

Blewbury Brass Band: Missing young person procedure

These procedures were approved by Blewbury Brass Band's committee on 12 October 2024. They closely follow the Brass Bands England ("BBE") guidelines found in its BandSafe resources pack and which were drafted in partnership with the NSPCC and funded by the Arts Council.

Missing from a concert/rehearsal at the band hut

If a young person (under 18) or adult with care and support needs should go missing whilst attending a BBB rehearsal/concert at the band hut, the following steps should be taken:

1. Inform the Safeguarding Officer, who should normally be present at the rehearsal.
2. Take a register check to establish that everyone else who arrived at the rehearsal or concert is still there.
3. Calmly ask everyone else present if they can remember when they last saw the child and what were the exact circumstances.
4. Continue with the rehearsal so that others are occupied and kept calm.
5. At the same time, one or more adults should undertake a search of the premises. This should be done quickly but methodically, searching in all cupboards, washrooms etc. If the child cannot be found, extend the search to the immediate outside area of the premises.
6. If the child still cannot be found, and if they live nearby and their address is known, it may be helpful to check their route home to see if they have left.
7. At the same time, the senior person present should contact the child's home to see if they have arrived there. If they have not, inform their parents/carers of the situation; they should be reassured as much as possible but asked to come down to the band venue. If possible, someone should remain at home in case the child arrives there.
8. The police should be informed and BBB should cooperate fully with any investigation that takes place.
9. A full record should be made of the incident and the band should conduct a review

Missing during an event held away from the band hut

If a young person (under 18) or adult with care and support needs should go missing whilst attending a BBB rehearsal/concert held away from the band hut, the following steps should be taken:

1. Follow steps 1-4 as above.
2. At the same time, one or more adults should search the venue and immediate surrounding area. If at a venue, the venue manager should be informed and requested that the venue be secured.
3. If the child has a mobile phone and the number of this is known, a staff member/volunteer should use this to try to contact them.

4. At the same time, a responsible person should phone the child's parents to explain what has happened and what steps have been taken. It may be appropriate for them to come to the venue. If they have the child's personal phone number, they should be asked to try to contact them.
5. Depending on the precise circumstances, the Safeguarding Officer (or responsible person) should call the police to notify them of a missing child. Precise information, timings and descriptions should be readily available before making this call.
6. BBB should cooperate fully with any police investigation.
7. A full record of the incident should be made and the band should conduct a review.

Annual Review

We are committed to reviewing our policy and good practice annually.

This policy was adopted on: 12 October 2024