



Harmonie Concert Band SAFEGUARDING POLICY

Overview

Commitment to safeguarding and child protection

Safeguarding is a broad term that Harmonie Concert Band uses to describe our policies, procedures and practices designed to prevent and protect people from all forms of abuse, including child abuse.

Harmonie Concert Band believes that a child, young person or adult at risk should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and adults at risk, and we are committed to safeguarding their well-being and protecting them from harm. **About this policy**

- The purpose of this Policy is to provide members, staff and volunteers with the overarching principles that guide our approach to the protection of all vulnerable people.
- This Policy applies to all members, staff (whether employees or freelancers), volunteers and anyone working on behalf of Harmonie Concert Band or taking part in Harmonie Concert Band activities.
- This Policy recognises vulnerable people as:
Children up to the age of 16, young people aged 16-18, and adults aged over 18 at risk as defined by the Safeguarding Vulnerable Groups Act 2006.

This might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity.
- This Policy also recognises that risk is determined by the activity an adult is taking part in and not solely on the personal characteristics or circumstances of the adult, so as such any adult can be at risk, and the risk can be temporary.

Policy aims

This policy aims to:

- Protect children, young people and adults at risk who are members of, receive services from, or volunteer for, Harmonie Concert Band
- Ensure members, staff and volunteers working with children, young people and adults at risk are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.
- Ensure that safeguarding of children, young people and adults at risk is a primary consideration when Harmonie Concert Band undertakes any activity, event or project.

Scope

- Membership of Harmonie Concert Band is open to all adults over the age of 18 and children of secondary school age.
- We run regular rehearsals for members and put on concerts for the general public. Thus, our involvement with vulnerable people might include, but is not limited to:
 - Members of the group who attend rehearsals and concerts
 - Relatives and friends of members who attend rehearsals and concerts in a volunteering capacity
 - Audience members at public concerts **Named safeguarding individuals**
 - **Deborah Carter** and **Lynne Bull** are our named individuals / Safeguarding Officers with responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to them in the first instance.
 - Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of the named individuals and in line with established procedures and ground rules (see below). **Policy review**
 - This policy will be reviewed and (if necessary) amended annually by the Trustees and committee. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

Ground rules, ways of working and procedures

This section describes key aspects of the practical application of the Harmonie Concert Band Safeguarding Policy.

Application

- The Policy applies to all members, staff (whether employees or freelancers), volunteers and anyone working on behalf of Harmonie Concert Band or taking part in Harmonie Concert Band activities.
- We recognise vulnerable people as:
 - Children up to the age of 16 and young people aged 16-18
 - Adults aged over 18 at risk including those defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006. This might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity.

Recruitment practices around safeguarding

- If an existing or potential new member, staff member or volunteer will be working with vulnerable people as part of Harmonie Concert Band activities, the appropriate level of enhanced DBS will be requested before that work is undertaken.
- The level of DBS check required will be an enhanced DBS level. The results of any check to inform a decision will be used confidentially and in line with the Harmonie Concert Band Equal Opportunities Policy.

General permissions

- Before a child under the age of 18 (or is in their academic year up to and including Year 13) is permitted to take part in Harmonie Concert Band activities, we must have written permission (which could be via email) from a parent/legal guardian.
- Written permission should include emergency contact details, and any relevant pick-up arrangements – including, for example, permission for another adult to pick up the child.
- The parent/guardian letter and agreement form are in **Appendices A and B**.

Rehearsals

- If a child of 17 years old or under attends a rehearsal, there must be a DBS checked person at the rehearsal,

A parent/guardian must not leave their child at the activity unless/until there is a DBS checked person in attendance. If a DBS person is not available, a parent/guardian will need to stay in the rehearsal room throughout the rehearsal.

At the end of the rehearsal, the parent/guardian must collect the child from the rehearsal room and escort them from the building. If the child should have to leave the building to meet their parent/guardian a DBS checked person must accompany them.

- If a group of children such as a choir is rehearsing with Harmonie Concert Band, that group is responsible for the safeguarding of their members.

Concerts and other activities

When Harmonie Concert Band organises an activity or event where they will be responsible for individual children or vulnerable people, they will ensure:

- Planning is carried out in line with this Policy and the associated procedures.
- The event is attended by an appropriate number of DBS checked and safeguarding trained adults. This will be a minimum of one, but more when practically possible.
- Where practically possible, the total number of adults in attendance (not necessarily DBS checked) compared with the total number of children will be in line with the ratio table below, as per Ofsted recommendations.

Childs age	Number of adults	Number of children
0-2	1	3
2-3	1	4
4-8	1	6
9-12	1	8
12-18	1	10

- There is a main contact for safeguarding on the day. This will be an individual who has been DBS checked.
- The main contact has access to emergency contact details and other relevant details
- If vulnerable people of different gender will be taking part in activities, adults of different gender will be in attendance too.
- A vulnerable person is not be left alone with an adult, unless that adult is DBS checked and is carrying out regulated activity.
- Individual children in Year 11 and below must be accompanied by a parent or licensed chaperone at all times. Children in Years 12 and 13 (until they reach the age of 18) must be supervised by a parent or guardian or a responsible adult that has been nominated by a parent or guardian (eg an older sibling) at all times.

- Two adults (one DBS checked) should be the last to leave a venue once the activity has finished and will be responsible for ensuring vulnerable people are collected by their responsible person.
- If a group of children such as a choir is performing with Harmonie Concert Band, that group is responsible for the safeguarding of its members.

