

# Llandudno Town Band Safeguarding Policy

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## **Incorporating Anti-Bullying Policy and Whistleblowing Procedure**

Safeguarding means preventing and protecting children and vulnerable adults at risk from abuse or neglect, and educating those around them to recognise the signs and dangers.

Safeguarding children and adults at risk is the responsibility of **everyone**. If anyone suspects abuse of any kind, they will have a **duty to act**.

In terms of the safeguarding guidelines, a '**Child**' is anyone who has not yet reached their 18<sup>th</sup> birthday. An '**Adult at risk**' is anyone over 18 years old, who is at risk of abuse or neglect, has needs for care and support, and as a result is unable to protect themselves against the abuse, neglect or the risk of it.

### **Section 1: Policy Statement**

This policy applies to all members, volunteers or anyone working on behalf of the Llandudno Town Band.

The purpose of this policy is:

- to protect children and adults at risk who are members of the band.
- to provide staff, volunteers and members with the overarching principles which guide our approach to safeguarding.

A child or adult at risk should never experience abuse of any kind and we all have a responsibility to promote their welfare and to keep them safe. The band is committed to practice in a way that protects them.

Llandudno Town Band acknowledges that:

- the welfare of the child or adult at risk is paramount
- everyone, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity has a right to equal protection from all types of harm or abuse
- some people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, or other issues
- working in partnership with children, adults at risk, their parents/guardians/carers and other agencies is essential in promoting their welfare.

We will endeavour to keep children and adults at risk, safe, by:

- valuing, listening to and respecting them
- adopting and adhering to Safeguarding practices through procedures and a code of conduct for all members and volunteers
- developing and implementing an effective E-safety policy and related procedures
- ensuring that all band events and activities have been risk assessed
- providing effective support and training for members/volunteers with responsibility
- recruiting staff and volunteers safely, ensuring that all necessary checks are made
- sharing information about Safeguarding and good practice with members and volunteers
- sharing concerns with agencies who need to know, and involving parents/guardians/carers and children/adults at risk appropriately

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- ensuring appropriate ratios of adults to children at all rehearsals and events as follows:
  - 4 – 8 years  
1 adult to 6 children
  - 9 – 12 years  
1 adult to 8 children
  - 13 – 18 years  
1 adult to 10 children
  - Ensuring at least 2 responsible adults are present at all times

## Useful contact details

Band safeguarding team: Jo Sutton (Safeguarding Officer) 07944 459031

Local Police: Dial 101 or if person is in immediate danger Dial 999

Local Authority Designated Officer (LADO) Conwy County Borough Council social care department: 0300 456 1111 /out of hours 0300 123 3079 or E-mail [wellbeing@conwy.gov.uk](mailto:wellbeing@conwy.gov.uk)

To report a child at risk, telephone 01492 575111

To report an adult at risk, telephone 0300 456 1111

North Wales Safeguarding Board [www.northwalessafeguardingboard.wales](http://www.northwalessafeguardingboard.wales)

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

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

Brass Band England Welfare Officer: 01226 771015

## Section 2: Types of Abuse

In general terms, abuse and neglect are forms of maltreatment of a child or adult at risk. Abuse can occur anywhere - in a family, institutional or community setting or in a public place. The abuser may be known to them, or a stranger and it may be an adult or adults, or another child or children. Abuse can take many forms including:

### 1. Physical

This means deliberately hurting someone and includes physical restraint, withholding food or medical attention, denying sleep or otherwise causing physical harm. It may also be when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a person.

### 2. Emotional

This means the persistent emotional maltreatment of a person to the extent that it causes severe and persistent adverse effects on their emotional development. It may include humiliation, isolation, constant criticism, threats or bullying. It may involve exposure to domestic abuse or drug taking, making the person perform degrading acts or not recognising their limitations.

