

Blewbury Brass Band: Safeguarding Procedures

These Safeguarding Procedures were adopted by Blewbury Brass Band's committee on 12 October 2024. It closely follows the Brass Bands England ("BBE") sample procedures found in its BandSafe resources pack and which were drafted in partnership with the NSPCC and funded by the Arts Council.

Ways that abuse might be brought to your attention:

- A child or adult might make a direct disclosure about themselves.
- 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 BBB 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.

When talking to a child or adult who has told you that they or another person is being abused:

- Reassure them that telling someone about it was the right thing to do.
- Tell them that you now must do what you can to keep them (or the person who is the subject of the allegation) safe.
- In the case of an adult with mental capacity, ask them if they will give their consent to the information being passed on to an external investigating agency.
- Let them know what you are going to do next (i.e. discuss the matter with the BBB Safeguarding Officer)
- 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.
- Ask them what they would like to happen because of what they have said, but don't make or infer promises you can't keep.
- In the case of a child, give them the ChildLine phone number: 0800 1111.
- In the case of an adult, check whether they have anyone they can talk to about the matter; if not, tell them that they can talk to you (if you are willing for them to do so) or, depending on circumstances, give them contact details for a relevant support agency such as one of those listed in the policy statement.

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 BBB's Safeguarding Officer 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.

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.

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 BBB receive the protection and support they need if they are at risk of abuse. The decision trees on the following pages should be followed to determine the appropriate course of action.

Concerned about a child's safety or welfare

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

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

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

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

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

Concerned

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

No longer concerned

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

Concerned about an adult's safety or welfare

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

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

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

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

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

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

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

Concerned (the adult does not, or cannot consent)

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

No longer concerned

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