Online safety

- Other than official communications from an authorised committee member, Harmonie Concert Band members should not communicate electronically with young people who are 17 and under.

This would include, for example, not having them as friends on Facebook or as part of a WhatsApp group, and not sharing online videos or photos.

- It would be acceptable for a young person of 17 and under to be part of the Harmonie Band Members' Facebook group.
- All official band email communications should go to the parent or guardian.

Procedure for raising safeguarding concerns and incidents of abuse

- If any member, staff or volunteer in Harmonie Concert Band witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the Safeguarding Officers named in this Policy
- If a named person is not available, or is involved in or connected to the abuse, it should be reported to the group Chair or a DBS checked adult
- If an individual wishes to report an incident of abuse against themselves they should report it to a named Safeguarding Officer or an individual they trust.

Procedure for dealing with concerns and incidents of abuse

- The named person (or other person to whom the concern or incident is reported) will first make a decision based on the immediacy of the concern and the following factors:
 1. If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
 2. If the person at the centre of the allegation is working with vulnerable persons at the current time – remove them, in a sensitive manner, from direct contact with vulnerable people and follow the procedures below.
- If none of the above applies the named person will:
 - Make a note of the concerns reported to them
 - Speak with committee members to decide how to handle the reported abuse. Any committee members who are involved in the incident will be excluded from this conversation and any subsequent investigation.
- Some instances may require further escalation, including for example:
 - An internal investigation – for less serious incidents where it is felt that internal mediation will be successful.
 - Raising concerns with the police – for serious or possible criminal offences.
 - Requesting an assessment by the local authority social care department about whether a vulnerable person is in need of protection.

Local Authority Designated Officers are based within the Children's Safeguarding Team at Essex County Council. Contact via phone: 03330 139 797, or by e-mail: lado@essex.gov.uk

- Where cases are escalated, the committee will cooperate with the police or local authority in dealing with the reported incident.
- Where an internal investigation takes place the safeguarding trained members of the committee, being mindful of confidentiality, will:
 - Inform all parties involved of the reported abuse as soon as possible.
 - Inform the family/guardians of the person reported as being/been abused of the incident.
 - Arrange separate meetings with both parties within 10 days of the reported incident. A joint meeting may be arranged if appropriate.
 - Both parties should be given the chance to bring a friend or representative to the meeting.
 - Meetings will be attended by the named safeguarding officer and at least one other committee member.
 - All parties will also be invited to submit a written statement in advance of the meeting.
- Once meetings have taken place, the committee will decide on next steps and communicate them to all parties in writing within 5 days. The outcome will generally be either:
 - An internal decision or resolution, or
 - Escalation of the incident to the relevant authority, which will have its own established procedures and timelines to work towards a resolution.

Resolution and disciplinary action

- If abuse is found to have taken place, any final resolution or decision will be taken in the best interest of the person who has suffered the abuse and the best interests of Harmonie Concert Band

Management of this Document

Date of publication	19.12.22
Date of next review	15 May 2025
Person responsible for review	Deb Carter

Appendices

Appendix A Safeguarding Letter Appendix B Parent/Legal Guardian Agreement



Harmonie Concert Band Safeguarding Letter and Acceptance form

Players under the age of 18 and vulnerable adults are welcomed into Harmonie Concert Band. All Band Members, the MD, and others working for the Band know that they have a duty of care when you attend Band rehearsals and functions.

Please note the following important conditions

Before a child under the age of 18 or in year 13 and below is able to take part in Harmonie Concert Band activities we must have written permission (email is fine) from a parent/legal guardians. This includes the important details in the parent/guardian agreement. **Rehearsals**

If a child of 17 years old and under attends a rehearsal, there must be a DBS checked person at the rehearsal,

A parent/guardian must not leave their child at the activity unless/until there is a DBS checked person in attendance. **If a DBS person is not available, a parent will need to stay in the rehearsal room throughout the rehearsal.**

The parent of a child must collect their child from the rehearsal room at the end of the rehearsal and escort their child from the building. If the child should have to leave the building to meet their parent/guardian a DBS checked person will need to accompany them.

Parents must liaise with the safeguarding officers when there is a planned activity other than a Wednesday rehearsal. See below.

Concerts and other activities

Children in Year 11 and below must be accompanied by a parent or licensed chaperone at all times.

Children in Years 12 and 13 (until they reach the age of 18 or completed year 13) must be supervised by a parent or guardian or a responsible adult that has been nominated by a parent or guardian (eg older sibling) at all times.

Social Media

Other than official communications from an authorised committee member, Harmonie Concert Band members should not communicate electronically with young people who are 17 and under.

This would include, for example, not having them as friends on Facebook or as part of a WhatsApp group, and not sharing online videos or photos. It would be acceptable for a young person of 17 and under to be part of the band's Facebook page. All email communications should go to the parent or guardian.

Concerns

If you have any concerns, the first people you should talk to are Deborah Carter (French Horn) and/or Lynne Bull (flute)



Harmonie Concert Band Parent/ Legal Guardian Agreement

Name of child	
Name of parent/legal guardian	
Emergency contact	
Name of any other adult/ legal guardian who is allowed to collect child	

I agree to the safeguarding regulations contained in the safe guarding letter

Signed

Date

From time to time, photos and videos are taken during Band activities and posted on the website, in social media, concert programmes or other print. Parental agreement for images of their child to be published in this way is needed.

I agree to images of _____ being used as indicated above

Signed

Date