### 3. Sexual

This involves forcing or enticing the person to take part in sexual activities, whether or not they are aware of what is happening. It is difficult to spot, frequently leaving no signs. It can be **contact** abuse where an abuser makes physical sexual contact with

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the person (including over the clothes). It can also be **non-contact** abuse such as grooming, exploitation, encouragement to view or make pornographic images or behave in sexually inappropriate ways.

## **4. Neglect**

This means a failure to meet a person's basic physical, emotional, social or psychological needs, which is likely to result in an impairment of the person's well-being. This may involve failing to provide adequate food, clothing, medical attention or shelter. It may include failing to act to protect from physical or emotional harm.

## **5. Bullying**

This is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for the person being bullied to defend themselves. It may be physical, verbal, emotional, or sexual (e.g. unwanted physical contact).

## **6. Discriminatory**

Being treated differently because of ethnicity, sexuality, gender, age etc.

## **7. Financial**

Theft of money, property or belongings.

## **8. Domestic**

May include any of the above

## **9. Institutional**

Poor working practices in care homes or hospitals that cause poor or inadequate care.

## **10. Modern Slavery**

When an individual is exploited by others for personal or commercial gain.

## **Section 3: Dealing with a Safeguarding Concern**

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

- a child or adult at risk might make a direct disclosure about him/herself
- any person might make a disclosure to you about someone else
- any person might offer information to you that is worrying but not a direct disclosure
- personal observation of an unexplained injury, change in behaviour or demeanour or you feel concerned about another's behaviour towards a child or adult at risk.

### **Talking to a child or adult at risk who has made a disclosure**

- Reassure them that telling someone about it was the right thing to do.
- Listen carefully- let them tell their whole story but avoid asking them to repeat the information.
- Don't try to investigate or quiz but make sure you are clear as to what is being said.
- 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.
- Explain that you cannot keep the disclosure a secret and tell them that you must now do what you can to keep them (or the subject of the disclosure) safe.
- Let them know what you are going to do next and who else needs to know about it.
- Make no judgement about what you have been told and stay calm.

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If anyone suspects abuse of any kind, they have a duty to act

## Reporting a Concern

- If the person in question is in immediate danger and is with you, remain with them and call the Police by dialling 999. If the person is elsewhere, contact the Police, explain the situation and be guided by their advice.
- Once any immediate danger or emergency medical need has been dealt with, contact a member of the Band's Safeguarding team (or in case of their absence or unavailability, a Committee member) to let them know what is happening.
- If the only person available is implicated in the disclosure, follow the procedure below entitled '**Next steps to be taken on Reporting a Concern**' yourself.
- Make an immediate, careful record of what has been said in the disclosure, using actual words wherever possible. Sign and date your record and ensure it is passed on to the Safeguarding Officer.
- Ensure that any records are kept confidentially and securely.

## Next steps to be taken on Reporting a Concern

- The Band Safeguarding Officer (or, if necessary, Committee member) must take immediate steps to ensure that there is no continuing band situation which could cause further concern and that no-one is placed in a position which could cause further compromise.
- The Safeguarding Officer (or their deputy) must ensure that the band form entitled '**Form for Reporting Concerns about a Child/Adult at Risk**' is completed as soon as possible.
- No investigation or questioning is to be undertaken. We are not an investigation agency.
- The statutory authorities are best placed to advise on or take any necessary action therefore **Conwy County Borough Council Social Care Department must be informed of the Reported Concern as soon as possible and within 24 hours at the latest.** It may be that advice only is sought in the first contact or it may be a formal Reporting of a Concern.
- A record of this first and any subsequent contacts must be made on the appropriate form (as above) together with relevant advice received and any action taken as a result of that advice.
- Safeguarding Officer (or deputy) should fully apprise the Chairman of the situation at the earliest opportunity.
- All records must be kept confidentially and securely.

## Section 4: Anti-bullying Policy

Bullying is behaviour, usually repeated over time that intentionally hurts another individual or group of individuals physically or emotionally. One person or a group can bully others. It can be face to face between individuals or groups, or online, using information technology such as computers or mobile phones.

