. The role of the Lead Safeguarding Officer is to act as a central point for coordinating the safeguarding team, including Musical Directors, teaching staff and the nominated Safeguarding Officers in each of the individual bands/ groups and to ensure that the safeguarding policies are followed. The specific responsibilities are:

- To maintain a list of band members trained in safeguarding and keep a record of the DBS certifications.
- To ensure Bandsafe training and DBS certificates are renewed as required, updating the Band's database on the G Drive with the relevant information and saving current certificates.
- To provide assistance and advice to the nominated Safeguarding Officers in the individual bands/ groups as required.
- To act as an escalation point in the event of a safeguarding incident, ensure that immediate action is taken (if needed) to protect victim(s) and to coordinate the collection of relevant information.
- To provide reporting to the Band Committee and external authorities if required.
- To maintain records of all safeguarding issues and actions taken.

The Lead Safeguarding Officer will be provided with training via the BBE BandSafe programme.

### **Safeguarding Officer in individual Bands/ Groups – Role Description**

The nominated Safeguarding Officer in each individual Band / Group will be responsible for the following:

- Ensuring that an application is made to BBE for a BOPA child performance licence for each band event which requires licencing (Application to BBE at least 3 weeks in advance of the event).
- The permission certificate to use the BBE-held BOPA to be emailed to the Local Authority Licensing Officer where the activity is taking place at least two weeks in advance of the event.
- To ensure that any event where a BOPA is required is managed in accordance with the BBE criteria: <https://www.bbe.org.uk/bopa>

- To escalate to lead Safeguarding Officer or relevant Band Manager any concerns that cannot be resolved.

The nominated Welfare and Safeguarding Officer will be provided with training via the BBE BandSafe programme