Bullying can be **physical** e.g. hitting, kicking, theft, damage. It can be **verbal** e.g. racist or homophobic remarks, threats, teasing, name-calling, abusive text messages. Bullying can be **emotional** e.g. tormenting, ridiculing, humiliating, ignoring, isolating from group. It can be **sexual** e.g. unwanted physical contact or sexual assaults. Consideration must always be given to any Safeguarding issues and dealt with in accordance with **Section 3** above.

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**We recognise that bullying causes real distress and that we all have a role to play in preventing and putting a stop to it.**

## **Policy aims**

- As far as is possible, to prevent it from happening.
- To provide information to all members, volunteers and their families about how to prevent and deal with bullying.
- When it does happen, to ensure it is stopped as soon as possible.
- To provide support where needed.

## **Prevention**

- Endeavour to create a culture of good behaviour for adherence by all, both in face-to-face contact and online.
- Demonstrate the value of setting a good example by showing respect to one another.
- Advertise and promote the band so as to attract people from diverse groups.
- Be welcoming to new members and foster an inclusive, team spirit.
- Raise awareness of the band's anti-bullying policy to all members and volunteers.

## **Responding to a report of bullying**

- The person to whom it has been reported should take any necessary immediate action and a clear, written account made of the incident should be given to the Safeguarding team or responsible officer as soon as possible.
- All parties involved should be spoken to, with due sensitivity, by the Safeguarding or responsible officer as soon as possible.
- Written records of the interviews to be kept.
- Parents/guardians to be kept informed

## **Supporting someone who has been bullied**

Bullying can affect someone's health and development so reassurance and the offer of support will help restore their self-esteem and confidence. Work with parents/guardians and ensure the person knows who they can go to for support and advice. In addition to friends, family and other band members, this may include the NSPCC, the Anti-bullying Alliance or an organisation such as Childline who have trained counsellors to provide a listening ear.

## **Helping someone who has bullied**

Sometimes children and young people don't realise what they're doing is bullying, or even understand how much their actions have hurt someone. Let them know that what they've done is unacceptable and that their behaviour needs to change. Working with their parents/guardians, help them to realise how what they've done will have affected the other person. Additional sources of help are listed above.

## **Outcome**

The situation will need to be monitored to ensure that the problem has been resolved. Whilst avoiding any actions which may belittle the individuals concerned or make them appear foolish in front of others, sometimes it may be necessary to take disciplinary steps if the situation continues. This may include an official warning, temporary or, as a last resort, permanent exclusion from the band. Parents/guardians should be informed of any action taken.

A written record should be kept of the outcome and all paperwork relating to the incident should be kept confidentially and securely.

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## Section 5: Whistle Blowing Procedure

This procedure aims to provide a transparent and effective route for all members to raise a genuine concern about acts of wrongdoing or malpractice within the band. It will ensure that no one is penalised for raising a genuine concern, even if eventually proven unfounded.

**The procedure does not apply to any Safeguarding issues which must be dealt with in accordance with Section 3 above.**

### **What to do if you wish to raise a concern about malpractice or wrongdoing**

- Arrange to meet confidentially with the band Chairman or a member of the Safeguarding team as soon as possible.
- If you need support, ask another member or volunteer to go with you.
- If you don't wish your identity to be disclosed to the person you have concerns about, make this clear to the person dealing with your concern at the earliest opportunity.
- Every effort will be made to respect your wishes, but it cannot be guaranteed that your identity will not be disclosed. If this is the case, you will be informed and any issues you may have about this will be discussed with you.
- You'll be advised at the meeting, or as soon as possible thereafter, what action will be taken to address your concern.
- You'll be informed of the outcome as soon as possible. Be aware that it may not be possible to reveal the full details if it relates to confidential third-party information.
- If no action is to be taken in relation to your concern, you will also be informed of this and given the reasons why.
- If you are unhappy with the outcome, then the Local Authority Designated Officer may be contacted (details above).

### **What to do if someone raises a concern with you about malpractice or wrongdoing**

- Approach the situation sensitively, being mindful of the person's discomfiture.
- Arrange to meet them confidentially, but if the person is under 18 years, ensure you are protected and not alone.
- If you are not normally the person responsible for dealing with such matters, try to establish why you have been approached. Inform the person that they should speak to the Chairman or a Safeguarding officer but don't, however, refuse to hear what they have to say.
- If the person doesn't wish their identity to be disclosed, explain that this wish will be respected if possible but that it may not be achievable.
- Either at the meeting or as soon as possible thereafter, advise the person what action will be taken to address their concern.
- Consideration must be given to any immediate action that may be needed to protect others.
- Make written notes of your meeting and check their accuracy with the person.
- If you are not normally the person responsible for dealing with such concerns, refer the matter to the appropriate Officer as soon as possible, showing them any notes you have made.

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## Deciding what action to take

- If the concern appears to be of a serious nature, first consider any necessary action under the Safeguarding guidelines and/or informing the Police.
- If it is of a relatively minor nature, it may be dealt with informally.
- If the responsible officer deems an investigation is necessary, this should be demonstrably thorough, impartial and completed as swiftly as possible.
- Once all avenues of enquiry have been covered, a written report should be prepared summarising the nature of the concern, the investigation process and the outcome, including specific recommendations.
- Carry out any recommendations using a clear plan of action. This may involve disciplinary action, training, coaching, counselling or implementation of new policies or procedures.
- The person who raised the concern should be informed of the outcome but not given details of any disciplinary action. They should be offered counselling or support.
- If the concern is not upheld, then this should be made clear to them.
- If it transpires that the concern was raised maliciously or for personal gain, it may be appropriate to consider disciplinary action against them.

## Recording the action taken

- Regardless of whether the concern is dealt with informally or formally, accurate written notes should be made **from the outset**.
- Copies of these notes should be given to the subject of the concern.
- Copies of notes from the initial meetings/discussion only, should be given to the person who raised the concern.
- Notes made during the investigation and the report, together with any notes relating to the outcome, should be kept confidentially and securely.
- The notes should not reveal the identity of the whistle-blower if that had been so requested.

External support for dealing with an issue such as this can be obtained through Brass Band England, the NSPCC or the Local Authority Designated Officer.

## Section 6: Additional responsibilities and considerations within Safeguarding

It is the responsibility of every adult to ensure that their behaviour is appropriate at all times and they should be mindful that it is possible to misinterpret actions, even if they are meant well. Whilst it is not possible to anticipate every eventuality, the following rules and guidelines will help to ensure a safe and secure environment for all band members:

- All adults with potential unsupervised access to children and adults at risk will undergo an annual Enhanced Disclosure and Barring Service check.
- All adult volunteers (e.g. parents) will be supervised by a band member who has undergone a DBS check as above.
- Whilst on band activities, supervising adults should not consume alcohol nor permit anyone under 18 years to do so.
- In general, band members should take care to avoid being alone with a child, but where this is unavoidable:
  - ensure another adult knows where you are and how long you will be.
  - invite the child to bring a friend.
  - leave the room door open.
  - move to the centre of the room so as to be in plain view.



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- If physical contact cannot be avoided, (e.g. in an emergency) seek permission of the child/vulnerable adult wherever possible and ensure they are comfortable with what you are going to do.
- Whenever possible, a child/vulnerable adult should be transported to events by their parent/guardian/carer.
- Where it is necessary for a band member to provide transport, then:
  - consent from the parent/guardian must be obtained first.
  - ideally, a male and female should accompany mixed groups.
  - the child/vulnerable adult should be seated in the back of the vehicle.
- First Aid training should be made available to appropriate members.
- All injuries, no matter how minor, should be recorded in the Band's incident book with a parent/guardian/carer being informed as soon as practical.
- If it is necessary to transport an injured person to hospital, a member of the band with pastoral responsibility should accompany them and wait there until the arrival of the parent/guardian/carer.